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 VISA?

**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.
WORKING IN THE UK

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:
▶ 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.

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.

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:
▶ 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
You can find other job sites on our website at:
▶ 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 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 from Jobcentre Plus in order to undertake 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: [https://www.gov.uk/apply-national-insurance-number](https://www.gov.uk/apply-national-insurance-number)

WHAT IS A CV?

CV is short for ‘Curriculum Vitae’. A CV 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: [sussex.ac.uk/careers/cvs](http://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)
A well organised and responsible undergraduate with excellent IT skills and office experience seeking part-time administrative work.

RELEVANT SKILLS

IT
• Highly competent in Word, Excel, PowerPoint and Access
• Provided IT and administrative support for the South Asia Society

Administrative
• Managed administrative workload and prepared resources for students being mentored
• Kept files up to date, answering questions and updating information sheets

Teamwork
• Provided a high standard of service to students whilst working as part of a team of mentors
• Supported captain of the tennis team in building team spirit by organising regular social events

Organisation
• Worked to strict essay deadlines as well as planning part-time work and volunteering to fit around my studies whilst at university
• Prioritised various tasks given to me while an international student ambassador

Communication
• Delivered presentations to large groups of people as well as taking an active part in tutorials and seminars
• Produced high quality written work such as essays, reports and dissertation

[continues on next page]
EXPERIENCE

International student ambassador
University of Sussex: 2015 – present
• Attend regular meetings and focus groups, make presentations to visiting students and staff about university life at Sussex
• Write articles for the student newspaper and for the prospectus

External secretary, South Asia Society
Sussex University: 2015 – present
• Represent the Sussex South Asia Society – communicating with other universities for events organisation and planning
• Planning, promotion and delivery of events held at Sussex for the Society, including Diwali and One World Week cultural events

Volunteer mentor, St. Paul’s Public School
Meera, Delhi, India: 2013 – 2014
• Befriending and supporting new students to assist them in settling in to the college
• Completed administrative tasks

EDUCATION

Sept 2015 – current
BSc Psychology, University of Sussex, Brighton

2013 – 2014
Class XII, St. Paul’s Public School, Meera, Delhi, India  91.7%

2011 – 2012
Class X , St. Paul’s Public School, Meera, Delhi, India  88%

INTERESTS

• Keen interest in classical music and world food
• Active tennis player and member of the University gym

References are available upon request.
**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: [sussex.ac.uk/careers/ukaftergraduation](sussex.ac.uk/careers/ukaftergraduation)

If you have questions about your immigration status, you can contact: [immigration@sussex.ac.uk](mailto:immigration@sussex.ac.uk)

**WHAT OTHER SUPPORT IS AVAILABLE?**

**Careers and Employability Centre**

You can talk to a Careers and Employability Adviser 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: [careerhub.sussex.ac.uk](careerhub.sussex.ac.uk)

You can find web resources and information for international students at: [sussex.ac.uk/careers/internationalstudents](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.

**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.

Updated May 2018
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.