

Letters supporting international students working in the UK

There are 3 pages to this letter.

Please note that the University is not able to write individual letters stating that it is ok for you to work. This is because the University does not have the authority to state whether a person can work or not.

However, we can produce a letter stating the rules about international students working and this is detailed on the next 2 pages.

Undergraduate students can request a term date letter from their Campus Advice Zone and this will give you confirmation of the standard university vacation periods. Your student status letter will confirm when you are due to complete your course.

Postgraduate students can request a term date letter from their Campus Advice Zone however this gives the standard university vacation periods. Most Postgraduate students are not entitled to a Summer vacation period and are expected to be in term time during the summer months.

It is your responsibility to ensure you do not work during term time. If you have finished your course and are hoping to work full time, you will also need the CAS statement that you used to apply for your current visa. You can work full time from Monday after the end date on your CAS until the end of your visa providing you are not required to complete any resits/repeats during this time.

If you are wishing to work full time over a period during the summer, you cannot automatically assume that you can work for the entire summer break and must only work if you have no academic engagement and you are on an official vacation period from the University.

If you have any resits you are considered to be in term time for the full resit period, not just until your hand in date.

Confirmation of your individual academic situation from your Advice Zone plus the government rules on international students working in the UK that we have given you, should be enough to satisfy employment queries. Your employer can also confirm your ability to work by calling the:

Home Office Employers' Helpline on 0300 123 4699

The Immigration and International Student Advice Team
University of South Wales

To Whom It May Concern,

I am writing to confirm that students holding a Tier 4 (General) or Student Route visas are entitled to work in the UK, subject to the Home Office conditions outlined below.

Students must not work if their visa (in the form of a sticker in their passport, a Biometric Residence Permit or Online Status Check) states:

- No work; or
- Work prohibited

If their visa states something else then they are authorised to work subject to the following conditions:

If their Tier 4 or Student visa was issued on or after the 6th April 2010:

If they are studying on a **degree level course or above**, i.e. a bachelors or masters course, they must not:

- Work for more than 20 hours per week during term time, except in the case of an agreed work placement or internship.

If they are studying on a course that is **below degree level**, i.e. a foundation or pre-sessional English course or an HND, they must not:

- Work for more than 10 hours per week during term time.

All students holding a Tier 4 or Student visa can do most kinds of work, but must not:

- Engage in business, self-employment or provide services as a professional sportsperson or entertainer.
- Not provide services as a doctor or dentist, including training for these professions.
- Pursue a career by filling a permanent, full-time vacancy, even after the course has been completed

As detailed above, during term time international students must not work for more than 10 or 20 hours a week depending on the level of their course and the date their visa was issued, except in the case of an agreed work placement.

There are however periods when students are not expected to attend classes but when they should be studying, writing a dissertation, or preparing for exams as part of their course. They should not be working more than the relevant 10 or 20 hours during these periods as they are considered to be in term time.

There are certain periods when international students are allowed to work full-time.
They are as follows:

- During designated University Easter and Christmas vacations. Most undergraduate students are also entitled to a Summer vacation, while most masters students are not. The student will need to provide evidence their term dates from the University in order to work additional hours above those listed on their immigration permission.
- Whilst undertaking a work placement as part of their course (for further information see <https://intadvice.southwales.ac.uk/working-uk/work-placements-and-internships/>)
- For the remaining leave (Tier 4 or Student visa) that students have on completion of their studies, whilst waiting for their results or commencement of a new course or graduation. This could be up to 4 months depending on the level of course studied. An official course completion date is that on the Confirmation of Acceptance for Studies (CAS) statement as submitted to the Home Office (and not the student's last submission date)

For more information regarding international students working in the UK, please refer to the leaflet: 'Working in the UK during your studies' which is available to download from the UK Council for International Student Affairs website (www.ukcisa.org.uk).

You can also check a student's eligibility to work by calling the UK Border Agency Employers' Helpline on 0300 123 4699

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