

Additional Information for Employees on a Student/Tier 4 visa

International students are often able to work part-time during their studies in the UK and full-time during their vacations and any period of time between completing their studies and the expiry of their permission to be in the UK.

Where a student has permission to study under the Student/Tier 4 category of the Points Based System, their conditions allow them to work where they are “following a course of study”:

- at the appropriate academic level; and
- with a sponsor of the specified academic status that permits them to work the number of hours that they are working.

The entitlement to work full time during vacations and during the period of permission that is granted before a course begins and after the course ends only applies if they are following, or have completed, the required course of study.

When conducting right to work checks, employers who are presented with documents indicating that the holder is a student with a limited right to work in the UK, are required to obtain and retain evidence of the students’ academic term and vacation dates. This is intended to make it easier for employers to know when an international student employee may work part-time, and when a student is permitted to work full-time.

In addition to your passport and visa, we therefore request that you provide evidence of your academic term and vacation dates. This evidence should originate from the education institution which is sponsoring you. You may provide the dates for the entire duration of the course or, if this is not possible, you may provide them annually during the period of your employment.

For **undergraduate students**, we consider acceptable evidence to be one of the following:

- (i) A printout from the student’s education institution’s website or other material published by the institution setting out its timetable for the student’s course of study (we will check the website to confirm the link is genuine); or
- (ii) A copy of a letter or email addressed to the student from their education institution confirming term time dates for the student’s course; or
- (iii) A letter addressed to you as the employer from the education institution confirming the term time dates for the student’s course.

We would expect the evidence in paragraph (i) above to be readily available to most students.

For **PhD students**, we appreciate that there are no specific academic term or vacation dates and as such, we therefore require a copy of a bespoke letter or email addressed to you from your education institution to confirm when you can work part time and full time. See below if you are an Exeter Student.

Further information about this request can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/946589/An_employer_s_guide_to_right_to_work_checks.pdf

University of Exeter Students only

Evidence of academic term and vacation dates can be obtained from the Student Information Desk in the Forum for ALL Exeter students.

Working in the UK during your studies

Am I Allowed To Work?

For immigration purposes, international students must show that they can pay their fees and living expenses without working and without claiming public funds (benefits).

Most international students are allowed, however, to supplement their funds by working part-time while they study. If you have a Student/Tier 4 visa, you are allowed to work up to 20 hours per week during term-time, and maybe able to work up to full-time during holidays (further information below). If you are a part time student or have a Short Term Study visa, however, you are not allowed to work at all, and this includes voluntary work.

Although legally you can work up to 20 hours, the University strongly advises that students work no more than 15 hours per week, as extra work may adversely affect your studies.

Student/Tier 4 Work Restrictions

If you are a student on a Student/Tier 4 visa studying at degree level, you are allowed to work up to 20 hours per week during term-time, and maybe able to work full-time during vacations. You should also be aware of the following Student/Tier 4 work prohibitions:

- You cannot not be self-employed.
- You cannot fill a full-time permanent vacancy.
- You must not be employed as an entertainer or professional sports person (including coach).

The vacation period in which you can work full-time is defined differently, depending on the level at which you are studying:

- **Undergraduate Students** – the 20 hour work limit applies during the standard [University term dates](#). As well as during the vacation periods, you can work full-time from the end of your last term at the University until the time your visa expires.
- **Postgraduate Taught (Masters) Students** – the 20 hour work limit applies during the standard [University term dates](#) and also during the summer vacation period, when you are writing your dissertation. Full-time work is then permitted from the time you submit your dissertation until the date your visa expires.
- **Postgraduate Research Students** – the 20 hour limit applies throughout your programme. Full-time work is only permitted after the final submission of your thesis (ie after any required revisions and corrections have been completed and approved, and your thesis has been finally submitted).

The 20 hour limit applies to both voluntary and paid work. It is a maximum amount and cannot be averaged over several weeks. It includes all work you undertake both for the University and for external companies.

If you work more than your visa restrictions allow you are placing yourself at risk of losing your visa.

When you start a new job, you will require a letter from the University confirming your term dates.

If you are uncertain whether you are allowed to work, or would just like to check the rules, you can email sid@ex.ac.uk.

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STUDENT/TIER 4 VISA HOLDER EMPLOYMENT DECLARATION

Student/Tier 4 visas carry legal restrictions on the number of hours students can undertake paid/unpaid work. It is essential that the information you provide on this form is accurate and that you notify HR immediately if your visa circumstances or plans for paid/unpaid work change. The consequences of not complying with your visa conditions can be very serious and could affect your visa status.

Personal and visa information

Last name		First name(s)	
Student/Tier 4 Visa number*		Visa expiry date	
Term-time work restrictions (e.g. 10 or 20 hours) as stated on your visa			

**Found on top right hand corner of Biometric card or vignette in the passport*

Course information

Name of institution sponsoring your visa	
Programme level (Undergraduate/Postgraduate)	
Course/ programme start date	
Course/ programme end date**	
Student number	

***If you are applying for work having already completed your course you may be able to work for up to four months following completion of your course. You must provide written evidence of the date you officially completed your course.*

Guidelines on paid work can be found [here](#)

Evidence of academic term dates

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In addition to your passport and visa, we therefore request that you provide evidence of your academic term and vacation dates. This evidence should originate from the education institution which is sponsoring you. You may provide the dates for the entire duration of the course or, if this is not possible, you may provide them annually during the period of your employment.

Please tick the box to confirm what evidence you will be providing and return this along with the declaration:	
A printout from your education institution's website or other material published by the institution setting out its timetable for your course of study (we will check the website to confirm the link is genuine); or	<input type="checkbox"/>
A copy of a letter or email addressed to you from your education institution confirming term time dates for your course; or	<input type="checkbox"/>
A letter addressed to the University of Exeter as the employer from the education institution confirming the term time dates for your course.	<input type="checkbox"/>
A bespoke letter or email addressed to you from your education institution to confirm when you can work full time and when you can work part time	<input type="checkbox"/>

Other work commitments

Note that hours worked cannot be averaged out. All hours worked, regardless of employer, contract type, paid or unpaid, are combined together for the weekly limit

Please provide details of any paid/unpaid work you are already doing or plan to do during the next 12 months. Please include both work for University of Exeter departments and colleges as well as work for any other employers. Continue onto a separate sheet if necessary.

Name of department/ college/external employer		Number of hours per week	
Date work commenced/will commence		Date work will end	

Declaration

By signing below, you agree that the information provided above is true and correct and you authorise us to verify these details with the institution sponsoring your visa. You also agree to update these details with HR immediately should your visa circumstances or your plans for paid/unpaid work change.

Signed	
Print	
Date	

If it becomes apparent that you have worked in excess of the work restrictions stated on your visa, you will not be offered any further work and may not be paid for any work carried out in breach of the visa regulations.