



# Living in London - A Guide for Resident Faculty

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## WELCOME

Welcome to Notre Dame's London Global Gateway. We are so pleased you will be joining us for a stay in London. The London Global Gateway is housed in Marian Kennedy Fischer Hall, an imposing 19,000-square-foot building on the northwest corner of Trafalgar Square. The facility has served as Notre Dame's London base of operations since 1998. Built as a University Club for Oxford and Cambridge graduates, Fischer Hall now hosts Notre Dame's London-based programs and classes, as well as events such as conferences, book launches, lecture series, and recitals.

The address is:

University of Notre Dame (USA) in England 1-4 Suffolk Street  
London SW1Y 4HG  
United Kingdom

We hope you find this document useful, both as you plan your stay and during your time in London.

## USEFUL RESOURCES

- [London Global Gateway website](#)
- [The Notre Dame Club of United Kingdom – London website](#)
- [U.S. Citizen Services](#) section of the Embassy of the United States London website

## USEFUL CONTACTS

There will be a full phone list in your apartment on arrival. Key contacts are:

Name	Email	Phone Number	Areas of Responsibility
JoAnn DellaNeva	JoAnn.DellaNeva.1	020 7484 7812	Academic Director of the London Global Gateway.
Gemma Bencini	gbencini@nd.edu	020 7484 7821	Academic planning and finances.
Nick Brill	nbrill@nd.edu	020 7484 7825	Visa questions, class trips and class events.
Rich Jervis	rjervis@nd.edu	020 7484 7841	IT support
Brian Klue	bklue@nd.edu	0207 928 6597	Facilities and operations, including any problems with your flat or office.
Charlotte Parkyn	cparkyn@nd.edu	020 7484 7808	Director for Academic engagement (local ND and external), and oversees event and communication creation.
Jo Byrne	jbyrne@nd.edu	020 7484 7850	Communications Specialist - questions regarding external event bookings or conferences

Name	Email	Phone Number	Areas of Responsibility
Bridget Keating	bkeating@nd.edu	020 7484 7814	Communications and External Relations Specialist
Tom Finch	tfinch@nd.edu	020 7484 7800	Reception, resident's liaison, answers switchboard, manages post.
Alice Tyrell	atyrell@nd.edu	020 7484 7839	Director for Academic Programs & Librarian - general advice, academic and library questions.

If you are unsure who to contact with a particular question, please get in touch with Reception, Alice or Charlotte who will be happy to direct you.

## PREPARATION IN ADVANCE

### Visas

The type of visa you will need depends on a number of factors, including:

- The nationality on your passport
- How long you will be in the United Kingdom
- Whether or not any family members, especially minors, will be traveling with you.
- How frequently, if at all, you plan to leave the United Kingdom during your time in London.

The legal situation changes frequently, so please bear in mind that the experiences of faculty members who came to London in the past may no longer be relevant.

Dr Geraldine Meehan, director for faculty development and Global Gateways at NDI will be your primary contact on campus. Alice Tyrell, Director for Academic Programs, will be your primary contact in London.

If you have any questions or concerns at any stage, you may also consult NDI's visa specialist, Nikki de Prey, about your individual situation. Please also keep in touch with Geraldine Meehan regarding any questions or situations that arise.

Nikki de Prey  
de Prey Consulting, UK Immigration Consultancy +44 131 208 4646  
info@depreyconsulting.com

Geraldine Meehan  
Director for Faculty Development and Global Gateway 105 Main Building  
(574) 631-7742

gmeehan@nd.edu

## **Travel arrangements**

NDI appointments typically include the cost of a single economy round-trip flight from the United States to London. These flights can be booked using the University's travel agent, [Anthony Travel](#). Alice Tyrell will confirm the FOAPAL number to which you may charge your flights.

Once your flights are booked, please send your itinerary to Charlotte Parkyn ([cparkyn@nd.edu](mailto:cparkyn@nd.edu)) and Tom Finch ([tfinch@nd.edu](mailto:tfinch@nd.edu)), who will arrange a car to collect you at the airport and someone to welcome you to Fischer Hall.

Where possible, please arrange your flights to arrive on a working day (Monday to Friday). If this poses any problems, please contact Charlotte/Tom to discuss other options. We invite you to arrive up to one week before classes begin, and you should plan to leave within three days after the final exam day at the end of the semester. Please use this as a guideline when requesting your apartment through our [Flat Booking Form](#) on Submittable, which will be explained in more detail in the During Your Stay section of this document.

## **Medical**

See Notre Dame International's [Preparing to Travel Abroad](#) information for faculty and staff, and [Benefits While Traveling Abroad](#) by the Office of Human Resources.

