

# Your Guide to Student Benefits & Discounts

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# TRAVEL BENEFITS



## 18 +Oyster card

As a full-time student, you are entitled to get 30% off the price of adult-rate Travel cards and Bus & Tram Pass season tickets.

+18 Oyster is available to Full time Undergraduate and Postgraduate students, who live in a London borough during term time. The +18 Oyster card costs just £20.

Below you have a detailed description of the application process:

### STEP 1

Go to <https://photocard.tfl.gov.uk/tfl/showLogon.do?selection=student>

### STEP 2

Ensure that 18+ Student Oyster has been selected

### STEP 3

Click on “Create web account”

The screenshot shows the 'Apply for an Oyster photocard' page. On the left, there is a sidebar with links for 'Common questions', 'Terms and Conditions', 'Email address:', and 'Password:', along with a 'Sign in' button and a link for 'Forgotten your email address or password?'. The main content area is titled 'Apply for an Oyster photocard' and includes a 'Create a web account' section with instructions and a 'Please select your photocard:' section. The '18+ Student Oyster photocard' option is highlighted with an arrow, showing a 30% discount. Below this is an 'Applying online' section with a list of requirements and a 'Create web account' button. At the bottom, there is a 'Lost, stolen or damaged Oyster photocard?' section with an input field and an 'Enter' button.

**Common questions**  
Terms and Conditions  
Email address:  
Password:  
Sign in  
Forgotten your email address or password?

**Apply for an Oyster photocard**

**Create a web account**  
You'll need to create a web account before you can apply for an Oyster photocard.

To create a web account you will need to provide an active email address, your name, address, date of birth and phone number. We need your date of birth so we can confirm, as the web account holder, you're aged 18 or over.

Once the web account has been created, you'll be able to apply online for an Oyster photocard.

**Please select your photocard:**

**18+ Student Oyster photocard**  
Get 30 per cent off adult-rate Travelcard and Bus & Tram Passes.  
Find out more

**Applying online**  
You must make your application online, and you'll need:

- A colour, digital photo to upload
- Your Enrolment Number from your education establishment
- Your course start and end dates
- A credit or debit card to pay the £20.00 fee
- An active email address

Create web account →

**Lost, stolen or damaged Oyster photocard?**  
Enter your application reference or 12 digit Oyster photocard number:  
Enter  
I don't know these details

## STEP 4

Enter Anglia Ruskin University - London or click “view list of all available establishment” and the click “ApplyNow”

### Get photocard

---

#### 18+ Oyster photocard

To complete your application you'll need:

- Your university/college enrolment number
- Your course dates
- A colour digital photograph
- A credit/debit card to pay the £20.00 application fee

Enter the name of your university, college, school, or establishment

Anglia Ruskin University - London



▶ [View list of all available establishments](#)

**Apply now** →

▶ [Coming to London on a work placement?](#)

---

## STEP 5

Click “Continue” at the bottom of the page

← Tickets  
← Oyster Online  
→ **Get photocard**  
Common questions  
Terms and Conditions  
Email address:  
  
Password:  
  
**Sign in**

[I've forgotten your email address or password?](#)

### Get photocard

---

#### 18+ Oyster photocard

##### Volunteering information from Team London

The Mayor's volunteering programme for London, Team London ([volunteerteam.london.gov.uk](http://volunteerteam.london.gov.uk)) makes it quick and easy for Londoners to give their time, find volunteering opportunities and do great things for their city.

Whether it's cleaning up the environment or volunteering at one of the capital's great events, Team London mobilises the community spirit and enthusiasm of Londoners to make a difference.

Volunteering is good for your job prospects too. In a recent study by Timebank 94% of employers asked think that volunteering adds to skills and 73% would employ someone with volunteering experience over those without.

Building on all the work that is already taking place in the capital, Team London focuses efforts on areas where volunteers can make the biggest impact. These priority areas are:

**Making London a better place to live** - making the capital greener and cleaner, increasing healthy living, strengthening your local community, and getting involved in cultural and sporting events across the capital.

**Increasing opportunities for young people** - giving young people the chance to gain experience and skills.

There are thousands of volunteer opportunities listed on our volunteer opportunity search (<http://volunteerteam.london.gov.uk/search/>) - from helping young people gain new skills, to creating community gardens or befriending an older person, you're sure to find something to suits you.

Each month, we'll send you the Team London newsletter including the latest volunteering opportunities, plus you'll be the first to hear about volunteering roles at high-profile sporting and cultural events such as RideLondon, Euroleague Basketball and Gigs, the Mayor of London's busking competition.

→ **Continue** →

## STEP 6

You will then have to create an account. Enter your email address and create a password, then click “Create account” at the bottom the page.

The screenshot shows the 'Get photocard' page with a navigation menu at the top. The 'Tickets' tab is selected. Below the navigation, there are seven numbered steps: 1. Create account, 2. Your details, 3. Course Details, 4. Security, 5. Upload photo, 6. Summary, and 7. Payment. Step 1 is highlighted. The main content area is titled 'Get photocard' and '18+ Student Oyster photocard'. It features a 'Create Account' section with input fields for 'Email address (username)', 'Repeat email address', 'Password (8 to 10 characters)', and 'Password Confirmation'. A 'Sign in' button is also present. At the bottom, a 'Create account =>' button is highlighted with a black arrow pointing to it from the right.

