



# International Student Support

## Croatian Students: Working in the UK during your studies

This guidance note is aimed at Croatian students who wish to take up employment during their studies.

Since joining the EU in July 2013, Croatian nationals have been able to move and live freely in any EU Member state. If you wish to work, you will need to obtain authorisation, unless you meet the criteria for any of the exemptions. These are outlined on the UKVI website: [www.gov.uk/croatian-national](http://www.gov.uk/croatian-national). If you are unsure, please contact the International Student Support Service.

Students are allowed to work **up to 20 hours per week during term time and unlimited hours during University vacation periods**. You should check with your School when the official vacation periods are.

### Application form

You need to complete the application for a Yellow Registration Certificate. You can download it from: [www.gov.uk/government/publications/application-for-blue-or-yellow-certificate-for-croatian-form-cr1](http://www.gov.uk/government/publications/application-for-blue-or-yellow-certificate-for-croatian-form-cr1). You will need to complete the following sections of the application form:

Section 1: Payment details

Section 2: Personal details

Section 3: EEA Family member's details (this is only if you are including family members in your application (eg spouse / partner)

Section 5: Student

Section 9: Personal history

Section 10: Applicant's declaration

### Documents

All documents must be original. You will need to provide the following:

- Your passport and each EEA family member's passport (included in the application)
- Two passport size photos of yourself and each EEA family member included in the application.
- Evidence of private comprehensive health insurance or a European Health Insurance Card (EHIC)

- A letter from your School confirming the name of the course you are enrolled on and the start and end dates
- Proof that you have enough money to support yourself - either three months bank statements or a letter from your sponsor or funder. If a friend or relative is sponsoring you, in addition to their bank statements, they should write a letter that includes:
  - their name and address;
  - why they are supporting you e.g. because they are your parent;
  - what course you are studying;
  - if they have already supported you for a period, how much they have provided you with and how often.
  - that they are willing to continue providing you with funds for your course fees and maintenance costs.
  - how much they will be providing you in future and how often.
  - where their income comes from – this will probably mean identifying what job they do, and what their salary is.
- £65 – we recommend that you pay using Postal Orders (available at the Post Office) and made payable to “Home Office”

### **Submitting the application:**

You need to post the application to the following address:

Home Office – Croatian Applications  
 PO Box 638  
 Durham  
 DH1 9LA

It is important that you keep photocopies of the application form and all your documents (including your passport). You should send your application using special delivery and keep a note of the reference number. You should also include a pre-paid special delivery envelope so that your documents may be returned to you safely.

There are no published service standards on how long it will take for your application to be processed. You must expect delays and during that time, you cannot travel. If you need your passport back for an emergency, please contact the International Student Support Service for guidance.

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