If you will be residing outside of the United States on University business for a semester or longer, you will be eligible to enroll in the CIGNA Global Plan. You must notify the Office of Human Resources to switch your plan at least 31 days prior to departure. Once you return to the United States, you and your dependents will need to enroll in a different plan option within 31 days of your return.

Speak to Denise Murphy ([dmurphy1@nd.edu](mailto:dmurphy1@nd.edu)) in the Office of Human Resources on campus or call Ask HR on 631 5900 before departure to discuss in detail how your University healthcare plan will work whilst in the United Kingdom.

If you have medical conditions that require ongoing treatment, discuss continuity of care with your health care professional, and consider bringing with you (in your hand luggage) supplies of any prescription medication. If you regularly take over-the-counter medications or supplements, check UK pharmacy websites such as [Boots](#) to check their availability.

## **Finances**

It is unlikely that you will need to open a UK bank account. Indeed, if you are staying in London for six months or less, it will be difficult to do so. However, planning ahead can make a substantial difference to the financial costs of your stay.

You will want to have some method of payment available to you that reduces currency conversion charges and transaction fees. We would encourage you to talk to your bank to see what they offer regarding travel benefits, for example waiving ATM fees, or credit cards with no foreign transaction fees for purchases. Some useful websites are [bankrate.com](http://bankrate.com) and [CompareCards.com](http://CompareCards.com).

You will also want to be able to manage your regular finances while you are in the United Kingdom. Internet banking is extremely useful, if your bank offers it. If you usually call a 1-800 number to speak to your bank, call before you leave the United States to ask for an alternative geographic number that can be dialed internationally.

It is important to alert your bank and other card issuers in advance about your travel plans to avoid having your cards suspended for “unusual activity” when you first arrive. Typically this should be done two to three weeks before departure.

Most currency exchange shops give a poor exchange rate. When you need cash, using a US debit card at an ATM usually works out to be cheaper. US banks vary in the fee they charge for using debit cards to withdraw pounds, for example, PNC charges a flat \$5 fee, Notre Dame Credit Union a 1% fee. ATMs in the United Kingdom must, by law, declare any fee charged for using the machine (this is separate from any fee that your US bank charges you), and free ATMs are plentiful. It may be worth asking your US bank if they have a UK partner network that will incur lower fees, and choosing ATMs in that network if they do.

The closest free ATM to Fischer Hall is an HSBC machine, located just past Trafalgar Square on Duncannon Street (the street that cuts between Trafalgar Square and Charing Cross Station), and there are a number of others nearby.

If you are coming to London for a full academic year, opening a UK bank account may be advantageous and should be relatively simple to set up on arrival, with proof of income and your passport.

*“We used our UK bank account to establish proof of residence for purposes of the NHS. Our gym memberships were 25% cheaper with a monthly debit to our UK bank account compared to paying by credit card. Some UK companies will not accept online purchases unless you have a UK debit or credit card. Railroad and airline tickets charge a small fee for using a credit card, but not for a UK debit card.*

*Two colleagues opened a UK account seventeen years ago and kept it open subsequently. Having an account can be helpful if you get royalties from British presses — they will make a direct deposit into the account.”*

*- Scott Mainwaring (Kellogg Institute for International Studies, London Undergraduate Program 2013-14)*

## CONNECTIVITY AND COMMUNICATION

### **Landline phones**

Your Fischer Hall apartment and your office will both be equipped with a landline phone. London phone numbers take the form 020 (the area code for London) xxxx xxxx.



To dial from the United States, add the US exit code (011), followed by the UK country code (44), and drop the first 0 of the local code. For example, the reception desk contact number at Fischer Hall is 020 7484 7800. To dial from the United States, it becomes 011 44 20 7484 7800.

If you need to give out your phone number in London before your apartment and office numbers are confirmed, please feel free to use this central number. Our reception team will forward your call.

To dial out from Fischer Hall, press 9 on your landline phone followed by the full number (starting 020 for London landlines), even for local calls.

To dial the United States from the United Kingdom, add the UK exit code (00), followed by the US country code (1), then start with the area code. For example, to call Notre Dame's switchboard from the United Kingdom, you would dial 00 1 574 631 5000.

## Cell Phones

Having a working cell phone (mobile phone, in UK English) is strongly recommended, and there are a wide variety of options:

1. One option is to keep your US phone, running on Wi-Fi where available, and using cellular connections when essential. This means normally running on "Airplane Mode" if you have an Apple device. You may be able to arrange an international package with your US carrier to reduce the costs of this option. You can download the Vonage app, use WhatsApp, or FaceTime which allows you to phone US numbers for free as long as you are connected to Wi-Fi.

