



International Student Support

Dear all,

We have produced this newsletter to provide you with information and advice which we hope you will find helpful as an international student at NTU. Please see below for information on:

- [Changes to the Tier 4 visa application process in the UK and IHS fee](#)
- [Working in the UK during your studies](#)
- [Police registration](#)
- [Your BRP](#)
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- [Working in the UK after studies: visa talk](#)

Changes to the Tier 4 visa application process in the UK and new IHS fee:

From November 2018, students who make a tier 4 application in the UK will no longer be required to send their original documents (passport, photos, BRP, financial evidence, etc...) to UKVI by post. Instead, they will be able to take their documents to a UK Visa and Citizenship Application Service centre where the documents will be scanned and returned to the applicant. Full details, including the exact location of the centres, have yet to be confirmed and we will send you further information as soon as we have it.

In addition, the Immigration Health Surcharge fee (IHS) is increasing to £300 per year for Tier 4 applications. UKVI have not yet confirmed the exact date from which the fee will increase – we will send an update as soon as we can.

This leaflet is produced by:

International Student Support Service

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www.ntu.ac.uk/studentssupport

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TRENT UNIVERSITY 

Working in the UK during your studies:

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

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 on the [University website](#) and on the [UKCISA website](#) regarding working in the UK.

Students with a valid Tier 4 visa can also work during University 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 the University's [standard term dates](#) apply to most undergraduate courses only, and postgraduate students and undergraduate students on courses not following these standard term dates are advised to check with their school for confirmation of their term dates.

If your current visa is not a Tier 4 visa, you need to make sure you understand the conditions which apply to your visa. Further information is available [online](#) or you can 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

Police Registration:

Students from certain countries are required to obtain a Police Registration Certificate when they come to the UK for more than 6 months. Please check our website for more information about who needs to register with the Police and how you can do this:

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

Please make sure you keep your police registration certificate up to date – you need to report to the Police any of the following changes:

- new UK address
- new passport
- new visa
- changes to your marital status

Your 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.

Scams targeting international students:

Some criminals specifically target international students, telephoning them and pretending to be from a legitimate organisation (such as the UK Home Office). They demand money (calling it a "fine" for a non-existent immigration problem), and claim that if you do not pay them quickly, you may be deported or your visa may be cancelled.

Recently there have been reports of Chinese students being targeted by fraudsters using WeChat and mobile contacts. Students are contacted on their mobile phone by people claiming to represent their bank, the embassy, police or other reputable agency and are told they own funds immediately, often being offered preferential exchange rates on currency conversions.

Please note that UK Visas and Immigration do not contact students via telephone asking for payments. If UK Visas and Immigration do need to speak with a student, they will either write directly to the student themselves or to their Tier 4 Sponsor.

If you do receive a call like this, please hang up and report it to the University and the police.

- **Do not** give out any personal information, or confirm that any personal information they have is correct.
- **Do not** pay them any money.

Useful information:

- Find information on [frauds, tricks and scams](#) from UK Visas and Immigration
- [UKCISA](#) - the UK Council for International Student Affairs
- [ActionFraud](#) - the UK's national fraud and cyber crime reporting centre

Travelling outside of the UK during the Christmas vacation:

If you are planning to travel to another country during Christmas break, make sure you check now if you are required to get a visa for that country, and don't delay making your visa application. If you are planning to travel to Europe, you may need to apply for a Schengen visa – please see our website for more information:

http://www4.ntu.ac.uk/student_services/document_uploads/119600.pdf

For other destinations, please check the country's embassy website for information on how to apply for a visitor/tourist visa.

Working in the UK after your studies: visa talk

The employability team have invited a local solicitor's firm to deliver an information session on visa options for international students who wish to work in the UK after their studies.

The talk will take place on **Tuesday 27 November at 6pm.**

If you are thinking of staying in the UK to work after your studies, book your place on this event now on the Employability website:

<https://futurehub.ntu.ac.uk/students/events/Detail/384496/steps-to-success-working-in-uk>

If you have any further queries about the above issues, please do not hesitate to contact us:

International Student Support Service

Student Services Centre,

Newton building (level 0)

Enquiry desk: 1-4pm, Monday to Friday

E-mail: int.support@ntu.ac.uk / Phone: 0115 848 2631