Working during your studies

Many students wish to gain work experience or a part-time job in the UK during their time at university in order to; improve their job prospects when they return home, help them improve their English or earn some money. Others volunteer (unpaid work) in order to develop skills and learn about the local community.

What legal regulations do I have to think about if I want to work part-time during my studies?

- **Immigration**: Most students on a Tier 4 student visa can work 20 hours per week and any number of hours during vacation time. **It is your responsibility to know and stick to the number of hours you are legally allowed to work and what type of work you can do BEFORE you start a job.** See information from the UK Council for international Student Affairs (UKCISA) about working during your studies: [http://www.ukcisa.org.uk/International-Students/Study-work--more/Working-during-your-studies/](http://www.ukcisa.org.uk/International-Students/Study-work--more/Working-during-your-studies/)

- **EEA nationals** (ie students from Austria, Belgium, Bulgaria*, Croatia** Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania*, Slovak Republic, Slovenia, Spain, Sweden and the UK ) can work during their studies in the UK.
  *Information about rule changes which came into force on 1 January 2014 for Bulgarians and Romanians can be found at [http://www.ukba.homeoffice.gov.uk/eucitizens/bulgaria-romania/](http://www.ukba.homeoffice.gov.uk/eucitizens/bulgaria-romania/)

  - **National Insurance and Tax**: Everyone who works in the UK has to apply for a National Insurance number. For information about how you obtain a National Insurance number as well as tax regulations, please visit: [http://www.hmrc.gov.uk/ni/intro/number.htm](http://www.hmrc.gov.uk/ni/intro/number.htm) or read the information in the “Part time work” Hot tips information sheet at the Careers centre.

Can the Careers Staff give me advice about my immigration situation?

Unfortunately, we cannot give you advice related to your particular and specific situation, although we can tell you where to find accurate information about current immigration rules and regulations. The only people in Oxford Brookes University who are allowed to advise under the Office of Immigration Service Commissioner regulations are members of the International Students Advisory Team (ISAT)

How do I find part-time work in the UK? Use the following Hot Tips Information Sheets:

* **Part-time work** – Where to look for local job vacancies, national Insurance number and tax regulations.
* **Work experience** – Including information on internships and placements.
* **Non-UK Qualifications** – How to explain your overseas qualifications to UK employers.
* **Volunteering** – How volunteering works in the UK.

Working in the UK after your studies

Immigration

The opportunities to remain in the UK to work after your studies have been much reduced since the closure of Tier 1 Post Study
What can I do to improve my chances of getting a job in the UK?

- **Research, research, research!** You need to find out as much as you can about the graduate labour market of your chosen field as soon as you can. Some of the large multinational employers start recruiting for their graduate training schemes as early as October for start dates in the autumn of the following year.

- **Network** with people who can give you valuable information. Use social and professional networking sites such as Facebook or LinkedIn. Talk to other students, graduates and alumni about how they secured a particular job that interests you. Learn from other students (UK and international) who have entered the job market. Make contact with Oxford Brookes alumni [www.brookesalumni.co.uk](http://www.brookesalumni.co.uk) and read alumni stories.

- **Be strategic and tactical in preparing the job market**
  - Think about whether you can do things as you study which could impress or create links with particular employers. For example, when you choose your dissertation topic for your research could you choose something that could be of real interest to a potential employer?
  - Work out your ‘unique selling points’. Could you be targeting companies who are expanding into your home country and could be really interested in the language skills and country specific knowledge you may have?
  - Look at the [UKBA Register of Sponsors - employers list](http://www.ukba.homeoffice.gov.uk/business-sponsors/points/sponsoringmigrants/registerofspenders). This is a list of organisations who have already applied and secured a licence to be able to issue Certificates of Sponsorship to new employees so that they can apply for a visa to work in the UK. Are any of these companies of interest to you?

- **Improve and practice your English language and communication skills** as much as you can. Join clubs and societies at university, speak up in seminars and lectures, make a real effort to speak English most of the time.

- **Get as much UK work experience as you can.** Ideally try to find work experience which relates to what you would like to do in the future, but any work experience in the UK will be useful because you will learn about the working culture in the UK and have the chance to obtain a reference or recommendation from a UK employer. Many employers recruit graduates into permanent roles who have already worked for them as students on summer internships or periods of work experience.

- **Use the Careers Service** to help understand how to create a good quality, UK-style CV, perform well in interviews and guide you in your job search. Join our Facebook group to hear about the whole range of different events we organise to help students prepare for the world of work. Collect more of our Hot Tips Information Sheets. Visit us in person if you have any questions; our opening hours are available on our website: [www.brookes.ac.uk/careers](http://www.brookes.ac.uk/careers)

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**Tier 1**

**High –value migrants**

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<tr>
<th>Name of category or scheme:</th>
<th>Link to information on UKBA website:</th>
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<tbody>
<tr>
<td>Tier 1 (Graduate Entrepreneur) (for a graduate who has had an excellent business idea endorsed by Oxford Brookes)</td>
<td><a href="http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier1/graduate-entrepreneur/">www.ukba.homeoffice.gov.uk/visas-immigration/working/tier1/graduate-entrepreneur/</a></td>
</tr>
<tr>
<td>Tier 1 (Intra company transfer) (an opportunity for those who secure a job in their home country and then get sent to the UK based branch of that company)</td>
<td><a href="http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier1/intra-company-transfer/">www.ukba.homeoffice.gov.uk/visas-immigration/working/tier1/intra-company-transfer/</a></td>
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**Tier 2**

**Skilled workers**

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<th>Name of category or scheme:</th>
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<tbody>
<tr>
<td>Tier 2 (General) (for those who have secured a graduate level job with an appropriate minimum salary of £20,000 plus and a valid Certificate of Sponsorship from a licensed employer).</td>
<td><a href="http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier2/general/">www.ukba.homeoffice.gov.uk/visas-immigration/working/tier2/general/</a></td>
</tr>
<tr>
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**Tier 5**

**Temporary Workers**

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<th>Name of category or scheme:</th>
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<tr>
<td>Tier 5 (Youth Mobility Scheme) (an opportunity for nationals from Australia, Canada, Japan, Monaco, New Zealand, Taiwan, BOC, BOTC, BNO &amp; South Korea)</td>
<td><a href="http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier5/youthmobilityscheme/">www.ukba.homeoffice.gov.uk/visas-immigration/working/tier5/youthmobilityscheme/</a></td>
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