

For more information and to download form BR1 visit the UK Border Agency website at <http://www.ukba.homeoffice.gov.uk/eucitizens/bulgarianandromanians/nationals/> and <http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/bulgariaromania/workauthorisation>

You will need to obtain a National Insurance Number if you do not already have one (please see our separate leaflet on this)

### **Students from outside the European Economic Area**

Students from nations outside the European Economic Area CANNOT work more than 20 hours per week during term-time (except in the case of an agreed work placement or internship) and CANNOT engage in self-employment or provide services as a professional sports-person or entertainer. During the vacation periods, you may be able to work up to full time, but please check with the University International office about your individual situation.

If you are unsure about whether you have the right to work in the UK, please contact the University International Office and ask for advice on your passport. (The JobShop cannot interpret passport stamps for you). You will also need to obtain a National Insurance Number (see the separate leaflet for this)

The University International Office provides information online at [http://www.staffs.ac.uk/study\\_here/international/student\\_centre/index.jsp](http://www.staffs.ac.uk/study_here/international/student_centre/index.jsp)

You can contact the international student centre at [internationalstudentcentre@staffs.ac.uk](mailto:internationalstudentcentre@staffs.ac.uk)



# JobShop guide to:

# International Students – Part-time Working

## European Students

Citizens of nations in the European Economic Area do not need to get permission to look / apply for work in the UK, but you will need to obtain a National Insurance Number.

Nations in the European Economic Area are: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland and the United Kingdom.

More information is available online for citizens of EEA nationals, from the British Council website at [http://www.educationuk.org/pls/hot\\_bc/page\\_pls\\_user\\_advice?d=work\\_in\\_uk](http://www.educationuk.org/pls/hot_bc/page_pls_user_advice?d=work_in_uk).

You can also download a PDF document [http://www.educationuk.org/pdf/pdf\\_1277303132578\\_0.5327199549071354.pdf](http://www.educationuk.org/pdf/pdf_1277303132578_0.5327199549071354.pdf) which provides more information.

### **Students from the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia**

The following nations joined the European Union in May 2004: Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia.

If you are a citizen of one of these nations and you want to work for an employer in the UK for more than a one month period, **please read this important information:**

When you start working, YOU MUST register with the UK government's "Worker Registration Scheme" to receive a card and certificate which allows you to work in the UK. This must be done when you start working. Working without registering with the "Worker Registration Scheme" is illegal after one month of work. YOU CAN ONLY register with the "Worker Registration Scheme"

when you start working. You cannot register before you start work. A payment of £90 must be made to register with the "Worker Registration Scheme".

Read more information about the Worker Registration Scheme on the UK Border Agency's website at <http://www.bia.homeoffice.gov.uk/workingintheuk/wrs/>. You can telephone 0117 344 1471 to request a Worker Registration Scheme form.

The WRS Form is written and must be completed in English. The WRS form can be downloaded, with guidance notes, from <http://www.ukba.homeoffice.gov.uk/eucitizens/applyingunder/europeanlaw/>

You will also need to obtain a National Insurance Number if you do not already have one.

### **Students from Bulgaria and Romania**

You can work in the UK up to 20 hours per week during teaching periods. You can also work full time during the University vacation periods (Christmas, Easter and June to September). You must apply for a Registration Certificate before you start working. To apply for a Registration Certificate you must complete a form called "BR1". No payment needs to be made to complete and submit a BR1 form. The Registration Certificate will confirm that you are "exercising a Treaty right as a student", this will provide authority for you to work up to 20 hours per week (University teaching time periods) or full time (during University vacation time periods). You will be required to demonstrate that you are enrolled at a genuine educational institution. After you have completed and submitted a BR1 form your details will be considered. If successful, you will receive a Registration Certificate which will allow you to work (and prove to employers that are allowed to work in the UK).