

## Working in the UK

This leaflet covers the rules surrounding work if you are an International Student both during and after study. An International Student is a national/citizen from anywhere outside the European Economic Area (EEA). If you are from the EEA please see Student Advice Guides: 2018/19 EEA Migrant Workers.

### As an International Student can I work?

This will depend upon what is stated on your passport sticker or on your identity card, as this determines the conditions of your stay in the UK.

### How will I know if I can work?

Students studying in the UK for longer than six months should be here on a Tier 4 Adult Visa and should be allowed to work. Your first step is to check the sticker in your passport or on your ID card. This will state one of the following:

- Work as in Tier 4 rules
- Work and (any changes) must be authorised
- Restricted work, P/T term time. F/T vacations
- Restricted work Term-time
- Work limited to max 20 hours per week during term
- Work limited to 10 hours per week during term time
- Able to work as authorised by the Secretary of State

All students with any of the above in their passport or on their ID card are **allowed to work**. Therefore a prospective employer will be able to determine whether you can be employed by simply checking the wording in the passport. However, there are some conditions attached to the type of work you can do and the number of hours you can work.

### What are the conditions attached to my working in UK?

- The job must not be more than **20 hours per week** during term-time. However, during the vacations, or if you have finished your course and are waiting for results, there is no limit on the number of hours worked. If you are a postgraduate student undertaking research or writing up during the vacation period you will continue to be restricted to 20 hours. In addition:
- You should not occupy a full-time position.

- You cannot work as a professional sports person or entertainer.
- You cannot be self-employed.

**Note:** If you are studying on a course which is below degree level e.g. a pre-session course, or exchange programme you can only work up to **10 hours per week**

### Middlesex University Students

Please note that the University has always had a Student as Employees policy, HRSP10. The University considers that 16 hours per week employment is a maximum for all full time students during term-time.

### How will I know if I'm not allowed to work?

You will have what is called a '**prohibition**' sticker in your passport/identity card which will state one of the following:

- No work or
- Work prohibited

If you have any of the above stickers you **cannot work**.

From 16th May 2014 it is now a requirement that a student must provide their employer with information about their course term and vacation dates. The following evidence will be acceptable:

- A printout from the University website that can be checked by Employer
- A copy email or letter from the University
- A letter to the Employer from the University

**Note:** the maximum civil penalty Employers, who employ a person not entitled to work in the UK can be fined is **£20,000**. Employers can seek further advice from [www.gov.uk/check-job-applicant-right-to-work](http://www.gov.uk/check-job-applicant-right-to-work)

They can also email: [BusinessHelpdesk@homeoffice.gsi.gov.uk](mailto:BusinessHelpdesk@homeoffice.gsi.gov.uk) or telephone 0300 123 4699 lines open Mon to Fri 9.00am to 4.30pm

### What if I am studying in the UK for less than 6 months?

Students on short courses will usually be here on a Student Visitor Visa and are **not allowed** to work. The

general rule is, unless you are here on a Tier 4 visa with a 'restriction' stamp you cannot work.

### What about placements / internships?

All International Students with 'restrictions' are able to take up work placements and internships without having to seek individual permission. There are guidelines about what constitutes a placement or internship, so seek advice from the Employability Team in the main College Building (Ground Floor) on the Hendon Campus.

### Can my husband or wife work?

Students will only be allowed to bring dependants to the UK if they are studying at post graduate level for 12 months or more.

**Undergraduate Degree level students are no longer able to bring family members to the UK unless they are government sponsored.** If you, the student, have permission to be in the UK for **12 months or more**, then your husband or wife should be given conditions that allow them to work.

### How do I persuade employers that I am allowed to work?

You can suggest that your employer checks with the Home Office whether or not you are allowed to work. The Agency has an employers' helpline on 0300 123 4699

**Remember** it is vital that you abide by the conditions specified in your visa, or you will put your current and future stay in the UK at risk.

### Do International Students have to pay tax and National Insurance?

Yes and their dependants will have to pay in the same way as home and EEA students. You will need to apply for a National Insurance number, but you do not need to have received your National Insurance number before you start work.

Tel. 0345 6000 643 to apply for NI Number. Please see Student Advice Guide: 2018/19 Tax and National Insurance.

### How much will I be paid?

Levels of pay vary. However, employers must pay their workers at the minimum wage set out in UK law. There are three levels of minimum wage, the rates at the time of writing (April 2016) are:

- £7.83 per hour for workers aged 25 and over

- £7.38 per hour for workers aged 21 years and older

- £5.90 per hour for workers aged 18-20

- £4.20 per hour for all workers under the age of 18

### Can I stay on and work after my studies?

The rules regarding students working after their course have become much more limited. There are some schemes that allow students to stay in the UK after their studies and work. However, these are severely restricted. For more detailed information about these routes to work see:

<https://www.ukcisa.org.uk/Information--Advice/Working/Working-after-studies>

Be aware that the rules surrounding working in the UK can be subject to change. Always check the above website and also see:

[www.gov.uk/browse/visas-immigration/work-visas](http://www.gov.uk/browse/visas-immigration/work-visas)

See information on the following schemes: Tier 4 Doctorate Extension Scheme (for PhD graduates only); Tier 2 General and the Tier 1 Graduate Entrepreneur Scheme. If you require further advice please book an appointment or contact one of the International Student Advisors.

### Further information:

UKCISA Website: [www.ukcisa.org.uk](http://www.ukcisa.org.uk)

Tax Enquiry Centre/Tax Office [www.hmrc.gov.uk/student-jobs-paying-tax](http://www.hmrc.gov.uk/student-jobs-paying-tax)

If there is anything mentioned in this leaflet that is unclear always seek advice.

For more information call **020 8411 4507** or email the International Student Advice Team at [intadvice@mdx.ac.uk](mailto:intadvice@mdx.ac.uk). You can also book an appointment via myUniHub or via the UniHelp advisors (based in the ground floor of the Sheppard Library).

Middlesex University International Student Advice Team have made every effort to ensure that the information contained in this leaflet is accurate. Middlesex University however, cannot be held responsible for any omissions or errors. This publication can only be a guide and is not intended to replace the complex and diverse legislation covered. Statutes and regulations may change during the year without notice. If in doubt seek independent advice.

Sept 2018