# CTLS Student Guidebook

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*Updated Feb 2018*
TRAVEL AND TRANSPORTATION

Getting Around London

Transport for London: TFL Website
The Transport for London Journey Planner is one of the best ways to plan any journey within London’s public transport network. The Journey Planner will show you the quickest route via the London Underground (Tube) network, or via bus or local National Rail services.

Oyster Cards:
Oyster is a smart card which can hold pay as you go credit, Travelcard and Bus & Tram Pass season tickets. You can use it to travel on bus, Tube, tram, DLR, London Overground, TFL Rail, Emirates Air Line, River Bus services and most National Rail services in London. Oyster is also the cheapest way to pay for public transport in London.

18+ Student Oyster Card
Student Oyster Cards give you 30% off the price of adult-rate Travelcards and Bus & Tram Pass season tickets. Bear in mind that if you only make a few journeys, you may not need a Travelcard or Bus & Tram Pass and you may be better off using pay as you go at the adult rate.

To register for your 18+ Student Oyster card go to: 18+ Student Oyster Card Application
Select Create web account to apply online. You will be asked to choose your establishment. Click on CTLS and follow the links.

Our establishment registration number is 9228, make sure you fill this in. You will also need to fill in your GoCard number (not your King’s College student ID). Applications are reviewed regularly and once accepted, cards are sent out within a couple of working days.

Taxis: TFL Taxis and Minicabs
If you decide to use a taxi in London, be sure to take only licensed (black) cabs or licensed private hire vehicles. All licensed taxis must display their license. More information on the this can be found on the Transport for London website at the link above.

Please note that only black cabs can be hailed on the street or on a taxi rank in London. All other taxis must be pre-booked and must send you a booking confirmation, which could be by text message, app, email or - if you’re in a minicab office - paper receipt. If the driver or the car picking you up isn’t the same as in your booking confirmation, don’t get in the car - it isn’t safe.

Never use an unbooked minicab.

Getting Around the UK

National Rail:
The National Rail Website allows you to plan journeys and buy advance tickets for rail journeys throughout the UK. It is often much cheaper to buy tickets in advance than at a station.

By Bus:
Bus travel is a cheaper but slower alternative to the rail. The Check My Bus Website compares bus and coach tickets throughout the UK and Europe.
Railcards: UK Railcards Website
The 16-25 Railcard is available for those aged 16-25 and mature students aged 26 and over in full-time education. The Railcard gives you 1/3 off rail fares within the UK and is definitely worthwhile if you plan to travel outside of London.

MONEY

Opening a Bank Account

We are happy to provide you with a letter to help with opening a UK bank account. Please send an email to ctl@georgetown.edu with the following information:

- Name of the bank (if available)
- Address of the branch you want to open the account at (if available)
- Home/permanent address
- Term-time UK address

NOTARY

CTLS students and staff have previously used Sajo Thomas Notary Public in Holborn. Information about making appointments, etc. can be found on the Sajo Thomas Notary Public Website.

Their contact information is:

Sajo Thomas Notary Public
Suite H, Holborn Hall
193-197 High Holborn
WC1V 7BD

Telephone: 020 7269 9590
Fax: 020 7404 7624
Email: sajo@sthomasnotarypublic.com

HEALTH AND SAFETY

Embassies in London

A list of embassies in London can be found on official UK government website: List of Embassies in London

Note: Make sure to make a photocopy of your passport to bring with you and store it in a safe place in case you should lose your passport.

Medical Assistance

Information about the Education Abroad health insurance and accessing medical services in the UK can all be found on the CTLS website: CTLS Website - Health and Safety Information
Pharmacies:
Please note that pharmacists in the UK can do a basic diagnosis (i.e. cold) for you so you may want to go to a pharmacist if your condition is mild.

Students can find details of local health services and health advice on the NHS Choices Website.

The non-emergency medical number in the UK is 111. In case of emergency, dial 999 or 112.

Police Services

If you are a victim of crime, contact the local police and the nearest Embassy or Consulate for assistance.

The nearest police station to CTLS is:
Holborn Police Station
10 Lamb's Conduit St.
London
WC1N 3NR

The non-emergency number for police in the UK is 101. In case of emergency, dial 999 or 112.

LIVING IN LONDON

Council Tax

Council Tax is set by local authorities to pay for the services they provide, such as rubbish collection, the police and the fire brigade. It is charged annually, although most people choose to pay it in monthly or quarterly instalments. The rates of council tax are different in each borough.

Council Tax Exemption:
To receive an exemption from paying council tax, every member of your household must be a student. If students make up the greater proportion of a household, it may be possible to claim a reduction in council tax, but it will not be waived altogether.

