



TRINITY COLLEGE

UNIVERSITY of OXFORD

Dear Trinity Freshers,

We are looking forward to welcoming you to Trinity College at the start of Michaelmas Term. This document contains important information that will help you prepare for your arrival. Please read through it carefully; if you have any questions that aren't covered here, please feel free to email me at admissions@trinity.ox.ac.uk.

Pre-enrolment: essential reminders

Important

You cannot be enrolled or collect your University card until you have actioned the following:

1. Forms

Please complete and return the forms that you will find on the Undergraduate Freshers' Hub webpage ([click here for link](#)) to isabel.lough@trinity.ox.ac.uk. This will ensure we have all the information we need in preparation for your start.

2. Online Registration

On returning your card form and receiving your Single Sign On ID, the University Student Information team will send you information and reminders about how to complete online registration. These reminders will be sent each week during September. If you have not returned your card form, or you do not have an SSO ID, you will need to wait for the email reminder before you can register.

The two parts of the registration process are:

- an online registration form to check your details and add or amend information. This should be completed as soon as possible, and by the 6th October at the latest;
- a physical registration at the College to present any documents required e.g. visa/passport. This will take place in person on 7th October.

You can find all the details on how and when to register via <https://www.ox.ac.uk/students/registration>.

3. Visa/immigration status

We are required by the UK Home Office to obtain a copy of the **visa/immigration status** and **passport ID page** for all non-UK students (excludes Irish nationals and those with indefinite leave to remain) and to check that you have a visa/immigration status that allows you to study before you can be enrolled at Oxford.

When collecting your University card, please bring your passport as we need to see the ID page, and your vignette/sticker in your passport if you have one. If you either have an online eVisa, or pre-settled/settled status you will need to send us the share code via this link: [View and prove your immigration status - GOV.UK \(www.gov.uk\)](#)

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If you are outside the UK, you must have your visa approved before you travel to the UK. You cannot arrive as a visitor and switch to a student visa in the UK as you would be refused entry to the UK and we cannot enrol you on the course and you would need to return home immediately. If your visa is delayed, then contact us and we will discuss what we can do to help.

We know this is an additional requirement for you and there can be visa delays sometimes, but failure to do this means we are not permitted by the UK Government to let you commence your studies and we cannot make any exceptions. We are providing you this advance notice so there are no delays or enrolment issues when you arrive and so you can start the course on time.

4. Your Oxford Single Sign On (SSO) and email account

You will have an Oxford username (SSO) with which to log into Oxford systems and your email account. This is in the format **trinXXXX**, and is generated by the University's central IT team. Once you have activated your SSO, you can use it to log into your Trinity email address at <https://outlook.office.com>.

The standard format for Trinity email addresses is firstname.surname@trinity.ox.ac.uk. Your email address will be automatically generated from the details on your student record. In some circumstances (e.g. where you use a different first name to your legal name) you can apply to change your email name: please see [this page](#) for information.

Oxford email accounts use multifactor authentication (MFA) for security reasons, so you will be asked to add a phone number to your account to enable a two-step log in process. You need to be able to check your Oxford email account very regularly during term time, so please make sure that you set a sensible authentication on your device. For more information and signposting related to Oxford IT and email, please see [this page](#).

If you have not received an email (to the personal email address I am using here) with instructions on how to activate your SSO by 29th September 2025 please could you let me know so that I can ask IT to re-send it? (Please do check your junk folder first!)

From Freshers' Week onwards, we will use your Trinity email address for communication unless you have let us know it isn't working.

Before you arrive: other things to do

University wi-fi (Eduroam)

You will need to create an Eduroam account in order to access the Oxford wi-fi network. Once you are connected to Eduroam, it will cover most college and university buildings without the need to reconnect each time. Before you can connect, you will need to activate your SSO (see above) and then create an Oxford remote access account. Instructions on doing this (and then subsequently setting up Eduroam) are available online [here](#). I would recommend setting up your remote access account as soon as you are able to do so.

If you have problems setting up remote access/eduroam once you have activated your SSO, please email our ICT Technician, Elena Neidig, at helpdesk@trinity.ox.ac.uk. (Elena cannot help you until you have activated your SSO.)

Prepare to study at Oxford

For most students, the transition to university-level academic work is both exciting and challenging. Your tutors will be ready to give you lots of support, advice and encouragement as you begin your studies at Trinity. You can also prepare ahead of your arrival by browsing the resources on two University websites: [Oxford Transition Support](#) and the Oxford University [study skills and training pages](#). These sites offer practical advice about effective time-management, strategies for note-taking and writing, using AI to support your learning (and avoiding plagiarism), and

more. During Freshers' Week, you will meet your College tutors and our Academic Support and Development Lecturer, who will support you throughout your academic journey at Oxford.

Your first week at Trinity College!

- **What do you need to do on coming-up day (arrivals day)?**

Please arrive at Trinity between 10am and 4pm on the 7th October 2025. You will be directed to the welcome desk under the Chapel arch in Front Quad. This is where you will collect your room keys, and student Freshers' Reps will be on hand to help you move into your room. There will be plenty of students and members of staff on hand if you are unsure of where to go.

