Working in the UK
Information for international students
ABOUT UK VISAS

In the UK, visas and immigration are overseen by the UK Visa and Immigration (UKVI) service.

The main visa categories are:

- Tier 1 – Entrepreneurs and investors
- Tier 2 (General) – Skilled jobs with a Tier 2 sponsor
- Tier 3 – Unskilled (closed)
- Tier 4 – Student
  - Tier 5 – Temporary workers and Youth Mobility Scheme
  - PhD route – Doctorate extension scheme (Tier 4)

While studying in the UK you are allowed to work according to the restriction on your visa. Most Sussex students studying at degree level or above will be able to work for 20 hours per week during term time. Students studying below degree level with the Sussex Centre for Language Studies should have been allocated 10 hours per week.

You should always check the work condition on your visa. If you think you have been given an incorrect condition, you can email: immigration@sussex.ac.uk

WHAT WORK CAN I DO WITH A TIER 4 STUDENT VISAA?

You can work part-time during term time

Your visa will usually state that you can work up to 20 hours per week, however the University advises that undergraduates work no more than 15 hours per week and postgraduates no more than 20 hours per week.

You can volunteer

Volunteering is an excellent way to develop your skills, gain experience and make new friends. There are hundreds of organisations, usually charities and not-for-profit organisations, who rely on people giving up their time for free.

IMPORTANT!

It is important to note that there is a difference between unpaid employment (voluntary work) and volunteering. Any time you spend doing unpaid employment counts towards your maximum number of hours of work per week, whereas volunteering does not.

A volunteer does not have a contract of employment or receive payment other than travel and subsistence expenses. They do not take the place of an employee and volunteering roles are usually with charities and voluntary and public sector organisations.

A voluntary worker often has a contract with their employer and they are required to attend the place of work at particular times and carry out specific tasks. Voluntary workers are also usually paid in goods and services instead of money.
You can work full-time during vacations

If you are an undergraduate student, you can do a short-term period of full-time paid work such as a summer internship or a summer job during the vacations. Postgraduate students may be able to work full-time during vacation periods and after the official end date of their course (usually stated on your CAS). You can find more details about this at: www.sussex.ac.uk/internationalsupport/working/workingduringstudies

You can do a professional placement

A placement year is usually undertaken in your third year of study and gives you the opportunity to gain first-hand experience of the world of work, consolidate academic learning and gain professional work experience. Placements are full-time jobs and they last for 40+ weeks. They are usually paid. In order to do a placement year, a visa extension may be required depending on your original visa application.

WHERE CAN I FIND VACANCIES?

The Careers and Employability Centre advertises a wide range of part-time work, including roles in administration, catering, healthcare and retail.

Our database of part-time jobs, placements, summer jobs, internships and volunteering roles can be found on CareerHub: www.careerhub.sussex.ac.uk

You can log in with your ITS username and password.

Jobs

The Argus: www.theargus.co.uk/jobs
Brighton and Hove Jobs: www.brightonandhovejobs.com
Churchill Square: www.churchillsquare.com/jobs
Friday Ad: www.friday-ad.co.uk/brighton/
Vacancies on the Street: https://issuu.com/roseconnexions
Wired Sussex: www.wiredsussex.co.uk
Indeed: www.indeed.co.uk
You can find other job sites on our website at: www.sussex.ac.uk/careers/parttime

Volunteering

Community Base: www.communitybase.org/volunteers
Do-it: https://do-it.org/
Sussex Students’ Union: www.sussexstudent.com/volunteer

WHAT CAN’T I DO?

You can do most kinds of work, with the following exceptions:

• You cannot be self-employed or engage in business activity.
• You cannot be employed as a professional sportsperson or sports coach.
• You cannot be employed as an entertainer e.g. a dancer or musician.
• You cannot take a permanent full-time job.
WHAT IS THE NATIONAL MINIMUM WAGE?

In the UK there is a National Minimum Wage (NMW) which almost all workers are entitled to receive unless they are working as an apprentice. The minimum wage a worker receives depends on their age.

The National Living Wage was introduced in 2016 for workers who are over 25 years old. These workers receive a higher rate of hourly pay.

You can find out how much you are eligible to receive at: [www.gov.uk/national-minimum-wage-rates](http://www.gov.uk/national-minimum-wage-rates)

WHAT IS A NATIONAL INSURANCE NUMBER, AND HOW DO I GET ONE?

You must obtain a National Insurance (NI) number in order to do paid work. This is a unique number which you will need to give your employer so they can pay you and record your NI contributions.

To apply for an NI number you can call into Jobcentre Plus at 30–35 Edward Street, Brighton, BN2 0LN or phone the office on 0800 141 2075.

