

To whom it may concern.

The information below details what hours a student can work during term time and the Christmas and Easter vacations. The university does not provide personalised student letters for these periods during the academic year as they apply to all students.

If you wish to employ a student in a full-time capacity during the summer vacation or after they have completed their course a personalised letter will be provided as the number of hours they can work will depend on their individual circumstances.

The student should also provide you with a current Confirmation of Enrolment document, this will confirm that they are enrolled at the university.

### **Entitlement to work**

Students holding a Tier 4 (General), or Student visa are entitled to work in the UK subject to Home Office conditions outlined below.

- If they are studying on a degree or a post graduate 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.

Students must not work if their visa (in the form of a sticker in their passport, a Biometric Residence Permit or Online Immigration Status) states:

- No work, or
- Work prohibited

### **Definition of a week**

A week is defined as a 7-day period starting on a Monday, so 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 international students 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 international student visa holders, except postgraduate research students, are permitted to work full-time, they are as follows:

- During the University Christmas and Easter vacations.
  - o Christmas Vacation 18 December 2023 to 1 January 2024
  - o Easter Vacation 25 March 2024 to 5 April 2024

The University's summer vacation does not apply to all students and if you intend to offer full-time employment to any Sheffield Hallam University student during the summer, you must request an additional letter which verifies that the student has no re-sits and/or is not writing a dissertation.

For the remaining leave that students have on their visa after completion of their studies, this could be up to 4 months depending on the duration of the course. Again, this period varies so if you intend to offer full-time employment to any Sheffield Hallam University during this period, you must request an additional letter which verifies that the student has completed their award.

For more information regarding international students working in the UK, please refer to the UK Council for International Student Affairs [www.ukcisa.org.uk/Information--Advice/Working/Student-work](http://www.ukcisa.org.uk/Information--Advice/Working/Student-work)

Or the UKVI website [www.gov.uk/government/organisations/uk-visas-and-immigration](http://www.gov.uk/government/organisations/uk-visas-and-immigration) or contact the UKVI Employers helpline on 0300 790 6268.

If you require any further information, please do not hesitate to contact Immigration Operations by email at [Immigration-Operations@shu.ac.uk](mailto:Immigration-Operations@shu.ac.uk).

Yours faithfully,

UKVI Compliance  
Sheffield Hallam University