Local authorities can refuse to grant exemption to students unless they demonstrate that they are enrolled at an institution in the UK or EU on a course that takes place full time, over a period of at least one academic year. This can present difficulties for CTLS students only in London for a semester, so you are strongly advised to consider the cost of council tax before you move, and plan your budget accordingly.

The UK Council for International Student Affairs has a factsheet containing detailed information on who qualifies for a student exemption, and the key things you’ll need to do if you receive a council tax bill during your stay in London: UKCISA Factsheet on Council Tax

We are happy to provide you with a letter for council tax exemption. Please send an email to ctl@georgetown.edu with the following information:

• Term-time UK address
• Address of your local council
TV License

If you own a television, or stream TV programmes through the internet, you must arrange to pay the TV licensing fee. You can pay for the annual license all in one go or spread the cost monthly.

More information can be found on the TV Licensing Website.

Religious Life

There are innumerable churches, temples and other religious facilities in London, but here are a few near CTLS:

Buddhist Centers

- RIGPA Buddhist Meditation Centre
  330 Caledonian Road
  N1 1BB
  [RIGPA Buddhist Meditation Centre](#)

- North London Buddhist Centre
  72 Holloway Road
  N7 8JG
  [North London Buddhist Centre](#)

Christian Churches

American Church in London

- American International Church
  79a Tottenham Court Road
  W1P 9HB
  [American International Church](#)

Baptist

- Bloomsbury Central Church
  235 Shaftesbury Avenue
  WC2H 8EP
  [Bloomsbury Central Church](#)

- King's Cross Baptist Church
  Vernon Square
  WC1X 9EP
  [King's Cross Baptist Church](#)

Church of England

- All Saints Church
  18-26 Randell’s Road
  N1 0DH
  [All Saints Church](#)

- Holy Cross Church
  98 Cromer St.
WC1H 8JU
Holy Cross Church

- St. George's Parish Church
  Bloomsbury Way
  WC1A 2SA
  St. George's Parish Church

- St. Pancras Old Church
  Pancras Road
  NW1 1UL
  St. Pancras Old Church

**Methodist**
- King’s Cross Methodist Church
  Crestfield St.
  WC1H
  King’s Cross Methodist Church

**Quakers**
- Friends House
  173-177 Euston Road
  NW1 2TB
  Friends House

**Roman Catholic**
- Newman House
  Central University Catholic Chaplaincy
  111 Gower Street
  WC1E 6AR
  Central University Catholic Chaplaincy

- The Blessed Sacrament
  157 Copenhagen Street
  N1 0SR
  The Blessed Sacrament

**United Reform**
- Lumen United Reformed Church
  88 Tavistock Place
  WC1H 9RS
  Lumen United Reform Church

**Hindu Temples**
- Shree Swaminarayan Mandir
  105 - 119 Brentfield Road
  NW10 8JP
  Shree Swaminarayan Mandir
• Archway Murugan Temple
  220A Archway Road
  N6 5BA
  Archway Murugan Temple

• Radha Krishna Temple
  10 Soho Street
  W1D 3DL
  Radha Krishna Temple

Mosques

• Muslim World League
  46 Goodge Street
  W1T 4LU
  Muslim World League

• Al-nehar Mosque & Education Centre
  70 Caledonian Road
  N1 9DN
  Al-nehar Mosque & Education Centre

• Central Mosque Trust & Islamic Cultural Centre
  146 Park Road
  NW8 7RG
  Central Mosque Trust & Islamic Cultural Centre

• East London Mosque
  82-92 Whitechapel Rd
  E1 1JQ
  East London Mosque

Sikh Gurdwaras

• Central Gurdwara (Khalsa Jatha) London
  62 Queensdale Road
  W11 4SG
  Central Gurdwara (Khalsa Jatha) London

Synagogues

• The Central Synagogue London
  36-40 Hallam St.
  W1W 6NW
  The Central Synagogue London

• West Central Liberal Synagogue
  21 Maple Street
  W1T 4BE
  West Central Liberal Synagogue

Printing/Photocopies
CTLS has an account with the London Copy Centre so that students can get discounted printing and copying. You will also be able to order printed packs of course materials for your CTLS courses at the Copy Centre if you so wish.

**London Copy Centre**
44 Grays Inn Road
Holborn WC1X 8LR
[London Copy Centre Website](#)
Tel.: 020 7404 1555

**Prices:**
Black and White Double-Sided Printing - 4p per page
Colour Double-sided Printing - 25p per page
Binding - £1.50
*Plus 20% VAT on all purchases*
*Minimum charge of £2.50 applies*

**Please also note that all students are given £3.00 worth of free printing at King’s College.**