You will receive application forms within two weeks which you will need to complete and return as soon as you can, providing as much detail as possible. Some applicants may be required to attend an evidence of identity interview at Jobcentre Plus.

You should receive your NI number within four to six weeks of applying.

You can find more information at: [www.gov.uk/apply-national-insurance-number](http://www.gov.uk/apply-national-insurance-number)

WHAT IS A CV?

A CV is a document that enables you to show off your skills and experience in relation to the job you are applying for. Some businesses ask potential employees to apply for roles by sending them a CV. A covering letter is sent along with a CV to introduce yourself and briefly highlight information from your CV.

In the UK there are two main styles of CV: skills-based and chronological. The example included here is a skills-based CV (see Figure 1).

You can find examples of chronological and other skills-based CVs in the Careers and Employability Centre and on our website: [www.sussex.ac.uk/careers/cvs](http://www.sussex.ac.uk/careers/cvs)

“Through CareerHub I was able to quickly find and get a job with a tutoring company!”

SECOND YEAR STUDENT
(SCHOOL OF ENGLISH)
Anisa Shah  
21 Brighton Road, Brighton, BN1 5FG  
Tel: 01273 123456 Mob: 07712345678  
Email: as212@emailaddress.co.uk

A well-organised and responsible undergraduate with excellent interpersonal and teamwork skills seeking a part-time customer service role.

RELEVANT SKILLS

Teamwork
- Support the captain of the university tennis team in building team spirit by organising regular social events
- Contributed successfully to several group work assessments in my degree, working closely with all the group to gain excellent results (1st and 2:1)

Communication
- Use good interpersonal skills to speak with venue providers to book social events for the tennis team
- Deliver presentations to large groups of people at university as well as taking a confident and active part in tutorials and seminars

Organisation
- Work and multitask effectively to meet competing essay deadlines studies at university
- Use excellent planning skills to create, book and organise events that are enjoyed by the tennis team

Problem solving
- An essential part of my degree course, thinking creatively to modify experimental design if things do not go according to plan
- Dealt actively with issues that arose during tennis club event planning, such as changes in venue provision times, to ensure that we still ran a successful social for the team

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EDUCATION

Sept 2018 – present
University of Sussex, Brighton (BSc Psychology)

2016 – 2018
Class XII, St. Paul’s Public School, Meera, Delhi, India  91.7%

2011 – 2016
Class X, St. Paul’s Public School, Meera, Delhi, India  88%

INTERESTS

• Active sports person and member of the University tennis club
• Keen interest in landscape photography

References are available upon request.

TOP TIPS FOR WRITING YOUR CV

Keep your CV to one page if you are applying for a part-time job.

Use bullet points to summarise your skills and experience.

Write clearly and use active language.

Use a conventional font i.e. Arial, Calibri or Helvetica, in at least 11pt text.

Think about design – use lines, bold and underline to emphasise and separate information.

Check your spelling and grammar.

Got your CV ready? Don’t forget to send a covering letter with it!
WORKING IN THE UK

CAN I WORK IN THE UK AFTER GRADUATION?

If you are from outside the European Economic Area (EEA) and you wish to work in the UK on completion of your studies, you will need to obtain a different type of visa.

You can find information on our website about visa categories that will enable you to stay and work in UK when your Tier 4 study visa expires:

www.sussex.ac.uk/careers/ukaftergraduation

If you have questions about your immigration status, you can contact:

www.immigration@sussex.ac.uk

WHAT OTHER SUPPORT IS AVAILABLE?

Careers and Employability Centre

You can talk to a Careers and Employability Consultant about any aspect of your career development, including finding and applying for work, doing a professional placement or volunteering.

We also advertise vacancies, run employer engagement events and networking opportunities, and hold workshops to help you to develop your skills and experience.

You can book advice appointments, search for vacancies and find out about our events on CareerHub:

www.careerhub.sussex.ac.uk

You can find web resources and information for international students at:

www.sussex.ac.uk/careers/internationalstudents

International Student Support Office

The International Student Support Office offers support and guidance on living in the UK, immigration and visas.

Student Life Centre

The Student Life Centre provides information, guidance, referrals and resources to enhance student transition to and progress through university.

University of Sussex Students’ Union

The University of Sussex Students’ Union provides opportunities such as volunteering, sports clubs and societies, and advice and support services on academic issues.

English Language for Academic Study (ELAS)

Based at the University of Sussex, to help you develop your English language skills.

www.sussex.ac.uk/languages/english/elas

UK Council for International Student Affairs

The UK Council for International Student Affairs (UKCISA) is the UK’s national advisory body serving the interests of international students and those who work with them.
The Careers and Employability Centre recognises the diversity of Sussex students and graduates and is committed to addressing their individual needs.

Do let us know your requirements to enable you to access the service.