## STEP 7

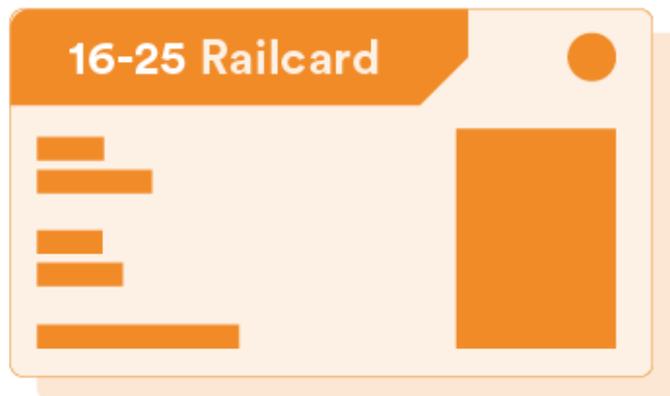
Fill in your details on each section of the page:

-  Course details
-  Security
-  Upload photo
-  Summary and payment

The screenshot shows the 'Get photocard' page with the '18+ Student Oyster photocard' section. A yellow banner at the top of the details section reads: '✔ Your account has been created. Please enter your details below.' Below this, there is a section for '\* Required information' with input fields for 'Title \*' (with a dropdown menu showing 'Other'), 'Title if other', 'First name \*', 'Middle initial', 'Last name/Family name \*', and 'Date of Birth \*' (with dropdowns for 'dd', 'month', and 'yyyy'). There is also a section for 'Address:' with a yellow banner that reads: 'Term time address (UK only). Please note this is the address your card will be sent to.' Below this are input fields for 'Postcode \*' (with a 'Lookup' button), 'Flat/House number/name \*', 'Street \*', 'Town \*', and 'City/County'. At the bottom, there is a section for 'Contact Details :' with input fields for 'Home/mobile telephone number \*' and 'Alternative telephone number'.

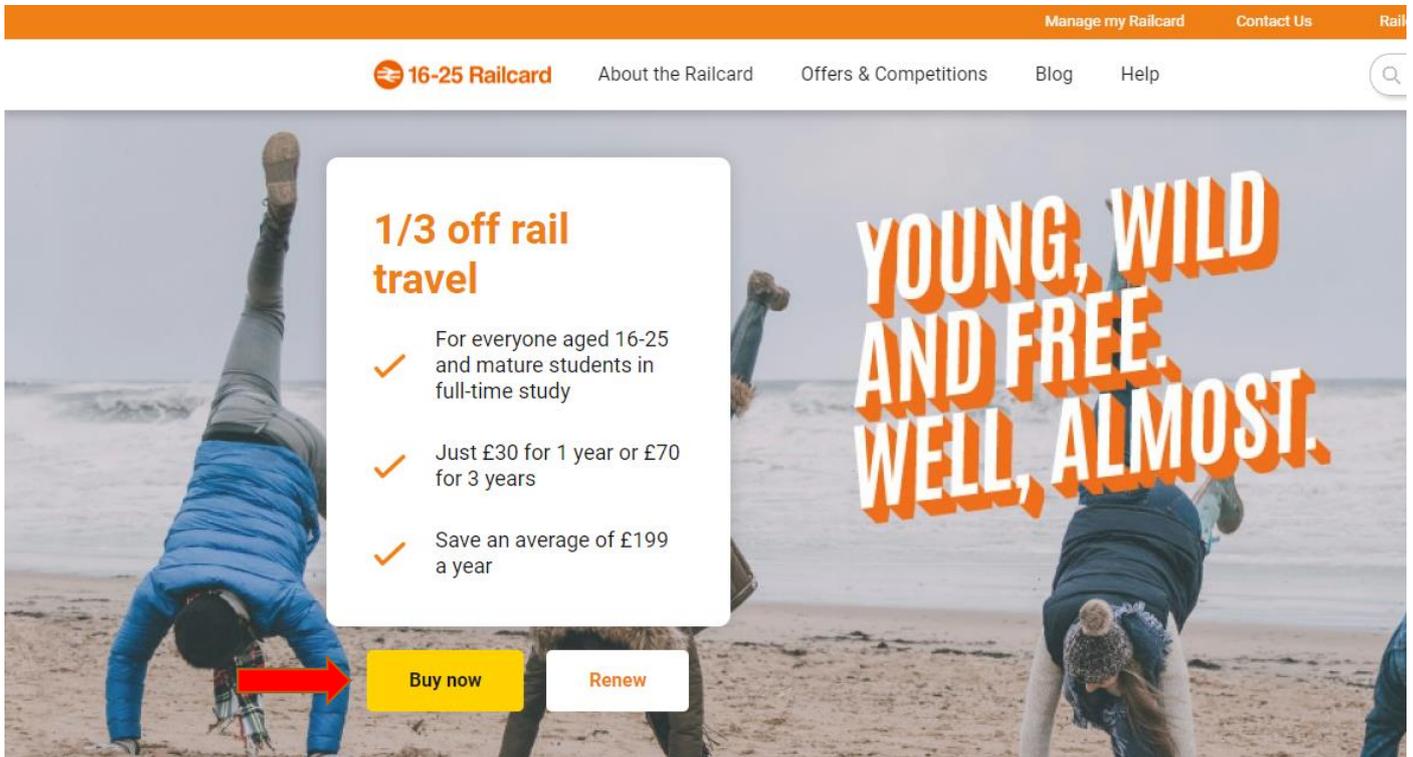
After the information is entered, you will have to wait for approval. We aim to approve it within 3-5 working days. For any other oyster card queries please contact - [contactus@tfl.gov.uk](mailto:contactus@tfl.gov.uk)

# How to apply for a student railcard



Step 1: Go to <https://www.16-25railcard.co.uk/>

Step 2: Click 'Buy Now'.



Step 3: Tick the box (Yes) if you are a mature student, and select duration the duration of your Railcard.

Are you a mature student? ?

Yes, I am a mature student

Select duration of Railcard \*

3-year

£70

Save £20

Select

1-year

£30

Select

**Step 4: Choose the type of Railcard you would like to receive.**

Choose the type of Railcard you would like: \* ?

Digital  
Downloaded to your phone (Best option if you're travelling soon) 

Plastic  
Sent by post – UK address only 

**Step 5: Confirm if the railcard is for you or someone else.**

Who is the Railcard being purchased for? \* ?