Benefits	Considerations/drawbacks
You can keep your US number.	You must remember to switch your cellular connection on and off.
You can keep your familiar handset.	There is a risk of expensive over-plan costs.
There are minimal additional costs.	Public Wi-Fi is not always secure or reliable.

2. A second option is to have your US phone unlocked. Check with your phone company to see if you have a handset that will work in the United Kingdom (and elsewhere in Europe if you plan to travel), and to ask to have your phone unlocked. When you arrive in the United Kingdom you can purchase a Pay-As-You-Go SIM card, which will give you service on UK networks.

Benefits	Considerations/drawbacks
You will have service on UK networks.	You will have a new UK number.
You can keep your familiar handset.	Not all US phones can be used.
UK service plans are inexpensive and flexible.	Not all US phone carriers are willing to unlock handsets.

3. A third option is to purchase a cheap UK cell phone on arrival. Handsets are available for as little as £10 on flexible Pay-As-You-Go call plans.

Benefits	Considerations/drawbacks
You can keep your US number.	You have two phones to keep track of.
You have a U.K. phone number and service on UK networks.	There may be some initial start-up costs.

*“Our phone plan is with Verizon, and speaking with someone in the ‘global department’ was essential. The people in the regular customer service department gave contradictory misinformation. With the unlocked phone, we purchased a relatively inexpensive local prepaid SIM card and data plan. We used that plan for UK calls and texts, and called/texted the United States using Skype and Viber. These services work with Internet rather than phone connection. Verizon also allows you to suspend your regular US service for two sequential 3-month periods.” - Scott Mainwaring (Kellogg Institute for International Studies, London Undergraduate Program 2013-14)*

Most UK mobile phone companies have shops on the Strand, a street close to Fischer Hall, and their websites will give you plenty of information about the many handsets and call packages they offer.

The main UK companies are [Vodafone](#), [O2](#), [EE](#), [Giffgaff](#), and [3](#).

Most companies will allow you to order a free sim card from their website. You may choose to do this before you arrive, then activate and choose your desired plan when you activate it from your phone.

### Voice Over IP Services

Skype, Whatsapp, and Viber offer basic service — calls to other people who are also members of these services — free of charge. For around \$7/month, Skype offers a plan that allows you to use the Internet to directly call any landline or cell phone in the United States. For Apple users, FaceTime can be used in Fischer Hall, or wherever Wi-Fi is available.

### The Internet

Notre Dame Wi-Fi is available throughout Fischer Hall (including your apartment), but to gain access to the network you must first ‘opt in’. We advise you do this before you come to London.

Go to <http://go-global.nd.edu/> and login with your NetID and password. This will activate your account for use in London.

If it gives you an error that you are not eligible, contact Rich Jervis (ext. [7841/rjervis@nd.edu](mailto:7841/rjervis@nd.edu)) during normal office hours, or Josh Baltazar ([baltazar.1@nd.edu](mailto:baltazar.1@nd.edu)), the IT program manager at NDI.

Beyond our buildings, Notre Dame is part of the [EDURoam network](#), which gives access to academic networks around the world using your university credentials. Public Wi-Fi is broadly available all over London in

a wide variety of venues such as coffee shops. As with public Wi-Fi anywhere, you may wish to use a VPN connection to protect your privacy when using these networks.

For more on IT, see *Tech Tips* section of this document.

## PACKING AND SHIPPING

### Shipping to the United Kingdom

Research and/or teaching materials can be shipped from Notre Dame to London via UPS. The marginal cost of each additional box diminishes considerably, so you may wish to coordinate with other faculty members coming the same semester to reduce your costs.

If you plan to ship boxes to Fischer Hall, please alert the Academic Support Office ([london@nd.edu](mailto:london@nd.edu)) and the staff will be able to take delivery of the items, confirm their arrival, and hold the boxes for you.

### What to pack

On the one hand, London is a vast city with abundant shopping opportunities, so beyond your passport, travel documents, and any prescription medication, there are few true essentials. On the other hand, London can be expensive and planning ahead will save both money and time. Clothes, in particular, tend to be more expensive in the United Kingdom than in the United States.

In just a semester-long stay in London, you will encounter most weather situations. London is rarely as cold as South Bend in winter, nor is it as hot in summer. It does sometimes snow here and it does sometimes break into the 80s, or very occasionally the 90s in summer. Rain is certain, so a waterproof coat and footwear that stands up well in the wet are good to have. You are likely to be doing a lot of walking, so comfortable shoes are also a must.

