

**EMPLOYMENT DECLARATION – TIER 4/STUDENT VISA HOLDER**

As a Tier 4/Student visa holder, you are legally restricted on the number of hours of work you can do (paid and unpaid). The consequences of breaching your visa conditions can be very serious and could result in your visa being withdrawn, you having to stop your studies and being denied future entry to the UK.

**Please read and complete this form to show that you understand your work restrictions.**

## YOU AND YOUR VISA

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First name** |  | | **Last name** |  | |
| **Date of birth** | |  | | | |
| **BRP number** | |  | **Expiry date** | |  |

## YOUR COURSE

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of institution sponsoring your visa** | |  | | | | |
| **Programme level**  (delete as appropriate) | Undergraduate | | Taught postgraduate/ Masters | | | Research postgraduate |
| **Course start date** |  | | | **Course end date** |  | |

## YOUR TERM DATES

Please enter your term dates below. For University of Leeds, visit <https://www.leeds.ac.uk/secretariat/almanac.html>. You should not work on days when the University is closed.

|  |  |  |
| --- | --- | --- |
| **Undergraduate** | | |
|  | **From** | **To** |
| **Term 1** |  |  |
| **Term 2** |  |  |
| **Term 3** |  |  |

|  |  |  |
| --- | --- | --- |
| **Taught Postgraduate** | | |
| If you are studying a 12 month Masters course, please note that **the summer period is set aside for full time study to focus on writing your dissertation**. It is not considered vacation time at Leeds so you should not work full time during this period unless you have completed your studies. | | |
|  | **From** | **To** |
| **Term 1** |  |  |
| **Term 2** |  |  |
| **Term 3** |  |  |
| **My expected completion date is** |  | |

|  |
| --- |
| **Research postgraduate** |
| The vacation periods which apply to taught students do not apply to you.  Your holiday entitlement is **5 weeks per year in addition to the days when the University is closed**.  You may work full time:   * during your 5 week holiday period * after you have completed your studies (been awarded your qualification). |

## WORK

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| **IMPORTANT**   1. If the work you will be doing requires an **Academic Technology Approval Scheme (ATAS) certificate** and you do not already have one for your studies, you will need to apply and obtain it before you can start work. Check if you need an ATAS certificate for work at <https://www.gov.uk/guidance/find-out-if-you-require-an-atas-certificate>. 2. If you do not already have a **National Insurance number**, you must apply for one as soon as possible to allow you to work in the UK – visit <https://www.gov.uk/apply-national-insurance-number> to find out how. |

Please give details of any paid or unpaid work you are already doing at the University of Leeds:

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**DECLARATION**

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| I understand that: | *tick to agree* | **√** |
| Working hours are calculated on a weekly basis (defined in the Immigration Rules as “7 days beginning with a Monday”), so I need to **submit my timesheet every week**. | |  |
| It is **my responsibility to make sure that I do not work, either paid or unpaid, for more hours a week than is stated on my visa** (normally 10 or 20 hours during term time). I understand that, if I do, I risk:   * having my visa curtailed and not being able to complete my studies, * having to return to my home country and not being allowed back into the UK in the future, and * the University losing its sponsor licence, resulting in all international students and staff having to return to their home country. | |  |
| **UNDERGRADUATE STUDENTS**: I can work full time during vacations if I wish, but otherwise am limited to the number of working hours stated on my BRP until I have completed my studies. | |  |
| **MASTERS STUDENTS ONLY**: I can work full time during vacations if I wish (except for the summer vacation) but otherwise am limited to the number of working hours stated on my BRP until I have completed my studies. | |  |
| **RESEARCH POSTGRADUATE STUDENTS ONLY**: I can use my annual leave to work full time if I wish but, once I have used this (either for work or other reasons), I am limited to the number of working hours stated on my BRP until I have completed my studies. | |  |

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| **The work I will be doing requires an ATAS certificate, which is attached to this declaration.** |  |

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| **I declare that, in accepting this offer of work, my total weekly hours (including any other work I undertake for the University or for any other employer) will not breach of the terms of my visa.** |  |

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| **Signed** |  | | **Date** |  |
| **Print name** | |  | | |

**Engager:** Please send signed form, with right to work check and ATAS certificate if required, to HR Operations.