The Railcard is for me 

The Railcard is for someone else 

**Step 6: Accept the Terms and conditions.**

Terms and Conditions

I have read and accept the [terms and conditions](#) for the Railcard highlighted above and [terms and conditions](#) for it being sent by post

Continue

## Step 7: Have your documents ready.

### What you will need:

-  A valid debit or credit card
-  Proof of eligibility (UK Driving Licence, Passport, Identity card)
-  A passport style photo (shoulders up). It can even be taken with your phone.
-  If you are a mature student - complete the [mature student application form](#) and have it ready to upload with your application.
-  If buying for someone else - the Railcard holder's details, including their email address
-  If you are aged 16 or 17, you may want to consider a [16-17 Saver](#) instead, which can get you 50% off rail travel. (not valid on ScotRail or Caledonian Sleeper services)

## Step 8: Complete your personal details section e.g. name, date of birth and telephone.

### 16-25 Railcard - Holder details

Please fill in the short form below to populate the details of your Railcard:

Title \*

First Name \*

Last Name \*

Your Date of Birth \* 

Your UK Phone number

Back

Continue

## Step 9: Select an eligibility check method.

### 16-25 Railcard - Select an eligibility check method

As you have selected a Railcard that is age-dependent, we need you to prove your eligibility using one of the three methods below:

<input type="radio"/> National Identity Card	
<input type="radio"/> Passport	
<input type="radio"/> UK Driving Licence	

Back

Continue

## Step 10: Eligibility check for Mature Students.

### 16-25 Railcard - Provide Supporting Evidence

To be eligible as a mature student and buy a 1-year Railcard, you will need to prove you are attending a recognised college or university, for over 15 hours a week, at least 20 weeks a year. Unfortunately, Open University, distance learning and part-time courses do not qualify.

Fill out the [mature student application form](#) and upload the form when applying on the website. You'll also need a scanned copy of your student photo identity card or NUS photo ID.

**Note: you will need to provide this evidence each time your Railcard is renewed or repurchased.**

No file selected

**Note: You will need to printout the Mature Student Application form to complete and upload back to your online application.**

**Step 11: Choose the address where you would like your railcard to be sent to.**

Please tell us where you live

**Delivery Address**

House Name/Number

Postcode

**FIND ADDRESS**

[Enter address manually](#)

**Billing Address**

House Name/Number

Postcode

**FIND ADDRESS**

[Enter address manually](#)

My billing address is the same as my delivery address [?](#)

**Please upload a photo of yourself**

See our [FAQs](#) for more help on uploading your photo. All photos will be checked to make sure they meet our requirements. If your photo does not meet our requirements we will notify you by email within 24 hours and you will need to upload a new photo.

Browse to file \*  No image chosen

Secure page

**If the address on your bank account is different from the delivery address, you should ensure that you put the correct details under Billing Address section.**

**Step 12: Pick your delivery option.**

**Choose your Delivery Type?**

Please select your delivery type \*  Royal Mail First Class (FREE) [?](#)

Royal Mail Special Delivery (£6.50) [?](#)

The Railcard should be with you between 18/06/2018 and 22/06/2018.

We save your details at every step, just log back in to pick up where you left off

### Step 13: Upload passport style photograph of yourself and click Upload.

#### Upload Photo

Secure page

How your photo should look

Looks good



Not acceptable



You will need to provide a head and shoulders passport-style photo for your Railcard, preferably against a light background. The following are **very** important:

- The photo must be of you
- You must be instantly recognisable
- Not too close or too far away
- No sunglasses
- No image filters
- No larger than 4mb in file size

If a member of rail staff is unable to validate that the person on your Railcard is you, the Train Companies reserve the right to charge you the full price Standard Single fare for your journey as if no ticket was purchased before starting the journey and in some cases a Penalty Fare.

Please upload a photo of yourself

See our [FAQs](#) for more help on uploading your photo. All photos will be checked to make sure they meet our requirements. If your photo does not meet our requirements we will notify you by email within 24 hours and you will need to upload a new photo.

Browse to file \*  No image chosen

### Step 14: Once you have accepted the terms and conditions, please click Confirm.

Terms and Conditions

I accept the [terms and conditions](#) for the Railcard highlighted above. \*

I accept the [terms and conditions](#) for being sent a Railcard by post. \*

---

**TOTAL TO PAY** **£30.00**

(Payment to be taken on the next page)



16-25 Railcard not for you? Visit [railcard.co.uk](http://railcard.co.uk) for other Railcards  
[Mobile Version](#) | [Railcard Terms & Conditions](#) | [Website Terms & Conditions](#) | [Privacy Policy](#) | 2018 ATOC Ltd

**Step 15:** Please provide billing address details at which your bank card is registered.

## Payment

1 Please enter your billing address

Title

First Name

Last Name

Address Line 1

Address Line 2

Town / City

Postcode

Country

**Step 16:** Enter your debit or credit card details. Click **Pay** to proceed with your transaction.

2 Please enter your debit or credit card details

Amount £30.00

Card Type

Card Number

Expiry Date

Security Code

After completing the above fields, please press the Pay button. Authorising your transaction may take a little time - we appreciate your patience.  
Please do NOT click the stop, refresh, or back buttons in your web browser during your payment as you may be charged multiple times.

[BACK](#)

[PAY](#)

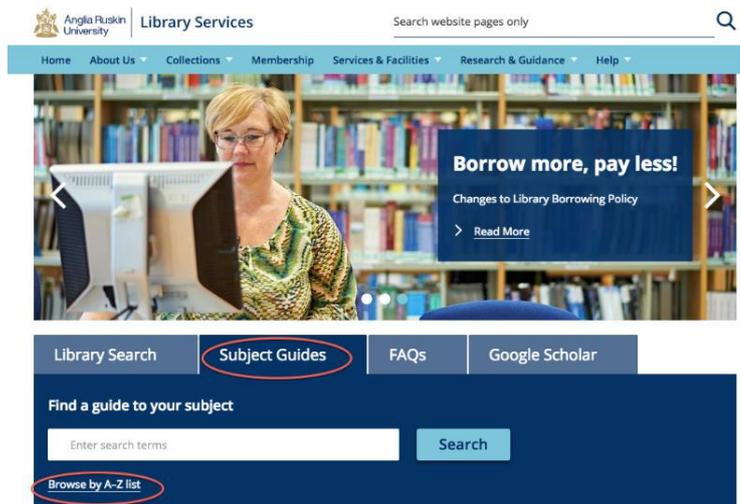
**PLEASE NOTE:** For your application to be approved, you will need to send enrolment letter together with the application. You can request the letter on VLE -> My Forms -> Letter request

