



International Student Support

Dear all,

We are contacting you to provide you with information and advice which we hope you will find helpful as you prepare for the festive break. Please see below for information on:

- Working in the UK
- Your BRP
- Travelling outside the UK
- Staying in Nottingham during the festive break
- University closure dates

Working in the UK:

Whilst you undertake your studies with us, we understand that you may wish to find opportunities for work either in and around Nottingham or here at NTU. This can be a great way in which to support your studies and gain valuable employability skills for the future. It is important for you to be aware however that if you are here in the UK with any kind of immigration permission, there will be a number of conditions attached to your visa that you need to be aware of and are expected to comply with. These may include work conditions, such as the maximum number of hours you can work and the type of work you can do. The maximum number of hours you can work during term-time will normally be printed on your visa sticker or Biometric Residence Permit (BRP), and will depend on the type of visa you have, the level of course you are studying and the date of your most recent immigration application. Please refer to the below table as a guideline for the number of hours that you may be able to work during term time if you currently have a valid Tier 4, it is important however that you do check this against the requirements of your individual visa or BRP:

Programme of Study at a Higher Education Institution	Permissible term time hours (for students with a Tier 4 visa)
Postgraduate Research e.g. PhD	20
Postgraduate Taught e.g. Masters	20
Undergraduate Degree e.g. BA	20
Foundation Degree e.g. FDSC, FDA	10
Pre sessional English courses (PEAP)	10

This leaflet is produced by:

International Student Support Service

Nottingham Trent University

Burton Street

Nottingham NG1 4BU

Tel: 0115 848 2631

Email: int.support@ntu.ac.uk

www.ntu.ac.uk/studentsupport

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A week is defined as a period of 7 days beginning with a Monday (you will therefore need to take this into account if you have a number of paid work opportunities). For further information please do take the opportunity to read through the guidance that can be found at the following link http://www4.ntu.ac.uk/student_services/document_uploads/161201.pdf or check <http://www.ukcisa.org.uk/Information--Advice/Working/How-many-hours-can-you-work> .

Tier 4 students can also work during vacations, and are not limited to working 10 or 20 hours a week in vacation periods (other restrictions regarding the type of work you are allowed to do continue to apply: <https://www.ukcisa.org.uk/Information--Advice/Working/What-kind-of-work-can-you-do>). Please be aware that [standard term time dates](#) apply to students on undergraduate courses only, and postgraduate students are advised to check with their school what their term dates are. If your current visa is not a Tier 4 visa, you need to make sure you understand the conditions which apply to your visa. Please check http://www4.ntu.ac.uk/student_services/document_uploads/161201.pdf for further information or contact the International Student Support Service by phoning 0115 848 2631 or e-mailing int.support@ntu.ac.uk. Students on Short-term student visas are **not** allowed to do any work.

It is important that you familiarise yourself with these restrictions and that you ensure you comply with the conditions of your visa. Any breaches could result in your visa being curtailed and could therefore mean that you will be unable to continue your studies. As a Tier 4 sponsor, the University is required to report any breach of visa conditions to UKVI, including working more hours than you are allowed to do. We also like to ensure that your primary focus is on your studies and for any work opportunities here at NTU, you will be only be able to work to the maximum of your term time hours at any point during the period of your studies with us. If after reading the guidance above, you are still unsure we would encourage you to contact the International Student Support Service by phoning 0115 848 2631 or e-mailing int.support@ntu.ac.uk

BRP:

Just like your passport, your BRP card is a very important document and you need to make sure you keep it safe. If you lose it, you will be required to apply for a replacement, which is expensive and time consuming. It is advisable that you do not carry your BRP around with you unless you need it, for example if you are travelling outside the country or showing it to an employer. We would like to remind students that **you do not need to routinely carry ID with you in the UK**. You will need to carry your BRP with you if you are travelling outside of the UK as you will need to show it at the UK border control when you return to the UK. If you lose your BRP, please refer to our guidance for advice on how to replace it:

http://www4.ntu.ac.uk/student_services/international_students/other_immigration_matters/lost_passport/index.html

Please also remember you will be required to bring your new BRP to the [Student Services Centre](#) (Newton Building, City Campus) so your student record can be updated.

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Returning to the UK after a trip abroad:

Please remember to carry the following items in your hand luggage when you return to the UK following a trip overseas:

- Your passport
- Your BRP (if you have one)
- Your police registration certificate (if you have one – make sure it is up to date and shows your current passport, visa and address)
- An enrolment letter confirming you are a student at NTU (please request this from your school office)

For more information about going through the UK Immigration controls, please refer to the website below:

<https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Immigration-on-arrival#/layer-3645>

Staying in Nottingham during the festive break?

We know some of you will be staying in the UK during the festive break. NTU Global are organising a Winter Break meet up at the city Global Lounge on Tuesday 19 December, from 12noon to 2pm.

If you would like to meet other NTU students who will be around during the festive break so you can make plans together, please join us! Information about what's on in Nottingham during the Christmas period will be provided. For more information about other events taking place at the Global Lounge, please check: <https://www.facebook.com/NTUGlobalLounge/>

University closure dates:

The University will be closed from Saturday 23 December to Tuesday 2 January inclusive. For library opening hours, please check:

https://www4.ntu.ac.uk/library/using_the_library/opening_hours/city/index.html

We hope you have an enjoyable festive break!

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