We wish to provide helpful and easily digestible information to our new members of staff arriving from overseas. We hope that in this way we are able to support you in your preparations to join us and during your first few months in London.

We have a dedicated set of webpages and supporting leaflets which we hope will ease your transition into life in the UK.

Please visit our Overseas Staff webpages at:
www.imperial.ac.uk/hr/procedures/recruitment/overseas

Here you will find information on the following topics:
- Permission to Work
- Essential Travel Items
- Bank Accounts
- Tax and National Insurance
- Pensions
- Accommodation
- Childcare and schooling
- Healthcare
- Living in the UK

Our New Staff webpages will also be a useful source of information to you as you prepare to take up your appointment with College and as you settle into employment with us. Please view these webpages at:
www.imperial.ac.uk/newstaff

**Websites for further information**

**Types of bank accounts:**
www.direct.gov.uk

**Imperial College HR office contacts:**
www.imperial.ac.uk/hr/contactus

**British Bankers Association:**
www.bba.org.uk

**Bank Facts:**
http://www.bba.org.uk/customer

**Exhibition Road**
South Kensington
London
SW7 2AZ
Tel: +44 (0)20 7589 5111
www.imperial.ac.uk/hr
www.imperial.ac.uk/newstaff

www.imperial.ac.uk/hr/procedures/recruitment/overseas
How to open a bank account in the UK

When you come to work in the UK you will probably need to open a bank account. The rules and regulations for opening a bank account in the UK are very strict, therefore, please do take as much documentation with you as you can.

Before you come to the UK
When coming to work at the College from overseas you may wish to consider carrying out the following steps before you actually come to the UK:

- The bank in your home country may have a special relationship with a bank in the UK. Speak to your bank before you leave for the UK
- Ask your bank if you can use your cash card in UK bank machines and if there is any charge
- Find out how you can transfer money to and from the UK and how much this costs

Types of UK bank accounts
There are two types of bank account for managing everyday money, a basic account and a current account. In order to open one of these accounts you will need to complete an application form and provide certain personal information and documentation.

Santander Bank at Imperial College
If you are based at the South Kensington campus, you may wish to open a bank account at the Santander Bank branch located on the Walkway on Level 2 of the Sherfield Building. To open a bank account at this branch, you will need to take the following documentation:

- A copy of your contract and
- An introduction letter confirming your job details, as specified below: The introduction letter can be supplied by your Line Manager or by your HR representative. The letter will need to contain the following information:
  - Your name
  - Date of birth
  - Position
  - Salary
  - Address confirmation. If the College has assisted in finding the accommodation this should be stated in the letter. If not, the bank will accept a tenancy agreement. If the address you provide is temporary, please bear in mind that Santander will forward your confidential account information to this address and also that you may need to ensure that such information will be forwarded on to you if you move.
  - Address confirmation in home country if you do not have a tenancy agreement at the stage the account is opened

To comply with the bank’s regulations, they will also need to see the following items:

- Your passport or EEA national identity card
- Confirmation of your address in the UK e.g. a copy of your tenancy agreement

The bank account can then be opened with immediate effect.

For staff based on other campuses, your colleagues, or the HR Office will be able to advise you on the location of the nearest bank or building society.

Further information
Should you require further information on UK banking, the British Bankers Association has a downloadable leaflet (PDF document) with information on how to open a bank account if you are new or are returning to the UK, along with Bank Facts, which are designed to provide a generic overview of selected banking products and personal banking services.