**Student Visa work form**Imperial College has a legal obligation to ensure that all prospective staff and casual workers have the right to work in the UK **before** they commence work within any conditions prescribed by their visa. It is the responsibility of Tier 4 / Student Visa holder workers and their line manager to ensure compliance with visa conditions.   
**This form must be completed by the Student and provided to the** [**Staff Compliance Team**](mailto:hrcompliance@imperial.ac.uk) ***(Contracted staff)* or the equivalent online version of the form to the** [**Casual Worker Team**](mailto:casualworkerteam@imperial.ac.uk) **(*Casual workers)***

1. **Evidence of term and vacation dates:**

|  |  |
| --- | --- |
| **Studying at (institution name)** | Imperial College /        *(delete/insert as applicable)* |
| **Degree Programme / course code** |  |
| **Level** | Undergraduate  Postgraduate  Research (PhD)  Other – please specify |
| **Please note:** *Courses below degree level may limit to 10 hours per week, and some visas (e.g. issued for part-time courses) may specify that no work is permitted* | |

**Imperial College Students  
Undergraduate students on a degree programme with** [**standard College term & vacation dates**](https://www.imperial.ac.uk/admin-services/registry/term-dates/) – the following dates apply *(\*\*Provisional term dates*).

|  |  |  |  |
| --- | --- | --- | --- |
| **‌‌‌‌‌Academic Year** | **Autumn Term** | **Spring Term** | **Summer Term** |
| 2020 - 2021 | 3 October - 18 December | 9 January - 26 March | 24 April - 25 June |
| 2021 - 2022 | 2 October - 17 December | 8 January - 25 March | 30 April - 1 July |
| 2022 - 2023 | 1 October – 16 December | 7 January – 24 March | 29 April – 30 June |
| \*\*2023 - 2024 | 30 September - 15 December | 6 January - 22 March | 27 April - 28 June |
| \*\*2024 - 2025 | 28 September - 13 December | 4 January - 21 March | 26 April - 27 June |

**Students on a degree programme with non-standard College term & vacation dates** - please attach the following to this completed form, before returning to the relevant team:

* **Programme specific term dates (including MBBS):** please print a copy of the [programme specific variations to College term dates (inc. MBBS)](https://www.imperial.ac.uk/admin-services/registry/term-dates/) covering the full duration of your degree programme and enter the details below to indicate which of the dates apply. If the current dates for your programme are not available. Please download / request written confirmation of your term dates for the programme by [Student Records Office](https://www.imperial.ac.uk/student-hub/our-services/student-records/).
* **Postgraduate Taught students (Masters):** Written confirmation of term dates covering the full duration of your degree programme issued by / downloaded via [Student Records Office](https://www.imperial.ac.uk/student-hub/our-services/student-records/)

|  |  |
| --- | --- |
| **Programme Code** |  |
| **Programme Year** | (at point of engagement to work for College) |

**Research (PhD) students** **are considered to be** **term-time throughout their programme**. When you have completed all academic requirements (when your **final** PhD thesis has been submitted), you will need to request / download written confirmation from [Student Records Office](https://www.imperial.ac.uk/student-hub/our-services/student-records/) and provide this to the [Staff Compliance Team](mailto:HRcompliance@imperial.ac.uk) (Contracted staff) or the [Casual Worker Team](mailto:casualworkerteam@imperial.ac.uk) (Casual workers).

**Students sponsored by another education institution**If you are a student **sponsored by another institution** please attach one of the following to this form:

* A printout from your education institution’s website or other material published by the institution setting out its timetable covering the full duration your course/programme; **or**
* A copy of a letter or email addressed to you or the recruiting manager from your education institution confirming term time dates covering the full duration of your course/programme

1. **Student Declaration:**

* I understand that I am permitted to work on a restricted basis normally up to a maximum of 10/20 hours per week during term-time (recorded as **Monday to Sunday**) and full-time during vacation periods.
* I understand my responsibility in relation to this and will not accept more than the maximum total number of weekly hours permitted (any work or [voluntary work](https://www.ukcisa.org.uk/Information--Advice/Working/What-kind-of-work-can-you-do#layer-3794) I have outside the College also counts towards this limit).
* I understand that any breach of my visa conditions (e.g. working more than 10/20 hours per week during term-time) is considered a serious immigration offence, will be reported to UK Visas & Immigration (UKVI), which may result in my visa being curtailed, and must be declared on future UK visa applications.
* I understand that once my studies are fully completed, that I will need to provide further evidence.
* I understand that it is my responsibility to check when I have any questions regarding my right to work to seek advice from:
  + **Contracted staff:** please contact the [Staff Compliance team](mailto:HRcompliance@imperial.ac.uk)
  + **Casual workers:** please contact the [Casual Worker team](mailto:casualworkerteam@imperial.ac.uk)
  + **Imperial College students** can obtain further immigration advice from the [International Student Support team](https://jfe.qualtrics.com/form/SV_4Sfrhm8JwE9slQF)

|  |  |
| --- | --- |
| **Name** |  |
| **Signature/e-signature** |  |
| **Date** |  |

The College is required to retain this completed form and evidence of the Tier 4 / Student Visa holders term and vacation dates as part of the pre-employment [Right to Work check](http://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/right-to-work/right-to-work-checks/) using the [RTW Checklist](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/policies/immigration-asylum-and-nationality-act-2006/Imperial-Right-to-Work-Checklist.doc).

* ***Contracted staff***: [RTW evidence](http://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/right-to-work/your-right-to-work-acceptable-documents/), the completed **Student Visa work form** and any **additional evidence of term and vacation dates** must be provided to the [Staff Compliance Team](mailto:HRcompliance@imperial.ac.uk), before work start date is confirmed. For detailed information about student visa work restrictions please refer to the [Right to work check guidance](http://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/right-to-work/right-to-work-checks/) and [Contract Guidance](http://www.imperial.ac.uk/human-resources/recruitment-and-promotions/contracts/types/).
* ***Casual workers***: The process as outlined on [Temporary Worker appointments](https://www.imperial.ac.uk/human-resources/recruitment-and-promotions/recruitment/temporary-worker-appointments/) guidance must be followed

**Please note:**

* Without evidence of term and vacation dates, the RTW document / status check will not provide the College with a statutory excuse against a Civil Penalty Liability for illegal working.
* Unless the term date evidence covers the full duration of the study programme, it will need to be reviewed and updated on an academic year basis by the [Staff Compliance Team](mailto:HRcompliance@imperial.ac.uk) or [Casual Worker Team](mailto:casualworkerteam@imperial.ac.uk)
* Contracts of employment / Casual worker agreements will only be issued within the permitted work type and permitted hours. Please ensure that no overtime/additional hours are offered / undertaken without prior check and advance agreement from the [Staff Compliance Team](mailto:HRcompliance@imperial.ac.uk) or [Casual Worker Team](mailto:casualworkerteam@imperial.ac.uk)