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International Students and Employment

How many hours can I work on a Tier 4 or Student route visa?

Your student visa states that you must not work more than 20 hours per week **during term time** (or 10 hours per week if you are studying below degree level). If you do work too many hours, you could be sent home or face other serious consequences. You can work full-time during formal designated holidays, or while you are on a work placement (an assessed, required part of your sandwich course), or on a short internship after your course ends.

What is considered term time and holidays?

Not every student on is able to work full time during designated University holidays. Your situation depends on the course you are studying. For **Undergraduate students** you would be able to work full time during formal designated holidays (Christmas/Easter and Summer). **Your FT work can only start when the term has finished- irrespective of when your last exam or submission may be.**

For **taught Masters students**, you normally are granted the standard Christmas and Easter vacation periods. However, the summer vacation is not automatically granted to you- as you should usually be working on your dissertation or may even have some taught classes to attend. You should ask your College if you have any formal Summer vacation period and, if so, whether they can provide you with written evidence of this formal vacation.

For **research students**, you are expected to undertake research for a large part of the year and over the normal University holiday periods. If you want to work full-time during a specific period, you should get your supervisor's agreement in writing that you are on holiday.

All final year students must not work full time until the course end date which is stated on your CAS. Your visa length is based on that date and if you finish early, this should be reported to the UKVI and your visa curtailed (shortened) to ensure that you only have the permissible 2 or 4 months added on to your course end date. If your finish considerably early (more than a few weeks), this may automatically be reported to the UKVI and the University will notify you of this.

What type of work can I do?

You can undertake most types of work but you must **NOT** engage in business or self-employment; or be employed as a professional sports person, entertainer or doctor in training, and cannot fill a permanent full-time vacancy.

University regulations on employment

Even though your student visa allows you to work up to 20 hours per week, the University regulations and guidelines may restrict you to fewer hours. Check the "Other University Regulations" section of the Academic Guide at <http://www.swansea.ac.uk/academic-services/academic-guide/>

Proof of right to work

If your employer asks you for confirmation of your right to work, see <http://www.ukcisa.org.uk/Information--Advice/Working/Can-you-work> and direct them to the UK Visas and Immigration (UKVI) website <https://www.gov.uk/check-job-applicant-right-to-work?step-by-step-nav=47bcd4c-9df9-48ff-b1ad-2381ca819464>

Please note that the University cannot give you a letter stating your right to work. You should use a Student Statement and/or list of term dates from the University website to indicate whether you are in term time (reduced working hours) or holiday/end of your course has been reached (unlimited working hours). As per the Home Office link above, an employer needs, **for students you see**

evidence of their study and vacation times, and not a letter stating you can work/hours of work from the University.

Students on Standard Visit Visas (SVV), Short Term Student Visas (STSV) or courses of less than 6 months

Students who applied for a Student Route (visa) before coming to the UK and who are on courses lasting six months or less are usually given a 'prohibition' stamp in their passports and this means they cannot work. If you entered the country on an SVV or a STSV, you are not allowed to work or take up a work placement (either paid or unpaid work).

Students under the European Settlement Scheme (EUSS)

Students who have settled or pre-settled status under the EUSS are able to work without limitations. EU/EEA/Swiss students who do not have EUSS will be subject to the work restrictions of the immigration category they have entered the UK under (usually Student or a Standard Visit visa as outlined above)

National insurance (NI)

When you start work you will be asked for a National Insurance (NI) number. You can apply for an NI number when you are starting work or when you are looking for work. There is no legal requirement to have an NI number before starting work.

How to apply for an NI number

Telephone the National Insurance Helpline on **0845 6000 643** (have your passport and visa or biometric residence permit (visa) card with you). If you are called to attend an interview, find out more about what to expect from <https://www.gov.uk/apply-national-insurance-number>

What documents do I need for an NI number interview?

You will usually need your passport, police registration certificate (if you are required to register), Student Statement from My UniHub, tenancy agreement, bills (e.g. phone, electricity, gas bills) with your name and address, employment contract (if you have one) or recent payslip

Income tax

You will be liable to pay UK income tax on the same basis as UK residents and there are no exemptions for international students. If you are only working during the holidays and don't expect to earn over the annual personal allowance, your employer can give you form P38(S) so that tax is not deducted. If tax is deducted and you think you have paid too much tax, it may be possible for you to get a refund of any overpaid tax. See <https://www.gov.uk/claim-tax-refund/too-much-tax-taken-from-your-pay>

What about being paid cash in hand?

It is illegal for your employer to pay you cash in hand without deducting tax and National Insurance contributions from your wages. If you accept money in this way, you risk losing your employment rights. In addition you could end up having to pay the tax and National Insurance contributions yourself.

Further information

For details about tax and national insurance, you can get free leaflets and further detailed advice from the local Tax Office at HM Revenue and Customs, Ty Nant, 180 High Street, Swansea SA1 5AP or by telephoning 0845 302 1471 or see <https://www.gov.uk/personal-tax>. For further information about working in the UK (e.g. your employer's obligations towards you, working after completing your studies and whether your family members can work, see www.ukcisa.org.uk