If you are bringing a number of laptops and other gadgets, it can also be helpful to pack a US extension cord, so that a single US to UK adapter can be used with a number of devices.

You should also bring your ndID card with you, as this additional ID will be useful in a number of settings.

*"My colleague Rick Donnelly alerted me that it would be helpful to bring a power strip that would accommodate multiple plugs. That way we were able to plug in all of our electronics — phones, tablets, laptops — into the power strip and just use one adapter to connect the plug on the power strip to the wall. That was a great idea and meant we didn't need tons of adapters."*

*- Susan Ohmer (London Undergraduate Program 2016)*

## DURING YOUR STAY

### Your apartment

There are up to five apartments available in Fischer Hall for Notre Dame faculty teaching in London. Apartments are always in high demand and are allocated on availability, family size, and requirements.

To request an apartment in Fischer Hall, please complete our [Flat Booking Form](#) on Submittable.

Each of the apartments has a small kitchen equipped with basic appliances and utensils including an oven, stove top, small refrigerator and freezer, microwave, small washer-dryer, toaster, kettle, iron, and ironing board. Bed linen and towels are provided.

You will be responsible for your own domestic arrangements, including cleaning, laundry, and the provision of consumables such as toilet paper, detergent, and cleaning supplies.

### Laundry

The washer/dryer in your flat is small by US standards, and is not as effective at drying as a stand-alone tumble dryer. Each flat is also provided with a drying rack.

*"Marshall Laundry Service, 10 Marshall Street, in Soho - roughly a 12-minute walk from Suffolk Street) will do a "service wash" (a single load of laundry) for about £10. You can bring it to them in a wheeled suitcase, leave it all, including the suitcase, with them, and pick it up a few hours later. They'll have it folded and packed back in the suitcase, ready to go. Some visiting faculty found this helpful for larger items, such as sheets or duvet covers, that are more difficult to dry in the flats, or for times when it's difficult to keep up with just the mini-washer in the flat."*

*- Scott Mainwaring (Kellogg Institute for International Studies, London Undergraduate Program 2013-14)*

### Dry cleaning

Pride Dry Cleaner is located in the Royal Opera Arcade Gallery on Pall Mall, just a few minutes from Fischer Hall, and previous Notre Dame faculty have had good experiences with them.

### Your office

As a visiting faculty member at the London Global Gateway, you will be given priority in assigning offices in Fischer Hall. If an office in the building would be useful to you during your time in London, please indicate this on our Flat Booking Form on Submittable or by emailing Tom ([tfinch@nd.edu](mailto:tfinch@nd.edu)).

By default, visiting faculty offices are all set up with a landline phone, an Internet-connected desktop PC with MS Office, and access to a network printer on the same corridor. All network printer/scanners in the building have FollowMe technology allowing you to collect your documents from the most convenient location.

If you have specific software needs, please let Tom know and he will coordinate with our IT manager and facilities team.

You are, of course, most welcome to bring your own laptops with you and use them alongside or instead of the basic setup. The [OIT Help Networking](#) web page gives you the key information about computing at Fischer Hall (also, see the Tech Tips section below).

The Academic Support Office is available should you need to send or receive faxes.

### **Food and other necessities**

The closest local supermarket is Tesco, 17-25 Regent Street, just south of Piccadilly Circus. Whole Foods Market is just past Piccadilly Circus, at 20 Glasshouse Street.

There are several small stores very nearby on the Strand; Sainsbury's and The Co-op have perhaps the most expansive offerings among them. Most supermarkets in the neighborhood have restricted hours on Sundays. Co-op, and the small Tesco Express on the corner of Trafalgar Square are open 24-hours a day.

Slightly further away are Marks and Spencer (on Piccadilly near Green Park) and Waitrose (close to Russell Square). Both offer high quality groceries. For bigger shopping trips, consider having your groceries delivered from [Waitrose](#), [Tesco](#), [Sainsbury's](#) or [Ocado](#). Previous residents of Fischer Hall have particularly recommended Tesco and Ocado's online shopping services. They have good food at competitive prices and some delivery times are free. Ocado and Waitrose delivery drivers will deliver to your kitchen; other companies may only bring your groceries as far as the front desk.

Please be sure to choose a delivery slot that you will be available to meet. The Fischer Hall reception team cannot take grocery deliveries.

