

Working in the UK During your Studies

Non-EEA Students - what you are allowed to do!

International students, whose entry stamp does not prohibit them from working, no longer have to obtain permission from the Secretary of State. It applies to non-EEA nationals and includes students who are on compulsory placement as part of their course. Your permission to work in the UK allows you to;

- Work part time **up to 20 hours a week maximum** during term time and allows you to work full time during official University holidays.
- Work full time at the end of your studies after you have submitted your dissertation and completed all your studies but your immigration permission to be in the UK has not yet expired. This is for a maximum of 4 months (but you must not let your visa expire).
- Work full time when your studies have finished and you are waiting a decision regarding a Post Study Work visa.
- Take a work placement with an employer (**sandwich students only**).

Whilst in the UK with a student visa, you must be able to show that you can afford to study and live in the UK without needing to work.

You should not work if your visa or entry clearance sticker states 'no work or recourse to public funds' or 'no recourse to public funds, work prohibited'.

Non-EEA Students - what you are **NOT** allowed to do!

As an international student from outside the EEA, you may not;

- Work more than 20 hours a week term-time
- Engage in business, self employment or provide services as a professional sports person or entertainer
- Pursue a career by filling a permanent full-time vacancy

European Economic Area (EEA) Students

If you are a national from the following countries you can work without obtaining permission but be ready to show your employer your passport or identity card as proof that you are a national of one of the listed countries.

Austria	Belgium	Denmark	Finland	Germany
Greece	Iceland	Italy	Ireland	Liechtenstein
Luxembourg	Netherlands	Norway	Portugal	Spain
Sweden	Cyprus	Malta	France	Switzerland

Worker Registration Scheme

Czech Republic	Estonia	Hungary	Latvia
Lithuania	Poland	Slovakia	Slovenia

If you are the national from one of the eight countries above you are allowed to work in the UK but you need to join the Worker Registration Scheme:

When should I register?

You should apply to register with the Worker Registration Scheme as soon as you start a new job in the United Kingdom. You should not apply until you have started work.

If you do not apply within one month of starting a job, your employment will be unlawful after that date. It will then be unlawful until you are issued with a registration certificate and you may have to stop working. Any time you spend working here unlawfully will not count towards your 12-month qualifying period to become exempt from registration.

How do I apply to register?

You need to complete application form WRS, which you can download from the following website www.ukba.homeoffice.gov.uk/workingintheuk/eea/wrs/workers. The application form is in English, but there are eight different versions of the form so that you can download one that has guidance notes in your own language.

The fee for registration is £90, and you will be issued with a registration card and certificate. We Home Office cannot start the registration process until they have your full payment. They will refund your fee if they refuse your application or you withdraw it. The application form gives details of how you can pay the fee.

The fee is for the registration card, so you will not have to pay another fee if you change employer within your 12-month qualifying period and apply for a new registration certificate.

If you have more than one job at the same time, you will need a registration certificate for each employer you are working for. You can apply for these on one application form by copying the page for employer's details and completing it for each employer.

Bulgarian & Romanian Nationals

If you are a national of Bulgaria or Romania please follow the link below to the Home Office website for information on what you need to do before you take employment in the UK

www.ukba.homeoffice.gov.uk/workingintheuk/eea/bulgariaromania/liveworkuk/

Income Tax and National Insurance

You will need to obtain a National Insurance number once you have secured employment.

Appointments for National Insurance Numbers can be made by telephoning 0845 6000643. The interview may take up to two hours. The purpose of the interview is to confirm your identity and verify details of your employment. Appointments are usually offered within 2 weeks.

Please remember, if you fail to produce sufficient evidence of these it may be necessary to terminate your interview.

- If you are about to start work - you will need written confirmation from your employer of this.
- If you are already working - you will need to provide either your contract of employment or letter from your employer confirming the date you started work, your position and at least three wage slips.
- If you have worked in the past - but are not working now, you will need to bring in your wage slips or a P60 relating to the employment.

Once you have made your appointment, you will be sent confirmation of your appointment in the post. Your letter should also contain a leaflet explaining what documents you need to take with you to prove your identity. We advise that you take as many off the list as possible.