# Free Subscription to Financial Times Online through ARU e-Library



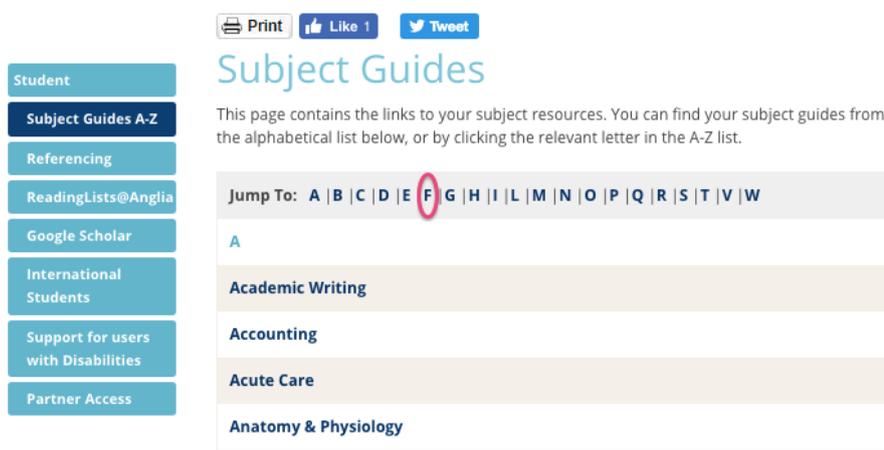
FINANCIAL  
TIMES

Step 1: Log into ARU Digital Library <https://libweb.anglia.ac.uk/>



## Step 2: Select Guides, Browse A - Z and search for Finance.

Home > Research & Guides > Student > Subject Guides A-Z



## Step 3: Click 'Finance'



## Step 4: Click Database and choose 'FT.com'

### Finance

Browse our best resources, organized by subject

119 SUBJECTS Finance

[Guides](#) [Databases](#) [Blog Posts](#)

#### Showing 9 Databases

**Best Bets!**

- [Accountancy Lite via LexisLibrary](#) Best Bet
- [Emerald Management Xtra](#) Best Bet
- [FAME](#) Best Bet
- [Osiris](#) Best Bet
- [Tax and Accountancy LexisLibrary Practice Area](#) Best Bet  
*more...*

**Additional Databases**

- [Business Source Premier](#)
- [FT.com](#)
- [IBISWorld](#)
- [Passport](#)

## Step 5: Register on FT.com using your full student email address. (Example@student.anglia.ac.uk)

**DATABASE**  
**ft.com.**  
Financial Times Limited.  
Financial Times.  
[Online access available >](#)

TOP

SEND TO

FIND ONLINE

DETAILS

LINKS

EXPORT BIBTEX EXPORT RIS REFWORKS ENDNOTE **EASYBIB** CITATION >

Find Online

Sign-in for more options

Resource available at [ft.com.](#)

Authentication notes:

The first time you access ft.com you will be asked to register. Please use your Anglia Ruskin email address when completing the form.

Additional services

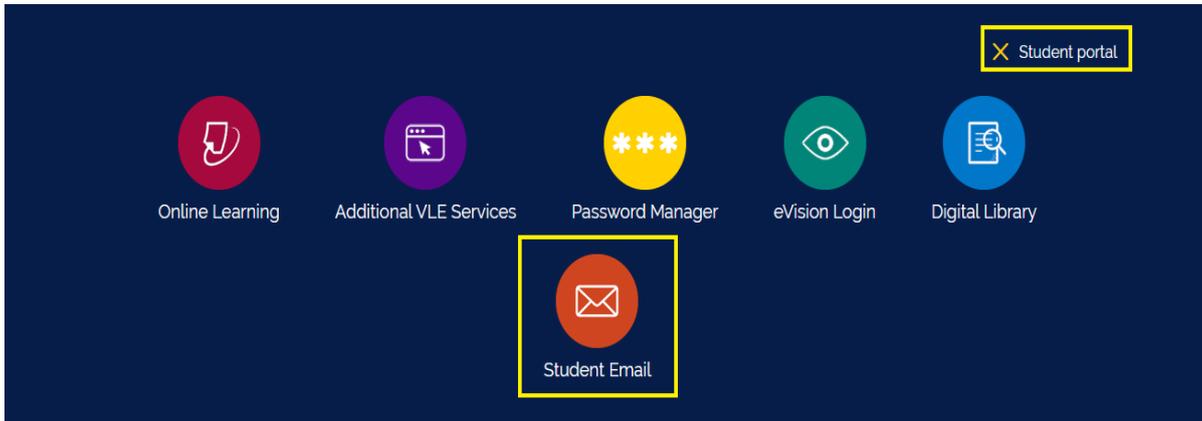
[Report a problem with this resource](#)

# Downloading Microsoft Office



## Step 1:

Go to <https://london.aru.ac.uk/> and select 'Student Portal' to get access to all learning platforms, then click on 'Student Email'.



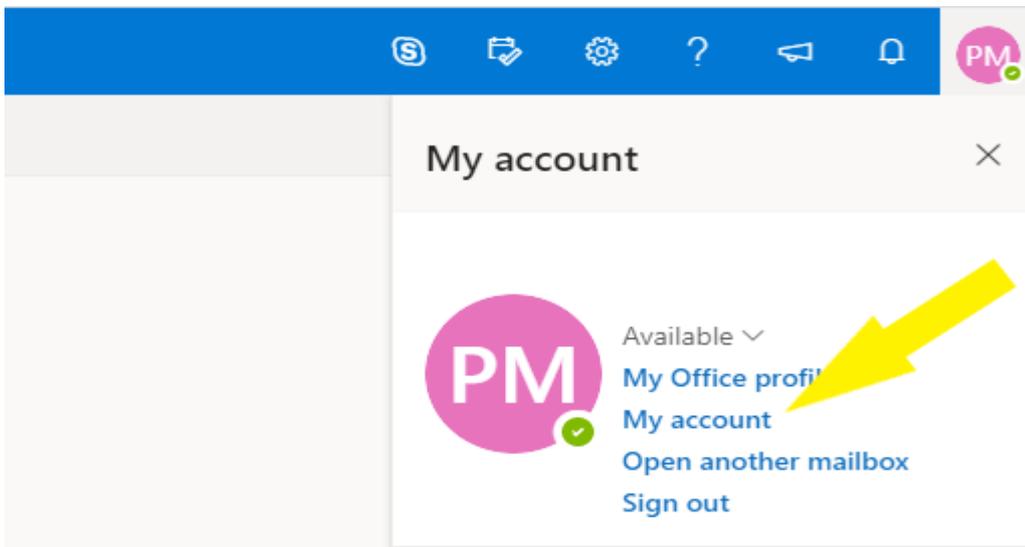
## Step 2:

Login to your student email using your **e:Vision** username e.g. abc123@student.anglia.ac.uk and your **e:Vision** password



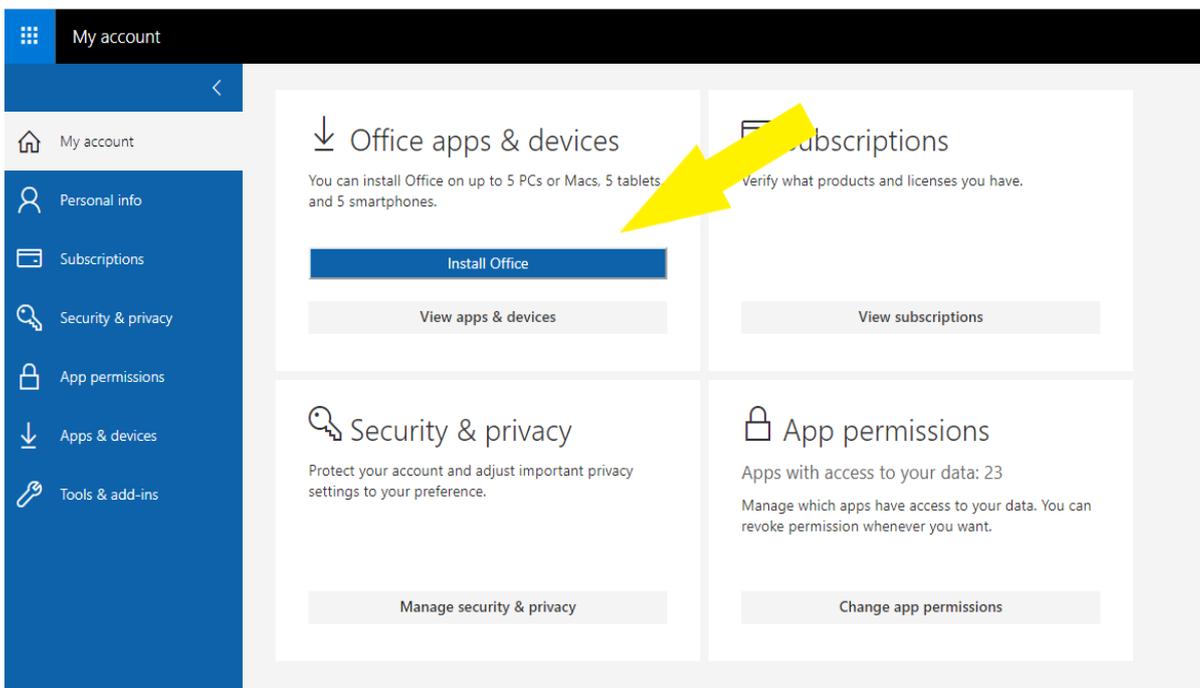
### Step 3:

Once signed in, click on 'My account'.



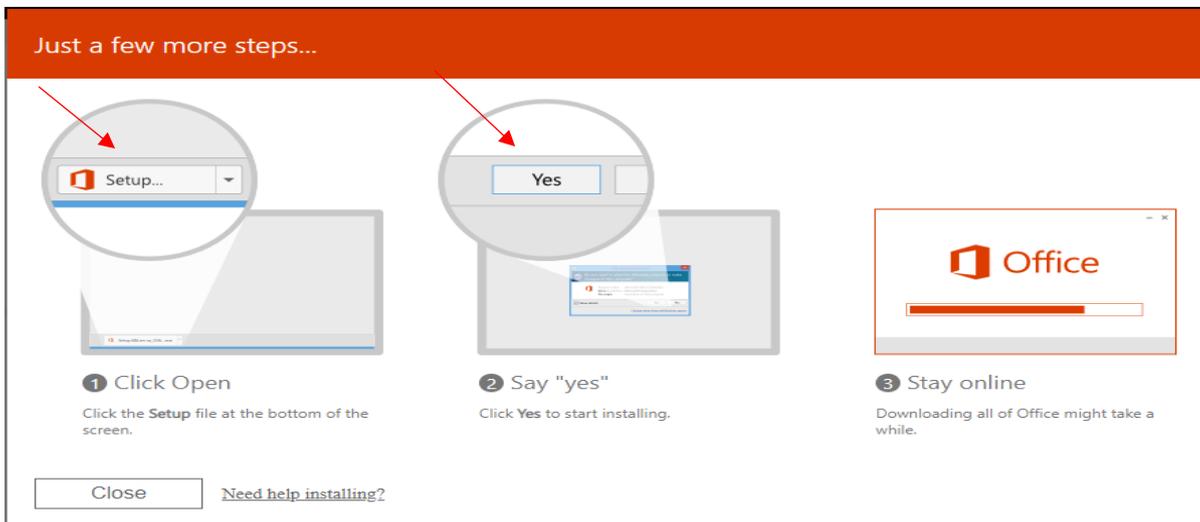
### Step 4:

In the "My Account" section, click on 'Install Office', the file will start downloading.



