

International Students A Guide for Employers

Recruiting international students during their studies





“Home Fundraising has employed many international students and have found their work ethic and conduct to be unquestionable. We celebrate diversity at Home Fundraising and therefore it is very important to have a range of staff members from a variety of backgrounds. International students bring a fun, friendly, focused attitude to work and they add much to our organisation”

**Recruitment and Retention Officer,
Home Fundraising**

The University of Sheffield has a large number of international students from across the globe, bringing a huge range of skills and experience to Sheffield. Over 7000 international students represent 130 countries and over a quarter of our student population.

Benefits to your business

There are a numerous benefits to employing international students to work for you during their studies. Some of the contributions international students can make to your organisation include:

- Language skills
- Cultural awareness
- Knowledge of the global market
- Overseas contacts and networks
- Business and technical skills
- Creating a diverse workforce
- Bringing determination and initiative having already travelled to study in a different country

Employing International Students – Nuts and Bolts

Some employers are wary of employing international students fearing that they may be contravening immigration legislation. The wording on visa stamps can be difficult to interpret if you do not see them on a regular basis. Employing international students is legal, subject to certain conditions.

1. Students from within the European Economic Area are allowed to work without any restriction in the UK. The only exceptions are students from Croatia who must get permission from the UKVI before they start work and can only work for a maximum of 20 hours a week during term time and unlimited during the university vacations.

2. Most international students from outside the European Economic Area at the University of Sheffield are automatically allowed to work up to a maximum of 20 hours a week during term time and unlimited hours during the vacation period for their course. They are allowed to take any kind of work as long as it is not a permanent role in the organisation or self-employment.

The Home Office requires that you check the passport and identity card (if applicable) of everyone you intend to employ to ensure they have a legal right to work in the UK. Their website <http://www.ukba.homeoffice.gov.uk/business-sponsors/preventing-illegal-working/> gives some guidance on how to carry out these checks.

The wording on passports and ID cards will vary but any of the following are student visas which allow students to work 20 hours a week.

- Work (and any changes) must be authorised
- Able to work as authorised by the Secretary of State
- Work as in Tier 4 Rules
- Restricted Work. P/T term time. F/T vacations
- Restricted work term time.



Balancing work and study

We recognise the importance of part time work experience to all our students. However, we recommend that students work no more than 16 hours a week during term time to ensure that their studies do not suffer. However, students do vary and some may be able to cope with fewer (or more) hours of work.

Common Questions

Is there anything I need to do before I can employ an international student?

In addition to checking the student's passport or biometric residence card you also need to get proof of the term dates from any student employee with a Tier 4 visa. The student needs to provide you with:

1. Certificate of student status AND
2. Print out of the web page which confirms their term dates:
<http://www.sheffield.ac.uk/ssid/international/immigration/work>

The student hasn't got a National Insurance Number, can I still employ them?

Yes, you can employ a student provided they have the right to work as detailed above. A student can start work without a national insurance number however they will have to apply for one once they have a job offer. It can take a few weeks for a national insurance number to be issued but in the meantime you can issue them with a temporary number in order to pay them with the appropriate deductions.

Can I offer the student work on a freelance basis?

No, this is strictly not allowed under the student's visa conditions. You would need to employ them to do the work. We are aware many organisations offer 'zero hours contracts' where they cannot offer regular work to students as this ensures they are viewed as employees, this is allowed under the regulations.

Can I employ a student full time over the summer holidays?

It depends. If the student is an undergraduate you can employ them full time as their courses do not continue over the summer. However, if the student is a postgraduate you can only employ them for a maximum of 20 hours per week unless they have completed their course or they are working with you as part of their course. You can check their term dates here:

<http://www.sheffield.ac.uk/ssid/international/immigration/work> .

Can I employ a student when their course has finished?

Yes, all students are given an additional 4 months after the end date of their course to allow them to wait for their results and to attend their graduation ceremonies. During this time they can work full time on their student visas as long as they do not fill a permanent role at graduate level or work on a freelance basis.

Can I employ a student if they have finished their course early?

Yes, in most cases you can continue to employ the student on a full time basis until their visa is curtailed which is normally 60 days from the revised course end date.

Can I employ a student if they have left their course without completing it?

No, this is because they are no longer here in the UK for the purpose of their visa.

Can I offer an international student a year's industrial placement?

Yes, as long as it is a requirement of their course and they have approval from the university. The University of Sheffield has an initiative called Degrees with Employment Experience where students can opt to take a year out in industry. The student will be able to provide you a letter from their academic department to confirm the placement: <http://www.sheffield.ac.uk/ssid/international/immigration/work>. You should also keep a copy of the agreement with the university.

Can I employ a student who is already volunteering?

Yes, as long as the student is doing genuine volunteering such as the many opportunities available to them through our Students' Union they can still work their normal 20 hours in paid work.

How we can help you

The University of Sheffield Careers Service provides a range of services to employers, from advertising vacancies through to providing information and advice to organisations wishing to establish or strengthen their profile amongst our global community of students. We operate a Jobshop located within our Students' Union which is dedicated to promoting part-time jobs and work experience to our students on behalf of employers

Advertising online

Our **free online vacancy service** enables you to promote part-time jobs and work experience opportunities appropriate for current students studying at the university.

Entries will be created using the

information that you submit. If you provide a website address we will create a hotlink from your vacancy entry.

Students can receive email notification of new vacancies which are added to the system that match their requirements.

For more details visit our website at: <http://www.shef.ac.uk/careers/employers/vacancies>

You can also contact our Jobshop:-

Tel: 0114 2220940

Email: studentjobshop@sheffield.ac.uk

Our normal opening hours are: Monday - Friday: 10am - 3pm
(Tuesday 11am- 3pm)



Student Advice Centre

Our students have access to a specialist immigration advice service provided by the Students' Union. This means you can be certain that any student from the University of Sheffield is able to easily check out their rights and options to work legally in the UK. Employers are welcome to look at our information provided to students: <http://su.sheffield.ac.uk/student-advice-centre/immigration/working-during-studies/working-in-the-uk-during-your-studies>

Other useful links

The Home Office provides a specialist support service for employers who want to check whether a person is allowed to work legally in the UK. Further information is given here: <https://www.gov.uk/check-job-applicant-right-to-workstudents>

You can also contact the UKVI:-

Tel: 0300 123 4699

