

Employing Student visa holders

Q. *What type job can I employ a Student visa holder to do?*

A. Student visa holders are restricted to part-time roles (see 'How many hours can I allow a Student visa holder to undertake' below). The Student visa will not allow the holder to work as an entertainer, professional sports person or coach or run a business/be self-employed (unless they have applied for a Start Up visa).

Q. *How many hours can I allow a Student visa holder to undertake?*

A. Most Student visa holders will be restricted to 20 hours per week during term-time and full-time during vacation periods. (See 'How do I know what my Student visa holders' term dates are?' below). The online right to work check will detail how many hours an individual is allowed to work. PhD students are always classed as being in term-time will be limited to 20 hours per week all year round until evidence has been received and reviewed by People & Culture (see 'How many hours can a Student visa holder work once they have completed their studies' below). The Home Office class a week as Monday to Sunday, and the hours limit applies to the total worked across roles/employers. As part of their right to work check, the individual will be asked to provide term-date evidence and sign a Declaration Form. Please note that Student visa holders shouldn't regularly work more than the 'usual' full-time hours for your area.

If you are concerned at any point that a Student visa holder may have worked more hours than they are permitted to, please contact Mandy Fox, Lead Resourcing and Compliance Officer as soon as possible on 01206 874691 or Sophie Bromage, Head of Resourcing on 01206 872595.

Q. *How do I know what my Student visa holders' term dates are?*

A. Student visa holders will provide you with a copy of their Certificate of Registration, and a link document specifying their term dates. PhD student will be classed as always in term-time (see above) so will only provide you with COPY OF their Certificate of Registration.

Q. *How many hours can a Student visa holder work once they have completed their studies?*

A. Unless the Student's visa is being curtailed as they have completed their course early or they are intermitting, a Student visa holder can work full-time in a fixed-term role from the completion of their course until the expiry of their Student visa. (There are also some concessions for some individual when switching to a Skilled Worker visa, please contact resourcing@essex.ac.uk for guidance in this scenario). However, evidence must be provided to People & Culture that the course has been completed (and not simply evidence of the 'expected' completion date. A Certificate of Registration which now states 'Course completion date' would evidence this.

Q. *If I have any questions regarding a Student visa holder and their permission to work, who can I contact?*

A. General questions can be directed to righttowork@essex.ac.uk