

Holborn College



International Careers Start Here

Student Services

Dedicated to the welfare and careers of international students



helping you make the most of your study and leisure time

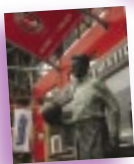


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Student Services



Holborn College has a dedicated Student Services Office. You can get advice, guidance and help with any non-academic queries and specifically with the following:



- **Immigration and Visas**
 - Extensions of Leave to Remain in the UK
 - Appeals against the Home Office decisions
 - Your student rights and limitations in the UK
- **Welfare**
 - Health
 - Banking
 - Student discounts including public transport
 - London and International students
 - Counselling and referrals
 - First Aid and Health and Safety
- Advice and assistance with **accommodation** (hostels, host families and privately rented accommodation)
- Assistance with registering for **Graduation Ceremonies** at partner universities
- Advice and assistance with **airport transfers**
- Setting up and/or joining **Student Societies**
- Guidance on **places of worship**
- Setting up and/or joining **sport clubs**
- **Social trips** in and outside the UK
- **Parties** and **cultural celebrations** on college premises as well as in hired venues

Careers Information Service



Whilst studying at Holborn College it is important to start thinking about your future. The Careers Information Service offers a wide range of services to students, both through the online careers opportunities and guidance, and the careers desk, located in the Student Service Department. These include:

Graduate Jobs

Worried about your future career? The Careers Service can help by talking through different career routes with students and by providing advice on where to start looking for graduate roles. Check the Holborn College website for downloadable guides to applying for work and graduate interview processes

Online Part-Time Job Board

Most students at College look for part-time work positions in order to help bring in a little extra income, to help learn and develop new skills, and to gain valuable experience. We have a constantly updated online Jobs Board containing many part-time jobs from the local area and further afield. The Careers Information Service can also provide advice on where best to find part time employment and offers a fact sheet detailing where to start your job hunt.

Careers Trips and Speakers

Students enjoy a number of talks each semester from key speakers in the Law, Finance and Business fields. The Service also organises visits to various law and business locations across London. Past trips have included the Inner Temple, Central Criminal Court, Lloyd's Building, Bank of England Museum and the London Metal Exchange. Check the Holborn College Careers page online for a calendar of events.

Workshops

The Careers Information Service runs a number of careers workshops, providing useful and practical advice on CVs, Covering Letters and how to ace an important interview. For a listing of upcoming sessions, come into the Careers Information Service or access an electronic calendar of events on the Holborn College website.

Interview Skills

You can visit the Careers Information Service to discuss the different types of interview that you might be asked to attend; the kind of questions to expect; what to do if you feel nervous during the interview; and, most importantly, the Service runs 'mock' interviews to give students the opportunity to practice what to say and how to prepare ahead of the real event.

Access to Internship and Work Experience Opportunities

The Holborn College Careers page provides access to key internship and work experience opportunities within a range of sectors. The Careers Information Service can also offer guidance in completing any application forms and advice on the application process.

Careers Library

You will find a range of careers information displayed on our notice boards, as well as a number of different careers reference books in the careers library in Student Services. There are also a number of worksheets available for students to take away.

Other Career Enquiries

We keep students up-to-date with career events that regularly take place across London, and abreast of any topical issues in your field of study. However, should you have any questions the Careers Information Service will do its best to provide students with the answers and information.

Holborn College Alumni Society



We are currently working on a number of exciting new developments for the Holborn College Alumni Society, including a Newsletter, new online communities, and ways of keeping in touch with your fellow ex-Holborn College students. Check our website www.holborncollege.ac.uk on a regular basis to find out the latest information.

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