CTLS Student Guidebook

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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 smartcard 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 or over and in full-time education. There is also the 26-30 Railcard, available for those aged 26-30. Both railcards are available to purchase online and give you 1/3 off rail fares within the UK. A railcard is definitely worthwhile if you plan to travel outside of London.

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**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 [ctls@georgetown.edu](mailto:ctls@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

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**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

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**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:
- Charing Cross Police Station
  - Agar Street
  - London
  - WC2N 4JP

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 ctsl@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 Sainst 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-nahar Mosque & Education Centre
  70 Caledonian Road
  N1 9DN
  [Al-nahar 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 155

**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*

Additionally, all students have access to the King’s student computer rooms and libraries and are given £3.00 worth of free printing at King’s College.

You will be able to print, copy and scan documents from the HP and Samsung multifunction devices (MFDs) in King’s [student computer rooms and libraries](#). Instructions on how to print from your own PC or Mac can be found at the following link:

[https://internal.kcl.ac.uk/it/student/printcopyscan/AddFMPQueueUserGuide.pdf](https://internal.kcl.ac.uk/it/student/printcopyscan/AddFMPQueueUserGuide.pdf)