We have limited parking in College - please come to the front gates (postcode OX1 3BH) and the Porters will direct you. To ensure that all students can unload their belongings we would ask that you only leave your car on site for a maximum of 20 minutes. Please then park outside of College. There are multiple car parks in the vicinity - the Westgate multi-storey car park will likely have the most spaces.

At **either 11am or 3pm** all new students should make their way to the Levine Building Café to collect their university card. Then at **4pm** there will be a briefing in the Levine Building de Jager Auditorium to introduce you to some key Trinity staff, such as the President and the Senior Tutor. If you want to put names to faces before you arrive, all the key staff are mentioned in the Welcome to Trinity 2025 booklet.

If you are an international student, then please contact Jon Davies (accommodation@trinity.ox.ac.uk) to discuss the option of arriving earlier.

- **Your Trinity College accommodation**

You have been allocated a Trinity room, and your keys will be ready for collection from the Accommodation gazebo under the Chapel Arch when you arrive. Our student Freshers' Reps will be on hand on Tuesday to help you find your room and move your belongings in. Accommodation queries should be sent directly to our Head of Accommodation Services, Jon Davies, at accommodation@trinity.ox.ac.uk.

Further details on accommodation can be found under pre-arrival information section of the Undergraduate Freshers' Hub.

- **Freshers' Week timetable**

We are in the process of finalising the Freshers' Week timetable and expect to upload it to the Undergraduate Freshers' Hub by Monday 6th October. Compulsory meetings and inductions will also appear in your Oxford Outlook (email) calendar wherever possible. Please make sure you check your email regularly in case tutors and departments send you additional information and events. **If you do not have access to your Trinity email address by Monday 25th September, please let me know so that we can send this important information to an alternative address.**

- **Meal sign-up and payment**

Once your SSO is activated, you can log into our online meal sign-up system at <https://www2.trinity.ox.ac.uk/>. The 'EPOS' tab lets you top up your university card, which you will then need to take along to self-service meals in order to pay. Booking in advance is not required for breakfast, lunch or self-service dinners; please just turn up and pay on the day.

All Formal Hall dinners need to be booked and paid for online using the meal sign-up system. The deadline for booking is 10am on the day of the dinner, with the following exceptions:

- Friday Guest Night Dinner, when the deadline is 10am on the day before the dinner
- Sunday Chapel Formal Hall Dinner, when the deadline is 10am on the Friday before the dinner.

If you would like to book Formal Hall dinners for your first week, please consider doing so now (the sign-ups are already live)! If you encounter problems with the system or your SSO and cannot book in advance, you may turn up to Formal Hall without booking during the first week and have those meals charged to your battels, but **please use the advance booking system if you can**. You can also email our Hall Steward, Jon Flint, at jonathan.flint@trinity.ox.ac.uk if you are having trouble with meal sign-ups.

Further details on catering can be found under pre-arrival information section of the Undergraduate Freshers' Hub.

- **University card**

Your University ('Bod') card will already have been set up to give you swipe access to University libraries and departments relevant to your course. It is also connected to your battels (finance) account at Trinity, so can be topped up with money to pay for food in Hall. Some places will also accept it as a form of student ID, and you are required to carry it as formal university ID for some teaching and exams. **Please ensure that you keep your card safe!** If you lose, damage, or otherwise have problems with it, you can email our Tutorial Administrator isabel.lough@trinity.ox.ac.uk. (Please be aware that there is a charge for replacement cards if you have lost one).

- **Enrolment certificates**

You will be formally enrolled online during Freshers' Week once you have collected your university card. You will then be able to download your own enrolment certificate from Student Self Service, which you can log into with your SSO [here](#).

- **Opening a bank account (for European and International students)**

Please see information on the webpage for [International students | University of Oxford](#), under the 'Finances and Banks' tab. Most banks will open accounts the same day or within a few days, and cards and PIN will take about 4 days.

Fees and Payments

- **Fees and payment queries**

Please send any questions about fees and payments to our Fees Administrator at fees@trinity.ox.ac.uk. Your first bill will normally be sent to you at the end of Freshers' Week. Students occasionally experience delays with their student loans, so please feel free to get in touch with Celia (and don't panic!) if this happens to you. If you have financial hardship concerns and would like to speak to the college Hardship Officer in confidence, please write to nasera.cummings@trinity.ox.ac.uk.

- **Council tax**

Full-time students are exempt from Council Tax. As Trinity's rooms are student accommodation operated by us, you should not receive Council Tax bills whilst you are living here. If you rent privately elsewhere, you may be required to apply for exemption and prove your student status (see the instructions above on finding your enrolment certificate). There is also a Council Tax discount available to those who are the only eligible adult (i.e. full-time students are discounted) living in the property - you can find more information at <https://www.gov.uk/apply-for-council-tax-discount/oxford>. If this applies to your parent/carer and they need help proving your status, please see the enrolment certificate section above or feel free to get in touch with me by email.

And finally....

We hope you find this information useful as you prepare to join us. Don't forget there is also a Trinity 2025 Freshers WhatsApp Group Chat if you would like to join! You can join via clicking on this [link](#).

I hope you enjoy your summer vacation and look forward to meeting you in October.

Best wishes,

Ian McGurk

Undergraduate Admissions Officer, Trinity College