*"Being a Hoosier myself, I was skeptical about online grocery shopping until I tried Ocado! It makes such a difference to my life, every week. Instead of rationing what heavy cans or drinks I would buy, since I had to carry everything up two flights of stairs, suddenly there is someone carrying them for me, with a smile, delivering them to my kitchen, for free! Their website is a breeze to use, and they have a good selection of American foods in case you are missing Skippy peanut butter."*

*- Libby Bishop Shields (London Global Gateway and Notre Dame 2003 alumna)*

### **Non-food necessities**

- Robert Dyas (393 Strand and 97 St. Martin's Lane) has housewares, hardware, small electronics, etc.
- John Lewis (300 Oxford St.) British department store that carries, homeware, small electronics, and is a good bet for adapters, power strips, and similar.

### **Drug-stores/pharmacies**

There are two large national chains, both with branches nearby:

- Superdrug (49 Strand)
- Boots (5 Strand, Charing Cross Station, or in Piccadilly Circus. Their Piccadilly Circus branch offers the longest opening hours.)

### **Stationery/office supplies**

- Ryman Stationery (430 Strand)

## MEDICAL

The medical system in the United Kingdom is very different from in the United States, with a government-sponsored social healthcare system called the National Health Service (NHS). In London there is an abundance of private hospitals and doctors for which you would pay, but for emergency situations you can use the NHS.

### **Emergency care**

The emergency number in the UK is 999 (for ambulances, fire services, and police). The dispatcher will ask for your post code to speed up their arrival (the Fischer Hall post code is SW1Y 4HG). Emergency medical care is available for free to everyone on the NHS, regardless of nationality or residential status.

If your medical need is urgent and serious, but not sufficiently severe to require an ambulance, make your way to an Accident and Emergency Department (A&E). The two closest A&E departments to Fischer Hall are at St Thomas' Hospital, just south of the River Thames, opposite the Houses of Parliament, and University College Hospital, in Bloomsbury. The reception team can order you a taxi to take you to either hospital.

A&E departments are open 24-hours a day and treat people with critical or life-threatening problems, and serious illness or injuries, such as severe breathing difficulties, suspected heart attacks, head injuries, suspected broken bones, and heavy blood loss.

The NHS also offers an advice line for non-urgent queries, staffed by trained advisors who will ask you questions about your condition and advise you on the best course of action. Just dial 111 from your phone. It is available 24 hours a day and is free to call from UK landlines and mobile phones.

In the United Kingdom it is quite common to consult a pharmacist for medical advice. They are trained professionals, who can recommend that you see a doctor and how urgently, or set your mind at rest and recommend over-the-counter medications, depending on your case. Pharmacists can also provide stronger medication by consultation than you will find on the open shelves in the store.

### **General healthcare**

Your eligibility for NHS healthcare in non-emergency situations is less clear-cut, and subject to ongoing legal changes. If you are living in London for less than six months, you will be treated as a visitor, rather than a resident, and eligible only for emergency care.

Emergency care is free of charge; however, if you are referred to an outpatient clinic or admitted to hospital from an A&E department, you will be charged.

If you will be residing outside of the United States on University business for a semester or longer, you will be eligible to enroll in the CIGNA Global Plan. You must notify the Office of Human Resources to switch your plan

at least 31 days prior to departure. Once you return to the United States, you and your dependents will need to enroll in a different plan option within 31 days of your return.

In addition to the CIGNA website, [Bupa](#) (a leading UK private health insurance company), can be a useful resource in identifying specialists.

### **Dental**

Dental care in the United Kingdom is largely privatized (unlike the NHS), so almost all practices will take private patients. The closest dental surgery is: [Pall Mall Dental](#), (15 Pall Mall, London, SW1Y 5LU) Tel: 020 3763 7072

The [Care Quality Commission](#) website can also suggest other practices.

### **Eye health**

Like dentistry, optical care in the United Kingdom is largely privatized. There are a number of opticians' practices close to Fischer Hall, including [Boots Opticians](#) and [Specsavers Opticians](#) on the Strand. If you develop an urgent or sight-threatening eye problem, there is a dedicated A&E department at the [Moorfields Eye Hospital](#) in the City of London, open 24 hours a day.

### **Libraries**

You will have membership of the University's [London Global Gateway Library](#), and the local [Westminster Reference Library](#) during your stay. Borrowing items from the London Global Gateway Library requires a Notre Dame account, but Westminster Libraries will create memberships for every member of your family.

In addition, there is a local interlibrary-loan arrangement with the [London Library](#), available to faculty and students. If there is a book that you would like, email Alice with the details and she will try to have it ready for collection the next working day.