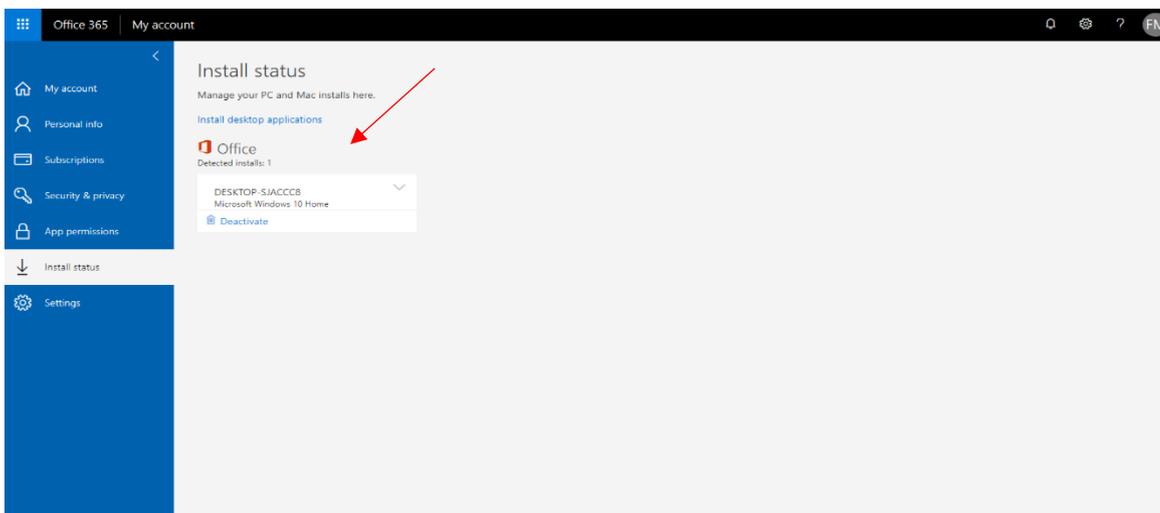
## Step 5:

Once the file has finished downloading, press 'Setup' and then 'Yes'. The installation process will start automatically.



## Step 6:

After installation, Microsoft Office will appear as activated on your student email account. You will also be able to see all Microsoft Office apps on the device you are using.



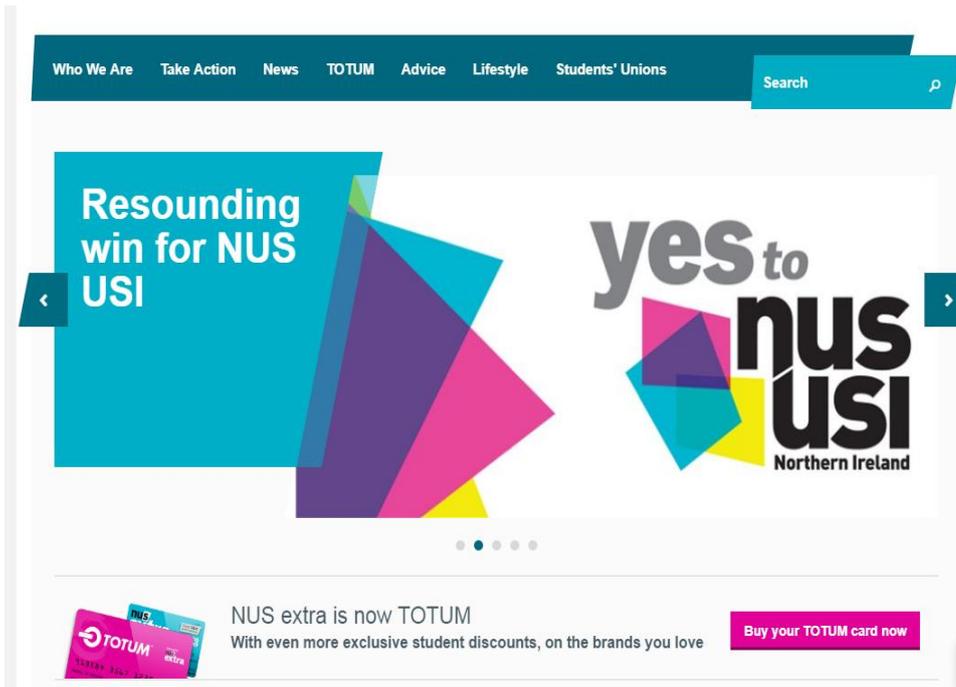
**After downloading Microsoft Office, to login to any Microsoft Office app you will have to use your student email login details, e.g. abc123@student.anglia.ac.uk and your e:Vision password**

# How to Apply for a TOTUM card

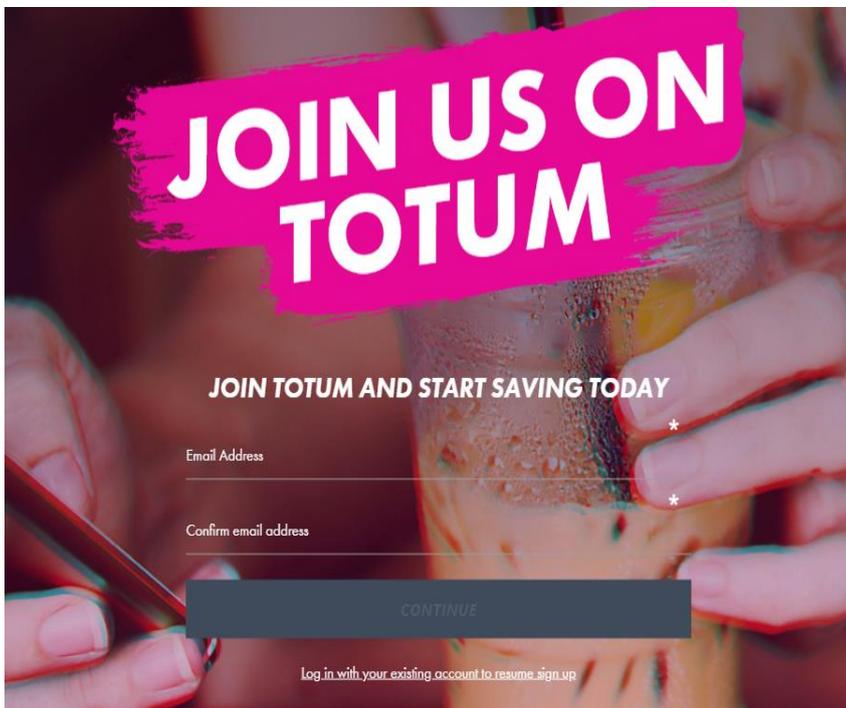


Step 1: Go to <https://www.totum.com/>

Step 2: Click on 'Buy your TOTUM card now'



