

Dear {scholar},

Welcome to the UK! We wish you the very best on your journey as a Commonwealth Scholar.

Stipend

Your Cashcard will be loaded on your programme start date with your warm clothing allowance (£522) and stipend calculated at the UK rate from the start date of your award or from when you arrived to the UK, (whichever is later) until the end of December 2023.

If you have not yet activated your cash card and received your first stipend, please do so following the instructions attached to the Confirmation of Award email and then let me know so the card can be credited.

Registration Form

As you have now arrived in the UK, you will need to complete the [CSC Registration Form](#).

Once you have completed this, please send back to me with the following documentation:

- A scan of the photo page of your passport in PDF format
- A scan of your Biometric Residence Permit (BRP) in PDF format
- A copy of your visa decision letter which was emailed to you when your visa was approved

If you have a temporary 90-day vignette in your passport, you will usually need to collect your **BRP within ten days of arriving in the UK or before the end of your 90 day vignette, whichever is later. However, it is advisable to collect your BRP as soon as possible as you are likely to need it during your first few weeks in the UK.**

If any part of the visa process is unclear, please contact the International Office at your university.

UK Bank Account

You will need to open a UK bank account **as soon as possible** so that your stipend can be paid to you without delay. Once you have opened an account, please complete the [bank account form](#) (password is **Tavistock**) and return the form to me as an **Excel document – we will not be able to accept this in any other format.**

Please return your completed Registration Form (including copies of your BRP and passport) and Bank Account Form as soon as possible.

Please note that if you do not submit either the Registration Form or the Bank Account Form (and accompanying documentation) by 31 October 2023, your next quarterly stipend payment will be held.

TB test

TB test reimbursements will be automatically paid to you in your December stipend payment, for those scholars who required a TB test to enter the UK.

Policies

While you are in the UK, we encourage you to familiarise yourself with your university's safeguarding policies as well as the [CSC safeguarding policy](#). All CSC policies as well as the Handbook for Commonwealth Scholars and Fellows are available on the [CSC website](#).

You may also find the information on our Website on [Wellbeing](#) helpful during your award.

I do hope that your studies will go well and hope that I might have a chance to meet you either virtually or in person during your Scholarship.

With Best Wishes

{PO}