INTERNATIONAL & EEA STUDENTS - working in the UK

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) 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: [www.ukcisa.org.uk/Information--Advice/Working/Can-you-work](http://www.ukcisa.org.uk/Information--Advice/Working/Can-you-work)
- **EEA nationals:** (i.e. 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, Slovakia, Slovenia, Spain, Sweden and the UK) can work during their studies in the UK. For more information for EEA nationals see UKCISA [www.ukcisa.org.uk/Information--Advice/EEA--Swiss-Students/Working](http://www.ukcisa.org.uk/Information--Advice/EEA--Swiss-Students/Working) and International Student Advisory Team (ISAT) webpages at Oxford Brookes: [www.brookes.ac.uk/students/isat/work-options/](http://www.brookes.ac.uk/students/isat/work-options/)
- **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: [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 & Summer Jobs” Hot Tips from Careers.

Can the Careers staff give me advice about my immigration situation?
Unfortunately, we cannot give you advice related to your particular 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 give immigration advice under the Office of Immigration Service Commissioner regulations are members of the International Students Advisory Team (ISAT) who are based in Student Central.

How do I find part-time work in the UK? Use the following Hot Tips
- **Part-time Work and Summer Jobs** – Where to look for local job vacancies, how to get a national insurance number and tax regulations.
- **Volunteering** – How volunteering works in the UK and how to find opportunities.
- **Internships** – Usually paid work experiences lasting 3 months over the summer. You become involved in day to day work activities and some well-developed internships may give you responsibility for certain aspects of the business, e.g. project management.
- **Going On A Placement Year** – Representing a year between your penultimate and final year at university, spent working with an external company to undertake a role similar to that of a graduate level position. Placements usually consist of a time period between 9 and 13 months, depending on the employer.
- **Non UK qualifications explaining them to UK employers** – Employers may not understand all overseas qualifications.

Useful Modules on the Careers Resource Portal:
- **Working Globally, Job Searching**

Other Hot Tips you may find useful:
- Part-time Work and Summer Jobs, Job Searching – for finalists

EXPLORING OPPORTUNITIES

Careers Hot Tips Series
[www.brookes.ac.uk/careers](http://www.brookes.ac.uk/careers)
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 Work Scheme in April 2012. Some of the opportunities (but not all) currently available are summarised in the grid below. More comprehensive information is provided by the UKCISA on their web pages in the section ‘Working after your studies’ www.ukcisa.org.uk/Information–Advice/Working/Working-after-studies and on the UKVI ‘Working in the UK’ webpages www.gov.uk/browse/visas-immigration/work-visas. You are advised to always read the detailed official UKBA policy guidance of each scheme before you complete any UKBA application form. These are long, complicated documents but contain all the information that you need. If you have questions about your immigration situation please contact ISAT www.brookes.ac.uk/students/isat/contact/

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<tr>
<th>Tier</th>
<th>Name of category or scheme:</th>
<th>Link to information on UKBA website:</th>
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<tr>
<td>Tier 1</td>
<td>High –value migrants</td>
<td><a href="http://www.gov.uk/tier-1-high-value-migrants-graduates/">www.gov.uk/tier-1-high-value-migrants-graduates/</a></td>
</tr>
<tr>
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<td>Tier 5</td>
<td>Temporary Workers</td>
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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 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 and read alumni stories.

- **Be strategic and tactical in preparing for the job market**
  - Think about things you can do 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 their business into your home country and could be really interested in the language skills, cultural and country specific knowledge and understanding you may have?
  - Look at the UKVI Register of Licensed Sponsors - workers list www.gov.uk/government/publications/register-of-licensed-sponsors-workers. This is a list of organisations that have already applied and secured a license to be able to issue Certificates of Sponsorship (Tier 2 and Tier 5) 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.** Join clubs and societies at university, speak up in seminars and lectures, and make a real effort to speak English all 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. UK employers are more likely to recruit graduates into permanent roles when they have already worked for them as students on summer internships or during periods of work experience.

- **Use Careers to learn how to create a good quality, UK-style CV, perform well in interviews and to guide you in your job search.** Follow us on Facebook to hear about the whole range of different events we organise to help students prepare for the world of work. Visit us in person if you have any questions; our opening hours are available on our website: www.brookes.ac.uk/careers/

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