Step 3: Enter your student email address and click continue



Please note, this **must** be your Anglia Ruskin email address. ([firstname.surname@student.anglia.ac.uk](mailto:firstname.surname@student.anglia.ac.uk))

**Step 4:** Enter "Anglia Ruskin Student's University London and then click "Continue"

Over 170 discounts  
All your favourite brands

Free downloadable APP  
View discounts on the move

Exclusive competitions  
Seasonal offers and promotions

Step 1 of 5

## Your Course

**Please enter your place of study**  
We use this to check if your place of study is part of the NUS extra card scheme

Place of study

**CONTINUE**

**Your order details**

**Email Address:**  
ab123@studentanglia.ac.uk

© 2016 NUS. All Rights Reserved. [Terms & Conditions](#)

**Step 5:** Enter your education details, e.g. course name, starting date and ending date of course.

Over 170 discounts  
All your favourite brands

Free downloadable APP  
View discounts on the move

Exclusive competitions  
Seasonal offers and promotions

Step 1 of 5

## Education Details

**Education details**  
We ask for your education details so your place of study can check your status. Term dates normally start in September and end in July but check your enrolment documents if you're unsure.

Start Month / Year of study

September ▼ 2016 ▼

End Month / Year of study

June ▼ 2019 ▼

Course level

BSc (Hons) ▼

Course discipline

Accountancy & Finance ▼

**Your order details**

**Email Address:**  
ab123@studentanglia.ac.uk

**Place of study:** ARU Students' Union [Edit](#)

[Back a step](#) **CONTINUE**

Step 6: Select the number of years you would like the card to be valid for and then click "Continue".

Step 2 of 5  
**Your Card**

Your NUS extra card and cost is shown below. You have the option to add extra products to your order at this point.

**You are purchasing:**

Item	Valid for:	Item total
 NUS extra online 3 Year 3 year NUS extra Student Discount Card / 1 year ISIC. <a href="#">Find out more...</a>	3 years	£32.00

**Total cost of basket:** £32.00

**Additional products available:**

 Charitable Donation - Karma Nirvana New NUS extra charity. Karma Nirvana works to combat forced marriage and domestic violence against women. <a href="#">Find out more...</a>	£1.00
---	-------

**CONTINUE**

**Your order details**

**Email Address:**  
ab123@student.anglia.ac.uk [Edit](#)

**Place of study:**  
ARU Students' Union [Edit](#)

**Education details:** [Edit](#)  
Start Month / Year of study: September 2016  
Final Month / Year of study: June 2019  
Course Level: BSc (Hons)  
Course Discipline: Accountancy & Finance

**Products:**  
NUS extra online 3 Year - 3 years - £32.00

**ADD TO MY ORDER**

Step 7: Provide a photo for your ID card by selecting one of the three options below.

Step 2 of 5  
**Your Card**

You will need to provide a head and shoulders **passport style photo** for your card, preferably against a light background.



**Upload from Facebook**  
Connect with Facebook to choose an image from your facebook profile images.



**SELECT A PHOTO**

**Use your webcam**  
When activating your camera, a notification will appear at the top of your browser.  
Simply select "allow" to continue.

**USE MY WEBCAM**

**Upload your photo**  
Your photo should be:

- A high quality Jpeg
- Not too close or far away
- No larger than 640(h) x 400 (w) pixels
- Sharp focus and clear
- No larger than 1mb in file size
- Oh, and it must be a photo of you!

**SELECT A PHOTO**

**Your order details**

**Email Address:**  
ab123@student.anglia.ac.uk

**Place of study:**  
ARU Students' Union [Edit](#)

**Education details:** [Edit](#)  
Start Month / Year of study: September 2016  
Final Month / Year of study: June 2019  
Course Level: BSc (Hons)  
Course Discipline: Accountancy & Finance

**Products:**  
NUS extra online 3 Year - 3 years - £32.00

Click "Continue" once you have uploaded the photo.

Step 2 of 5  
**Your Card**

You already have a photo uploaded. You can continue to the next step or replace the image.



Back a step      REPLACE IMAGE      CONTINUE

Save for later

Your Email:       SAVE FOR LATER

**Your order details**

**Email Address:**  
ab123@student.anglia.ac.uk

**Place of study:** [Edit](#)  
ARU Students' Union

**Education details:** [Edit](#)  
Start Month / Year of study: September 2019  
Final Month / Year of study: June 2019  
Course Level: BSc (Hons)  
Course Discipline: Accountancy & Finance

**Products:**  
NUS extra online 3 Year - 3 years - £32.00



You will then need to create an account. Enter your email address and create a password

**Additional questions**  
Please answer the following additional questions.

Campus of Study?

SID number?  ←

**Create an account**  
By choosing a password you will be able to manage your account in future to:

- ✓ Renew your NUS extra card
- ✓ Order a replacement lost/stolen card
- ✓ Log in to access your discounts

Email address

Confirm email address

Password   
Password must be greater than 6 characters

Confirm password

ARU registration number (1XXXXXX/X)

**Step 8:** Fill in your details in this section of the page, e.g. name, contact details and home address.

Step 3 of 5

## Your Details

First name:

Last name:

Date of birth:

Mobile number:

Country of origin:

Gender:  Male  Female  Other  Prefer not to say

Home address:

House number:

Postcode:

[LOOK UP ADDRESS](#)

*We can text you to confirm when your card is ready!*

### Your order details

**Email Address:**  
ab123@student.anglia.ac.uk

**Place of study:** ARU Students' Union [Edit](#)

**Education details:** [Edit](#)  
Start Month / Year of study: September 2016  
Final Month / Year of study: June 2019  
Course Level: BSc (Hons)  
Course Discipline: Accountancy & Finance

**Products:**  
NUS extra online 3 Year - 3 years - £32.00



**Step 9:** Read the terms and conditions and tick the confirmation box. Click "Continue" once this is completed.

**Make sure you get the extra out of your NUS extra card**

We know you love discounts and free stuff. That's why, we work tirelessly throughout the year to seek out new and exciting discounts, competitions and special offers to make student life a little easier, cheaper and more fun.