The London Global Gateway Library has a small collection formed around the needs of our students. Therefore, faculty may want to take advantage of the wide range of libraries and archives in London for their research. Alice would be happy to advise you about access to particular collections more suited to your research needs.

Many faculty members find it useful to register with the [British Library](#), the United Kingdom's national library, which is a 30-minute walk or 20-minute bus ride from Fischer Hall. It offers a huge collection and excellent working space.

Most academic libraries in London will offer reference access for visiting academics, but where loaning access is available, it often comes with a fee. You may need to build these into your research funding estimates.

## EVERYDAY LONDON LIFE

Here are some ideas and tips, collected from previous faculty members who stayed in London:

### **Oyster card**

An [Oyster Card](#) gives you large discounts on the tube and London buses. You can purchase one at most tube stations and some stores. It is no longer possible to pay for buses in London with cash, so if you decide not to purchase an Oyster Card, a contactless payment card is essential.

### **Travel by train**

Tickets are much cheaper if you buy them ahead of time rather than at the station. The [National Rail](#) website and [trainline](#) will help you plan rail times and cost out different ticket options.

Without a UK chip-and-pin card, you will sometimes need to purchase tickets at vending machines using cash.

*“Any couple who wants to do some train travel in England should look into getting the ‘Two Together’ card that National Rail started nationwide this spring. I think the cost is £30 and you then receive 1/3 off every ticket you buy as a couple. You can get this at any rail station in London and will need a passport size photo of each person. It has saved us a ton of money. There are other rail passes for families and such but this is the only one intended for couples and it works for all tickets (including off-peak, advanced and even first class tickets) for trains after 9:30 a.m.”*

*- JoAnn Della Neva (Department of Romance Languages and Literatures, London Undergraduate Program 2013-14)*

For more on travel options, see the London Global Gateway travel pages .

### **Churches**

There are a number of Roman Catholic churches within easy walking distance. Our Lady of the Assumption and St. Gregory is in Soho, as is St. Patrick's. Corpus Christi is on Maiden Lane, in Covent Garden, and Notre Dame de France (which has their weekend services in French, and boasts a side chapel with murals by Jean Cocteau), is just north of Leicester Square. The Church of the Immaculate Conception on Farm Street in Mayfair is a Jesuit parish that other colleagues liked a lot.

Nearby Church of England churches include St. Martin in the Fields (just across Trafalgar Square) and, of course, Westminster Abbey. Visitors can attend services at Westminster Abbey without paying or standing in line, though you are not allowed to remain after the service. The Chapel Royal at St. James's Palace also often has Sunday services open to the public. This may be your only opportunity to see St. James's, since the palace is otherwise closed to the public.

### **Westminster Card**

Register for a [Westminster City Save card](#) online. It can get you discounts and, best of all, free admission (once) to Westminster Abbey - a big saving since general admission is £20. Each person in the household will



need his/her own card for these discounts. Proof of residence in Westminster (such as a bank statement) is necessary for admission - Brian Klue (bklue@nd.edu) can provide you with a letter if you request it.

### **Tastecard**

A [tastecard](#) costs £79.99 and it gives substantial discounts at hundreds of London restaurants, including dozens in the vicinity of Fischer Hall. The terms of the discount vary considerably — some restaurants take 50% off the entire food bill; others offer two for the price of one. You can sometimes get a 30-day trial tastecard for no fee, or purchase at a discount, so keep an eye out for special offers.

### **London cultural events**

Probably only New York rivals London as one of the world's foremost cultural centers. World-class classical music groups include the Academy of St. Martin in the Field, the Academy of Ancient Music, the Orchestra of the Age of Enlightenment, the Royal Opera House, the English National Opera, the London Philharmonic Orchestra, and the London Symphony Orchestra.

You can see great dance at The Royal Ballet, the English National Ballet, and Sadler's Wells Theatre.

### **Reduced price theatre tickets**

You can sometimes get reduced price tickets by going to a specific theatre the morning of a performance. [TKTS](#), a booth in Leicester Square, also sells discounted tickets, or you can download the app [TodayTix](#) for theatre deals and rush tickets without having to leave your residence.

### **Joining a gym**

One gym nearby is [Virgin Active](#), located nearby on 80 The Strand. It is more expensive than some other local gyms, but considerably nicer. It is far more expensive than a gym membership in South Bend. Cheaper gyms include: [PureGym](#), [The Gym](#).

### **Quality loose leaf tea**

Fortnum and Mason, 181 Piccadilly Street; Tea Palace, 12 Covent Garden Market; Twinings, 216 Strand; Peyton and Byrne, 44 Wellington Street, Covent Garden; Whittard Tea, 435 The Strand.

