

To whom it may concern,

The information below details what hours a Student visa holder can work during term time during recognised University vacation periods.

Please note that the University does not provide bespoke confirmation of term dates or vacation periods for students.

### **Entitlement to work**

Student visa holders are entitled to work in the UK subject to Home Office conditions outlined below:

- If they are studying on a degree or a postgraduate level course, they can work up to 20 hours a week during term time.
- If they are studying on a course that is below degree level. i.e., a foundation course or pre-sessional English course they can work up to 10 hours per week during term time.

Please note that the University will not provide bespoke confirmation of term dates for students.

Students must not work if their visa (in the form of a sticker in their passport, a Biometric Residence Permit or [eVisa](#)) states:

- No work, or;
- Work prohibited.

### **Definition of a week**

A week is defined as a 7-day period starting on a Monday. If a student works irregular hours or has more than one employer, a detailed record of the hours worked must be kept.

### **Types of work a student cannot do**

Students can do most kinds of work, but they must not:

- Engage in business, self-employment or provide services as a professional sports person or entertainer.
- Be appointed to a permanent, full-time vacancy.

### **Full-time or Part-time work**

As detailed above, during term time, Student visa holders must not work more than 10 or 20 hours per week depending on the level of their course, except in the case of an agreed work placement which forms part of the course.

There are periods when students are not expected to attend classes but when they should be studying, writing a dissertation, or preparing for exams as part of their course. They should not work more than 10 or 20 hours during these periods.

There are certain times when Student visa holders, except postgraduate research students, are permitted to work full- time:

- During the University Christmas and Easter vacations:
  - Christmas Vacation: 18 December 2023 to 1 January 2024
  - Easter Vacation: 25 March 2024 to 5 April 2024
- During the Summer Vacation period:
  - The University's summer vacation does not apply to all students or courses. Students can only work full time during the Summer Vacation Period if they meet the following criteria:
    - their course started in January, or if they are on a course of longer than 12 months in duration regardless of the course start date, and;
    - they don't have any referral study or retakes during the summer vacation. It is the student's responsibility to inform you if they have referral study or retakes and therefore cannot work full time.
  - It is the student's responsibility to provide documentation to you to evidence the above. This could include a Confirmation of Enrolment document, which will confirm that they are enrolled at the University, the course they are on and its duration.

You can find the dates of recognised University vacation periods here: [shu.ac.uk/myhallam/key-dates](https://shu.ac.uk/myhallam/key-dates)

Once a Student visa holder has completed their studies, they may have up to 4 months of remaining leave left on their visa, depending on the duration of their course. They are permitted to work full-time during this period. As with the Summer Vacation Period, it is the student's responsibility to evidence to you that they do not have any referral study or retakes that would prevent them from being able to work full time.

You can find more information regarding Student visa holders working in the UK here:

- UK Council for International Student Affairs: [ukcisa.org.uk/Information--Advice/Working/Student-work](https://ukcisa.org.uk/Information--Advice/Working/Student-work)
- UKVI website: [gov.uk/government/organisations/uk-visas-and-immigration](https://gov.uk/government/organisations/uk-visas-and-immigration)
- UKVI Employers helpline: 0300 790 6268

If you require any further information, please do not hesitate to contact the UKVI Compliance Team at Sheffield Hallam University by emailing [studentimmigrationcompliance@shu.ac.uk](mailto:studentimmigrationcompliance@shu.ac.uk)

Yours faithfully,

UKVI Compliance  
Sheffield Hallam University

**Sheffield  
Hallam  
University**  
**Knowledge Applied**