We send out regular updates on this from NUS extra take a look here, and also our NUS newsletter. We occasionally send out emails from brands wanting to tell you about their own special student offers like this one.

We would love to tell you about all the great stuff we have going on but to do so we just need your permission first. See below.

We promise to take good care of your information until you tell us otherwise. Just a few clicks on our "OK" boxes and we will do the rest.

- Contact me by email, text or push notification with the latest info, competitions and offers from NUS or your local Students' union / place of study.
- I'd like to receive student deals and offers by email, text or push notification from NUS on behalf of carefully selected brands.
- I would like to receive advice on internships, jobs, courses, professional careers and student insurance services offered by NUS' key partners. I consent to NUS passing on my details to Graduate Prospects (data held in the USA in accordance with EU data protection laws) and Endsleigh so that they can contact me directly by email, text or push notification. [View our privacy policy for details.](#)

And remember, you can instantly unsubscribe from our emails, texts or push notifications directly. To see how we protect your personal details have a look at our [privacy policy](#).

**Terms and conditions**

We also need you to let us know you understand our T&C. [Read them in full here](#)

I have read the terms and conditions and I confirm that I am a student.

[Back a step](#) [CONTINUE](#)

**Step 10: Select "Home Delivery" and then click on "Confirm and pay".**

Step 4 of 5

## Order Summary

**Your order**

NUS extra online 3 Year £32.00  
[Edit](#)

**Delivery Options:**

Deliver To ARU Students' Union Free  
Delivery within 7 working days

Home Delivery £1.50  
Delivery within 7 working days  
( 19 Charterhouse Street, London, EC1N 6RA )  

CHANGE ADDRESS

**Your order**

NUS extra online 3 Year £32.00  
[Edit](#)

**Delivery Options:**

Deliver To ARU Students' Union Free  
Delivery within 7 working days

Home Delivery £1.50  
Delivery within 7 working days  
( 19 Charterhouse Street, London, EC1N 6RA )  

CHANGE ADDRESS

**Total cost: £33.50** CONFIRM AND PAY

**Step 11: Make your payment.**

Step 5 of 5

## Payment

**Secure Payment Page**

This payment page has been created by WorldPay for your NUS extra discount card payment. Please review your purchase details, then select a card or payment to proceed to the next page.

Select language English ▾

NUS extra Card

Description NUS extra ISIC Online

Amount £33.50

Select your payment method ?

PayPal MasterCard Visa Maestro JCB

Cancel ✕

**Step 12: Download TOTUM app**

**DOWNLOAD** the TOTUM app for free to access brilliant UK student discounts and deals on food and fashion, tech and travel, and everything in between. Available on all major app stores.

# Further Student Discounts & Benefits

## UNIDAYS

UniDays gives you discounts to shops, restaurants and many more! With UniDays you can collect rewards and receive a voucher to spend on one of the preferred brands. Sign up to UniDays by downloading the or go to <https://www.myunidays.com/GB/en-GB>

## StudentBeans

Log in to access student discount codes from over 250 brands including Apple, Topshop, 16-25 Railcard, Urban Outfitters, Hungry House and more. Download the app to get instant access to all the latest student discounts wherever you are or go to <https://www.studentbeans.com/uk>.



Our students have access to other Universities Libraries through SCONUL scheme. You can apply for SCONUL at <https://www.sconul.ac.uk/sconul-access> . In addition to this you can apply for Readers Pass at British Library.



Save money both home and abroad with the ISIC -The International Student Discount Card which gives you access to exclusive fares and travel deals with STA Travel to discounts on transport within the UK, accommodation throughout Europe, dining & takeaway and many more. Go to <https://www.myisic.co.uk/> to apply



Save the Student is the UK's leading student money website attracting over 2 million visitors a month and boasting a strong online community of 16-24 year olds. Their mission is to educate and support undergraduate students in making their money go further whilst at university.

Visit: <https://www.savethestudent.org/> to find hundreds of discounts across the UK by searching for brands/product by category.



You can join Prime Student through the website using your student email address. Prime Student get membership for just £39 per year or £3.99 per month.



Students can save 50% on Spotify Premium giving you access to unlimited music, podcasts, and more. All for just £4.99/month and you can cancel anytime, if you ever change your mind.



Students can get 20% off EE and 10% off Vodafone - available on all individual phone and SIM Only plans for new and existing customers. *\*Note: This is subject to limited availability.*

## Apply for a Council Tax discount

You may qualify for council tax exemption if every adult in your house is a full-time student. To qualify for this your course must be at least 1 year long and include at least 21 hours of study per week.

# Letter Requests

**STEP 1:** Login to your VLE account and click on **My Forms**.

**STEP 2:** Select 'Letter Request'

#### My Forms

Please choose from following:

- **Letter Request**
- **Timetable Change Request Form**
- **Change of Course Form**
- **Assessments Extension Application Form**
- **Notification of Leave Form**
- **Attendance Enquiry Form**
- **Request for a replacement Attendance card**

**STEP 3:** Please choose a requested letter in the 'Letter required' box and complete necessary details below.

#### Letter Request Detail

ARU London Student Id. :	<input type="text"/>
Letter Required :	---- Select ---- 
Bank Name (specify if needed) :	<input type="text"/>
Embassy Name (if applying for embassy letter) :	<input type="text"/>
Upload Related Documents :	<input type="button" value="Choose file"/> No file chosen
Additional Details (if any) :	<div style="border: 1px solid black; height: 30px;"></div>
Do you want to collect or have the letter posted?	---- Select ---- 
Due to the ongoing Coronavirus situation, all letters will now be sent via your student email until further notice	
<input type="button" value="Submit"/>	

All university buildings are currently closed due to Covid-19. All letters will be sent as a PDF via your student email. **Note:** Once the letter has been requested, this will take 3 -5 working days to be issued.

# CONTACT DETAIL

If you would like more information regarding this guide, please contact:

[iCentre@london.aru.ac.uk](mailto:iCentre@london.aru.ac.uk)