### **Good ground coffee**

Union (by mail order); Monmouth Coffee on Monmouth Street, north of Seven Dials; Algerian Coffee Stores, 52 Old Compton Street, Soho.

### **Bookstores**

Foyles (a block north of Shaftesbury Avenue at 107 Charing Cross Road), is an outstanding bookstore offering the widest range of titles in the United Kingdom. Waterstone's on 203-206 Piccadilly Street is also excellent. Amazon is sometimes cheaper.

### **London walks**

[London Walks](#) does walking tours of London neighborhoods. Faculty in the past have found them to be an excellent way to discover parts of London.

### **Postal service**

There are small postal services inside many Ryman Stationery stores as well as a Post Office branch nearby. The nearest full service post office is on William IV Street, a 5-minute walk away, through Trafalgar Square.

### **Department stores**

If you shop for clothing at a department store, consider John Lewis or Debenhams on Oxford Street as opposed to the more famous Harrods or Selfridges. John Lewis is also good if you need household items not carried by Robert Dyas.

### **Haircuts**

Splash on New Row is just a 5-minute walk from Fischer Hall. It is inexpensive (£9 for some haircuts) and convenient.

### **Liquor**

You can buy beer, wine and spirits from any regular grocery store or local convenience store. Otherwise, Gerry's Wines and Spirits on Compton Street in Soho is very knowledgeable about British products (gin and scotch etc.)

### **Markets**

Outdoor markets are a fun way to explore different areas of London and the diversity that makes London great. There are various food trucks and stands and some markets have clothing and local homemade goods. A few notable markets include: Spitalfields, Borough, Brick Lane, Camden, Portobello Road, and the Notting Hill Farmers Market.

*"London's street food markets offer a great variety of delicious global cuisines and allow for quick takeaway meals. Borough Market is the most famous and deserves its rep, though it's also probably the most expensive. Good markets walking distance from Fischer Hall include Rupert Street/Street Food Union (open Wed to Sat lunchtime -- try the Yorkshire Burrito!), Berwick Street, and Southbank Centre (Fri to Sun). Further afield, Brick Lane is an essential weekend destination, Maltby Street (also weekend-only) is a gem, as is Leather Lane (weekdays only), Broadway (Saturday only) has the best chicken sandwich I've ever had in my life, Camden Market has annoying crowds but falafels that make them worth putting up with, and Mercato Metropolitano is great for sit down eating with a group and is enclosed and heated, so you can go there come rain or shine."*

*-Christine Becker (Department of Film, Television and Theatre, London Undergraduate Program Fall 2017)*

### **Don't get run over!**

This sounds like a stupid thing to say, but one can easily almost get run over on the first day here by looking the wrong way for traffic. For the same reason, Winston Churchill was run over and nearly killed in a visit to the United States in 1931!

## TECHNOLOGY TIPS

The London Global Gateway's IT manager is Rich (Flash) Jervis (londonit@nd.edu and rjervis@nd.edu). Rich will be happy to meet with you when you arrive in London to walk you through your office and classroom systems.

### **Before you leave campus**

As mentioned above in the Connectivity and Communication section, Notre Dame Wi-Fi is available throughout Fischer Hall, but you must 'opt in' to gain access to the network. Go to <https://go-london.nd.edu/> and login with your NetID and password. If it gives you an error that you are not eligible, contact your IT support person, or Josh Baltazar (baltazar.1@nd.edu) in NDI.

Please note that use of Windows XP or Mac OS X 10.6 (Snow Leopard) is NOT recommended on our network. Make sure you upgrade before you leave!

### **Once in Fischer Hall**

On your computer or device choose 'NDGuest' as your Wi-Fi connection. You will be asked for your NetID and password. Then go to <http://connect.nd.edu/>. This site will then install Cisco Express Connect and automatically configure the device for ND-Secure.

If you do not already have the Cisco VPN installed on your computer go to [this webpage](https://vpnaccess.nd.edu/+CSCOE+/logon.html) (https://vpnaccess.nd.edu/+CSCOE+/logon.html) to set up your laptop.

### **Connecting your N: drive**

How to connect your N: Drive on a Windows PC:

- Start your Cisco VPN and login.
- Click on the Start button.
- Right click on Computer and choose Map Network Drive.
- Choose any letter such as 'N'.
- In the folder box type the pathway to your Netfile space e.g. //fs.nd.edu/~rjervis
- Check box marked Connect using different credentials.
- DO NOT check the box marked reconnect at logon.
- Click Finish.
- In the box that appears, type ADND\netid e.g. ADND\rjervis
- Enter your NetID password.
- DO NOT check the box Remember my credentials.
- Wait a while as the drive attempts to connect.

