

Can I work during my studies?

If you have a Tier 4 general visa and are studying at a higher education institution, then you should be able to work in the UK. You should check your current visa to confirm if you can work during your studies. Your work condition includes any paid work, unpaid work, voluntary work and internships.

How many hours can I work?

If your visa allows you to work then the immigration regulations state you can work:

- During term-time:
 - If you are studying a course at degree-level or above: up to 20 hours a week.
 - If you are studying a course below degree-level (e.g. Extended degree): up to 10 hours a week.
- During holiday/vacation periods:
 - You can work full time if you are studying an Undergraduate course. If you are studying a Postgraduate degree, the usual holidays may not apply to you, please contact the [International Advice team](#) for clarification.

What is term-time?

Term-time and holiday/vacation times are defined by the University academic calendar:

- my.lsbu.ac.uk/page/academic-calendar
- www.lsbu.ac.uk/about-us/key-dates

Not all courses conform to the published academic calendar so you should discuss your course obligations with your School. During term-time you will be attending classes and lectures, preparing for or sitting examinations, doing coursework or writing essays, a dissertation or thesis.

Undergraduate students and Postgraduate courses starting in January: The academic calendar for students enrolling in January includes a summer holiday between your taught semesters from June to September, during this time you can work full time in addition to the Easter and Christmas holiday.

Postgraduate students: Masters students are permitted to work full time during the Easter and Christmas holiday. You are expected to conduct research and collect data during the writing up period of your dissertation. You should not be working full time during this period.

If you are undertaking an integral and assessed work placement as part of your course (see below) then this is also term-time. If you do other work in addition to your work placement you must not exceed the number of hours you are allowed to work during term-time.

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Immigration and International Student Advice

Admissions & Recruitment Centre (ARC), Southwark Campus

T: +44 (0)20 7815 7037 / 6156

E: international.advice@lsbu.ac.uk

W: www.lsbu.ac.uk/international/visas-and-immigration/advice-team

Postgraduate students (PhD): the usual term-time and holiday/vacation period will not apply to research students. You will need to agree your holiday with your Supervisor and the Research office.

Can I do a work placement as part of my course?

On a Tier 4 visa you are permitted to undertake a work placement provided that it is an integral and assessed part of your main course of study. The work placement should be no more than 50% of the length of your course in the UK but the length will also depend on the academic requirements of your course. During your work placement you are able to work full-time and be paid. You are permitted to do other work unrelated to your course as well as the work placement. However, remember that this period is considered term-time so you must not exceed the hours you are permitted to do on other types of work. Please see our guidance [Work experience at LSBU and your Tier 4 \(General\) visa](#) for more information.

Can I work full-time once my studies have ended?

You can work full-time up to the expiry date of your visa but only up to a maximum of four months. If you have immigration permission that is more than four months longer than your course you should:

- Make a new immigration application if you intend to stay in the UK,
- Leave the UK after four months.

Please note, you must revert back to working part-time hours if you receive your results and are required to repeat or resit anything.

What kind of work can I do?

You can do most kinds of work, but you must not::

- be self-employed (this includes freelance work) or engage on any business activity
- be employed as a professional sportsperson including as a sports coach
- be employed as an entertainer
- take a permanent full-time job
- work as a doctor or dentist in training, unless you are on the foundation programme
- you also should not accept 'cash in hand' for work.

For further information on your entitlements to work please read the Home Office's [Tier 4 Policy Guidance](#).

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Applying for a National Insurance number

If you want to work in the UK you must have a [National Insurance \(NI\) number](#). This number is used to keep a record of the NI and tax you have paid. To apply for a NI number you will need to contact the Jobcentre Plus National Insurance allocation helpline on [0345 600 0643](#). They will send you an application form and before you get your NI number you will be invited to an 'Evidence of identity' interview. You should take as many forms of identification with you as possible, including your passport.

My employer says I must prove I can work

You can show your employer your visa, which is usually in the form of a sticker in your passport or a separate Biometrics Residence Permit (BRP) card, as this will usually state whether you have permission to work in the UK (as described above). Your Employer can also check your right to work with the [Home Office](#).

You can also request a confirmation of student status letter to show your employer as this will state your course details and generic term dates. You can download and print this letter from the [student portal](#). If you need to show your employer that your course has ended you can also request a letter that states this from your Course Administrator. Please be advised that the letter will not include how many hours are you eligible to work. If your employer needs further details about the academic calendar and specific course details you can provide them with a copy of your timetable and a printout of the academic calendar.

Can my family members work in the UK?

If your family are in the UK on a dependant visa then this depends on when they made their immigration application. If they made their application before 3 March 2010 then they should be allowed to work if you have permission to be in the UK for 12 months or more. If they made their application on or after 3 March 2010 then they will only be given permission to work if:

- You have permission to be in the UK for 12 months or more, and
- Your course is at degree level or is a "foundation degree".

Will I need to pay tax?

If you earn more than a specified amount in a tax year you may need to pay income tax. You may also be required to pay National Insurance if you earn more than the specified amount.

Please find more information about this on the [HM Revenues and Customs website](#).

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Useful links

- UK Council for International Student Affairs (UKCISA):
www.ukcisa.org.uk/Information--Advice/Working/Can-you-work
- Home Office Information for Employers:
www.gov.uk/check-job-applicant-right-to-work

Further information

If you are nearing the completion of your studies you might be interested in endorsement for the Start-Up visa. The Start-up visa is a 24 month programme for ambitious international LSBU graduates who are ready to start a business. Support includes office space in the Clarence Centre for Enterprise and Innovation, start-up workshops and access to wider networks to help you grow your business.

If your application for endorsement is successful, the International Advice team will issue you with an endorsement letter to support your Start-Up visa application. You can find out more information from the [Student Enterprise team](#) and read our guidance to the [Start-Up visa](#).

If you are a student completing a PhD at LSBU you can apply to stay in the UK for a further 12 months after your course completion date. The Home Office's Doctorate Extension Scheme allows PhD students apply to extend their Tier 4 (General) visa to look for and start work in the UK. If you are given permission to stay in the UK under the Doctorate Extension Scheme you will have full unrestricted work rights (except in some limited professions such as doctors or dentists in training or sportspersons (including coaches). LSBU continue to sponsor your visa during this time so you will be required to regularly update the University on your status throughout the 12 month period. For more information please see our guidance on the [Tier 4 Doctorate Extension Scheme \(DES\)](#).

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