

Working During Your Studies

This information sheet covers the most frequently asked questions that LJMU students with a Tier 4 / Student visa ask about working during your studies. The information sheet covers the rules working rules for Tier 4/ Student visas.

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Disclaimer Please note: This information sheet is based on the current information available from the UK Government at the time of publication (April 2022). Always check www.ljmu.ac.uk/international-advice for updates.

How many hours can I work?

If you have a Tier 4 or Student Visa issued for study at LJMU your visa conditions normally allow you to work with restrictions and conditions. This should be written on your BRP.

If your Tier 4 or Student Visa was issued for study at LJMU on a degree level qualification (RQF level 6) or above, you should normally have a condition of maximum 20 hours per week during term-time

If your Tier 4 or Student Visa was issued for study at LJMU below a degree level qualification (RQF level 6), you should normally have a condition of maximum 10 hours per week during term-time

Can I work full time in the vacations?

If your Tier 4 or Student Visa permits employment, you can work full time in official vacation periods, when you are not required to be studying. You can find the LJMU term dates on the LJMU website.

You can also work full time in the additional time at the beginning and end of your Tier 4 or Student Visa for the periods before the start date of your CAS and after the end date of your CAS.

Are there exceptions to being able to work full time in vacation times?

For most Masters' students the summer vacation period is considered term-time and you should not work more than the permitted term-time hours.

For PhD students the summer vacation period is considered term-time and you should not work more than the permitted term-time hours.

Students who are repeating or resitting in the summer vacation period or in the period of additional time at the end of their visa, this period of time is considered term-time for you and you should not work more than the permitted term-time hours until the end of the re-sit period.

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What kind of work can I do?

You can do most types of work. You can work in more than one job. You can do voluntary work and paid employment

There are some types of work which are not permitted with a Tier 4 or Student Visa.

- ✓ You cannot be self-employed or freelance or set up or run your own business
- ✓ You cannot work as a professional sports person (including sports coach)
- ✓ You cannot work as a professional entertainer
- ✓ You cannot work as a doctor or dentist in training

Can I work outside the UK?

If you are physically present in the UK, you must keep within the restricted hours of your Tier 4 or Student visa during term time, even if the work you are doing is outside the UK.

For example: if you are working remotely from the UK for a company that is outside the UK, you should not work more than the restricted hours.

How do I calculate the hours per week?

You should not work more than your permitted hours during term-time. All work that you do counts towards the number of permitted hours, including unpaid voluntary work.

If you have more than one job, you should not work more than the permitted hours in total.

A week is defined as a seven day period starting on Monday and ending on a Sunday.

Can I do a work placement ^{as} part of my sandwich course?

If you have a Tier 4 or Student Visa issued for study on an LJMU sandwich course (a course which includes an integral and assessed work placement) you can undertake the work placement even if it is full time and in term-time for the duration of the placement. Your Tier 4 or Student Visa should already cover the full length of your studies including the work placement.

If you add an integral and assessed work placement to your course, you can undertake the work placement even if it is full time and in term-time for the duration of the placement. You will need to

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apply for a Student Visa extension either before starting or after completing the work placement.

You will need to provide a letter from LJMU to the work placement provider confirming that the work placement forms an integral part of the course, the terms and conditions of the work placement, including the work that you are expected to do, and how and when you will be assessed.

Can I do an Internship?

Internships are not usually integral and assessed part of your course and so the normal Tier 4 / Student Visa work restrictions apply.

You can do an internship if it is within the restricted hours in term-time or if you can start and finish the internship within the official vacation periods or at the end of your studies.

How can I prove to my employer I can work?

The UK government published [guidance documents for employers](#) on how to conduct right to work checks and what documents they can legally accept as evidence of your right to work.

You will need to show your employer your passport and your Tier 4 or Student Visa (normally your BRP) which shows your existing valid permission to be in the UK and the work condition.

Additionally, you may need to show your employer evidence of your term dates.

How do I prove to my employer that I can work full time in the vacation times?

The UK government published [guidance documents for employers](#) on how to conduct right to work checks and what documents they can legally accept as evidence of your right to work.

In the guidance document, the UK government confirm that only one of the following three documents are acceptable as evidence of whether you are in a vacation period or not.

- ✓ A printout from the LJMU website confirming the term dates of the School
- ✓ A copy of a letter or email addressed to you confirming the term time dates for your course

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- ✓ A letter addressed to the employer confirming your term dates

Note: LJMU are unable to confirm to an employer a student's right to work in the UK. However, one of the above examples are acceptable for your employer under the government guidelines

Note: The summer vacation period is not considered a vacation period for PhD students and 12 month Masters students until the end date of the course as stated on your CAS.

The summer vacation period is not considered a vacation period for students undertaking resits during the summer period or who are otherwise required to study in the summer period until the end of the re-sit period or required study period

Can LJMU give me a letter stating I can work full time?

