International Students – working during your studies

This is a brief summary of the regulations applying to students working while on a Tier 4 visa. This is a general guide only.

If you have any questions about your visa, regulations on working during your studies, applying for a new visa or extending your visa, please contact the International Student Advisors in the Student Centre at 020 7040 7040 or visaadvice@city.ac.uk.

For specific advice and any questions please contact:
• The City University Student Centre’s International Student Advisors: phone 020 7040 7040 or email visaadvice@city.ac.uk
• The UK Council for International Student Affairs (UKCISA), an independent, non-profit making organisation: www.ukcisa.org.uk

When am I allowed to work?

When can I work on a Tier 4 student visa?

You can work up to 20 hours per week during term time and full-time during vacations.

What can I not do on a Tier 4 student visa?

• Fill a full-time permanent vacancy
• Be self-employed

When is term time?

Undergraduates:
Autumn: 22 Sept 2014 – 12 Dec 2014
Spring: 12 Jan 2015 – 10 Apr 2015

Final Year Undergraduates: Can work full time starting 6 July 2015 through expiry date of visa.

Postgraduates:
Autumn: 22 Sept 2014 – 12 Dec 2014
Spring: 12 Jan 2015 – 10 Apr 2015

Completed postgraduates can work full time starting from the dissertation submission date through expiry date of visa. Check with your course office for dissertation submission dates.

Notes on Croatian Students

• Croatian students do not need a visa to live or study in the UK. However, they do need a work permit in order to work.

• Croatian students can apply for a Registration Certificate once they are in the UK, which allows them to work up to 20 hours per week during term time and full-time on holidays.

• When you have been working legally as an employee in the UK for 12 months without a break, you will have full rights of free movement and will no longer need permission to work.

• You can then apply for a blue registration certificate to confirm your right to live and work here, but this is not mandatory.

• You can find out more about this requirement here: www.gov.uk/croatian-
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Where can I find a part-time, temporary job?

Register with Unitemps for part-time and temporary vacancies within the University and external companies. Unitemps handles all temporary work for the University and has a wide range of opportunities, from one-off event management to administrative positions up to 3 months. Register at www.unitemps.com to view and apply for vacancies.

If you have any questions please visit the Unitemps desk in the Career and Skills Development Centre, Level 1 Drysdale Building.

You can also search for part-time and temporary work through the City CareersHub vacancy board, other recruitment agencies, and online job boards. Visit the Career and Skills Development Service and read our guide to looking for part-time and temporary work for more information.

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 whilst looking for work, but you must obtain one when you get a job.

The government website HM Revenue and Customs provides more information: www.direct.gov.uk/en/MoneyTaxAndBenefits/Taxes/BeginnersGuideToTax/DG_4015904

You can apply for a National Insurance Number 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.

Other sources of information and advice

UKCISA

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

UK Visas and Immigration (Home Office)

Government department providing information on working in the UK. www.gov.uk/government/organisations/uk-visas-and-immigration

For detailed lists of UK Registered Sponsors login into CareersHub and look under International Students in the Resources section.

Prospects

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/work_in_the_uk.htm

Resources

Contact

CityCareers

Careers, Student Development & Outreach

Northampton Square, London EC1V 0HB

Email enquiries careers@city.ac.uk

Telephone enquiries 020 7040 8093

Find out more, visit www.city.ac.uk/careers
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