



International Students—Working in the UK

This is a brief summary of the employment and recruitment of graduates in the UK. It does not clarify UK work permit regulations.

For advice on permission to work in the UK, contact:

- The City University Student Centre's International Student Advisor 020 7040 7040
visaadvice@city.ac.uk
- The UK Council for International Student Affairs (UKCISA), an independent, non profit making organisation www.ukcisa.org.uk

UK Graduate Employment

If you are a finalist, on a one year postgraduate course or looking for a placement or internship, start your job search early.

- Many large organisations recruit annually and have very early closing dates for application, some up to a year before the job starts e.g. September/October 2011 for jobs starting in September 2012. Recruitment for training contracts with law firms can be two or more years in advance.
- Particular degree subjects may not be necessary. Often the classification of degree is important (e.g. 2.1 or above) and particular skill sets.
- Relevant experience may be helpful and for some jobs may be essential. This might be work placements or volunteering during study.
- Research your job choices thoroughly as requirements vary according to the nature of the work and the individual employer. Use the resources in our careers library and consider booking to see a Careers Consultant to discuss your options..
- IT user skills are important e.g. Microsoft Office, email and the Internet.
- An overview of the current UK graduate labour market, including average salary information is at: <http://www.prospects.ac.uk/links/LMOverview>

UK Recruitment

Applying for jobs

Many jobs are advertised, on job websites for example. The employer will stipulate how to apply. They may

request a CV (often with a cover letter) or completion of an application form (usually online). Sometimes both are required.

If your application convinces the employer that you meet the job requirements, you may be selected for the next of the process. This will often be an interview. If this is successful, other stages may include further interviews and/or invitation to an assessment.

Tests are often used in selection, and can be at any stage of the process.

We offer resources and support, such as CV checks, practice interviews and access to our online vacancy board www.city.ac.uk/careers.

Qualifications gained outside of the UK

Clarify to some employers how your qualifications relate to UK qualifications. NARIC is the official information provider in the UK on the comparability of international qualifications.

Work experience

Highlight how your experience provides skills that are sought after in the UK. If your previous job is unusual in the UK you may need to explain it clearly. Experience in a family business is valued by employers and voluntary work can be too. Plus any work in your country of origin.

Compulsory National Service

Many employers value this but avoid using military terms. The skills gained from this experience and the achievements, tasks and responsibilities can be of interest e.g. leading and managing others, working in a team.

References

You may be asked to provide contact details of referees. These should be individuals who can answer questions about you or write an assessment of your abilities if requested by an employer who is interested in employing you. Ideally, give contact details of an academic member of staff and a previous employer, having first obtained their agreement to this.

Gaps

Clarify what you were doing if there are any large gaps in your education or work history when you make job applications. An employer may think the worst unless you briefly explain e.g. military service, travel, unemployment.

Your experience of relocating to the UK can demonstrate that you have developed valuable skills, which may be useful when answering some application and interview questions.

Postgraduate Qualifications

In the UK, postgraduate qualifications do not always attract a higher salary and might not be an entry requirement for some jobs. However, there are jobs where further study is necessary. In some areas of work, postgraduate qualifications are increasingly common.

Career & Skills Development Service

Our services are open to all City University students and graduates. If you require communication or access support, please contact us.

Our resources include:

- *International Students File* including reference information. Available at the careers centre.
- *Online Vacancy Board* can be accessed at http://www.city.ac.uk/careers/vacancy_board/index.html
- *Going Global* is an international vacancy search engine with opportunities, country profiles and country specific job search and CV advice. For the link and login details, call in to us or call our enquiry desk at 020 7040 8093.
- *Coaching* is offered by our staff who can check CVs, application forms and cover letters as well as practice interviews. Book an appointment by phone or call in to us.
- *Workshops* are run regularly on job search topics. These include short briefings on e.g. CVs to longer sessions of practice selection tests and mock assessment centres. Workshops are listed at http://www.city.ac.uk/careers/whats_on/index.html
- *Recruitment Fairs and Employer Presentations* are organised throughout the year by the Careers Centre. They are an excellent opportunity to meet recruiters in person and get useful tips about applying to them. Events are listed at http://www.city.ac.uk/careers/whats_on/index.html
- *Careers Handouts* are available on our website and include: *Writing a CV, Covering Letters, Application Forms, Action Words, Interview Technique, Succeeding at Assessment Centres, Psychometric Tests*

Other services at City University London

The Student Centre, level 2, Drysdale Building
<http://www.city.ac.uk/studentcentre>

Academic Learning Support
<http://www.city.ac.uk/studentcentre/learning-success/>

Union Support Service, Student Union
uss@city.ac.uk
<http://www.culsu.co.uk/>

What is a National Insurance number and how do I get one?

Your National Insurance number (NINo) is a unique personal number which is used to record your National Insurance contributions. You do not need to have a NINo before starting work, but you must obtain one when you get a job.

The government website Directgov at: www.direct.gov.uk/en/MoneyTaxAndBenefits/Taxes/BeginnersGuideToTax/DG_4015904 confirms that you will need to apply for a NINo as soon as you start work.

You apply for a NINo by calling 0845 600 0643 to make an appointment. Ask what documents you will need to bring to the appointment. You usually need to take your passport, payslips or a letter from your employer confirming that you will be working for them. Your appointment will take place at your nearest Jobcentre Plus office.

Outside sources of information and advice

UKCISA
A charity offering advice and information to international students. www.ukcisa.org.uk

The UK Border Agency
Government department providing information on working in the UK.
<http://www.ukba.homeoffice.gov.uk/>

The Prospects website
Vacancies and careers information appropriate for graduates and undergraduates. Includes information on selection processes and a dedicated section for international students.
www.prospects.ac.uk

© Career & Skills Development Service, June 2011