

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.

Students must not work if their visa (in the form of a sticker in their passport, a Biometric Residence Permit or electronic visa) 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.

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.

Full-time work

During recognised vacation periods, Student visa holders, except postgraduate research students, are permitted to work full-time. The dates for Christmas, Easter and Summer vacation periods where full-time work is permitted can be found here: <https://www.shu.ac.uk/myhallam/key-dates>

Note: The University's Summer vacation period 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 reassessments 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 they can download from My Student Record. This will confirm that they are enrolled at the University, the course they are on and its duration.

Full-time work after completion of studies

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.

The University does not provide a letter to students when they have completed their course. Students can provide you with their completer's transcript or their Graduate Route notification email to evidence course completion.

Alternatively, prospective employers can visit the GOV.UK Employer Checking Service to check directly with UKVI: <https://www.gov.uk/employee-immigration-employment-status>

However, after Sheffield Hallam University has reported successful completion for the Graduate route to UKVI, it can take some time for UKVI to update a student's status. Therefore, it may provide a false response that states the student is still restricted to working a maximum of 20 hours per week.

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

- UK Council for International Student Affairs: <https://www.ukcisa.org.uk/Information--Advice/Working/Student-work>
- UKVI website: www.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

Yours faithfully,
UKVI Compliance
Academic Services
Sheffield Hallam University