- Your Netfile folder should open up.

### **How to connect your N: Drive on a Macbook:**

- Start your Cisco VPN and login
- Click on the Go menu and choose Connect to Server.
- In the Server address box type the pathway to your Netfile space e.g. smb://fs.nd.edu/~rjervis
- In the box that appears, type your NetID and password.
- DO NOT check the box Save my password.
- Wait a while as the drive attempts to connect.
- Your Netfile folder should open up.

### **Setting up printers**

The printers in Fischer Hall are Canon iR-ADV C3325 models with full color support. You will be able to manage your print jobs from a web-based queue similar to Print@ND.

How to set up your Windows PC to print in Fischer Hall:

- Start menu, choose Devices and Printers.
- Click on Add a printer.
- Click on Add a network printer.
- Choose The printer I want is not listed.
- Select a shared printer by name and type in: \\172.30.9.32\FollowYou (case sensitive)
- Click Next.
- If you are asked for a printer and model, choose Canon iR-ADV C3325/3330.
- Wait for it to tell you the printer has been successfully installed.
- Click Next.
- Click Finish.

How to setup your Apple computer to print in Fischer Hall:

- Go to System Preferences under the Apple menu and open Printers/Scanners.
- Click on the small + sign in the lower left corner of the window.

- Control-Click on the Toolbar and select Customize Toolbar.
- Drag the Advanced icon onto the toolbar, then click on it.
- Set the Type to Windows printer via spoolss
- For the Address please enter smb:\\172.30.9.32\FollowYou (no spaces, case sensitive)
- In the Name field, type FollowYou
- For Location, use Fischer Hall.
- In the box marked USE choose Generic PCL (NOT 'Generic PS!')
- Click OK.
- Click Add.
- Check the box for Duplex.
- Click OK.
- For the box marked Default, choose A4.
- Use this web page to manage your printouts: <http://172.30.9.32:9191/user> . Note:  
If your mac says the installer won't work for you download this file and load it by using 'other' in the USE menu. See this walkthrough with screenshots. Please note that you should set your paper size to A4, rather than the US Letter format.

### **Picking up your printing**

Once you have set up your computer and sent something to the printer, it is held in a queue until you go to one of the printers in Fischer Hall and release it. There is a one-time registration process, after which you will just need to scan your door card/sticker to retrieve your printing.

- Scan your door card or sticker on the reader at the front of the printer. It will say Unknown Card and ask you to register it.
- Type in your NetID and password (the shift key will stick so press it again for capitals).

## MOVING BACK HOME

### **Shipping**

As with shipping boxes to London, coordinating a shipment with other faculty returning to campus at the same time can cut costs.

Contact Tom Finch (tfinch@nd.edu), Front of House, a few weeks before departure to request assistance with booking collection of your packages. If you are able to give us a FOAPAL number to charge the shipping costs to, this is the most efficient way of dealing with payment.

### **Airport transfers**

Contact Tom Finch who will be happy to book a car to take you to the airport. Please email him with your flight details, number of passengers, number and size (carry-on/checked) of luggage and phone number so that he can make these arrangements.

### **Leaving items for future residents**

Anything left in your flat or office after your departure date may be removed by the cleaning staff. If you have particular teaching or personal materials that you wish to leave for a future faculty member, please get in touch with Alice to make arrangements for their safe storage and delivery.

### **Staying on**

Your tenancy agreement for the flat will have a clearly stated end date, according to the arrangements made with Charlotte after your Submittable request.

It is unlikely that we will be able to extend your tenancy due to demand. To find alternative accommodation, Notre Dame has a long-standing relationship with [Anglo Educational Services](#), a major provider of affordable short and medium term student and faculty housing in and around London. For enquiries, email Joanne Bowers (joanne@angloeducational.com).

[Acorn](#) has several central-London locations, all easily commutable from Conway and Fischer Hall, but not in the immediate neighborhood. Also, take a look at the [Short Term Accommodation](#) section of our website.

If you plan to travel at the end of your time in London and would like us to store luggage, please contact Tom Finch or Charlotte Parkyn well in advance. If we cannot assist, there are a number of commercial luggage storage centers nearby, including Waterloo station.

### **Taxes**

Because you are working overseas for Notre Dame, it is possible you might be eligible for some tax credits. We recommend checking with your tax consultant.

# Enjoy the great outdoors? **Borrow Our Camping Equipment!**

See Gemma or Nick in the  
Undergraduate Office for more  
details