No. This is because a letter stating you can work full time is not a legally acceptable document for an employer.

An employer must follow the guidance provided by the UK government by checking your visa validity and conditions and confirming your term dates (if you wish to work full time in vacations).

Please refer to the question “How do I prove to my employer that I can work full time in the vacation periods?”

Can I work full time at the end of my course?

If you complete your course on time (not finishing earlier than expected, nor deferring, delaying or otherwise taking extra time to complete), you can work full time in the additional wrap up time that you have been issued on your visa.

You can work full time only after the end date of your course as stated on your CAS.

For courses that are 12 months or longer, you should have an additional 4 months from the end date as stated on your CAS.

For courses that are between 6 months and 12 months, you should have an additional 2 months from the end date as stated on your CAS.

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Can I still work if I finish my course early?

If you finish your course substantially earlier than the expected end date as stated on your CAS (if you are officially confirmed as completing and official results are released), LJMU is required to notify UKVI of this fact. UKVI will then contact you to confirm that they will cut short (curtail) your visa to the new end date and the additional wrap up period you were originally granted (either 2 months or 4 months to match the original additional wrap up period).

You can work full time during this period between the new end date of your course and the new end date of your visa. You will need to show evidence to your employer of the completion of your course (course completion / award letter from MYLJMU).

Can I still work if I withdraw from my course or take a leave of absence?

If, after you have enrolled and started your studies, you take a leave of absence or withdraw from your course for any reason, LJMU will be required to notify UKVI who will contact you to confirm that they will cut short (curtail) your visa normally to 60 days.

According to the Government guidance you can continue to work within the term-time restrictions during this curtailment period.

If you have not enrolled and started your studies before withdrawing from your studies, you should not work at all as your visa is liable to be curtailed with immediate effect.

Can I do voluntary work?

If you have permission to work, you can undertake voluntary work. You must, however, ensure that any voluntary work and any other work (paid or unpaid) does not breach the maximum number of hours you can work during term-time.

Voluntary work is usually unpaid work which is similar to paid work and involves terms and conditions similar to a paid employee. For example: if you work regular shifts in a charity shop, this might be considered voluntary work

Volunteering is distinct from voluntary work and any volunteering does not count towards the maximum number of hours you can work full time.

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Volunteering is usually undertaking activity which is not considered to be similar to paid work and does not involve similar terms and conditions. For example: If you volunteer with your local community group in their monthly beach cleaning activity, this might be considered volunteering.

If you are unsure, always check first with the organisation which you wish to work with.

What are the consequences of breaching the work restrictions?

Working when you are not permitted, working more hours than you are permitted or undertaking a type of work that you are not permitted to is illegal and can have consequences for you, for your employer and for LJMU.

If you breach your visa work conditions, you could be liable to a fine of up to £5,000, up to 6 months in prison, revocation of your visa and a ban from returning to the UK from between 1 year and 10 years.

Your employer could be subject to a civil penalty of up to £20,000 and other criminal sanctions.

LJMU are required to notify UKVI of breaches of visa conditions, including illegal working. Breaches of student visa conditions can impact on LJMU's ability to maintain its student sponsor licence

Can I work if I am in the UK as a Visitor or Short Term Student?

The rules for visitors and short term student immigration permission in the UK generally prohibit employment.

Volunteering is permitted if it is for a registered charity, it is less than 30 days in total and if it is not the primary reason for coming to the UK.

Medicine or Dentistry students at an overseas institution coming to LJMU for medical electives (unpaid electives which do not involve treating patients) may be able to undertake the electives while in the UK.

Can I work if I am in the UK with another type of immigration permission?

If you are in the UK with any other type of immigration permission, check the specific conditions of your permission or visa to see if you can work and under what conditions.

If you are unsure, contact the International Student Advisers for information

Do I need a National Insurance Number?

You do not need a National Insurance (NI) number in order to get a job, but once you start work you will need to get one. See the Government website for [how to get an NI number](#)

Where can I get information about tax, national insurance and employment rights?

See the [UKCISA website](#) for more information

Can LJMU help me find work?

The LJMU Careers, Employability and Enterprise team provide information, advice and guidance on finding part time work during your studies as well as future career advice. Please see [HERE](#).

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What are the options for working in the UK after studies?

Please see our information sheets on [Working After Your Studies](#)

Where can I get more information or advice?

The International Student Advice Team at Liverpool John Moores University

- ✓ www.ljmu.ac.uk/international-advice
- ✓ Email us at InternationalAdvice@ljmu.ac.uk

The UK government website

- ✓ www.gov.uk/government/collections/right-to-work-checks-employer-guidance

The United Kingdom Council for International Student Affairs (UKCISA)

- ✓ <https://www.ukcisa.org.uk/Information--Advice/Working/Student>