

# International Students: How Can the Careers Service Help You?

**Careers services** in your home country may be very different to the UK's, so below we outline how your current careers service can help you as an international student. You are entitled to use all your college careers service's facilities for free and almost all the information and services, described in the *Careers Service Guide*, will be relevant to you. This leaflet covers particular topics that are common areas of interest and enquiry for international students. At the end of this leaflet you will also find some suggestions for further information.

## **PART TIME AND VACATION WORK**

If you're on a course lasting longer than six months, you will almost certainly be allowed to work whilst studying.

### **EEA Students**

Students from the European Economic Area (EEA) can usually work without restriction but those from the EU Accession states (except Malta and Cyprus) may have to register with the Home Office. See [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) under 'Working in the UK' then 'European Economic Area and Swiss Nationals' then 'Worker Registration Scheme' for more details.

### **Non-EEA Students**

If you are from outside the EEA you should check the stamp in your passport. Most will have a 'restricted stamp' stating 'No recourse to public funds. Work must be authorised'. This means you can work during term time but it must be less than 20 hours a week. You can also work up to 40 hours a week during vacation and take an internship of up to three months.

If the stamp in your passport says something different then please contact your college welfare adviser. Staff in your careers service will be able to give you their contact details.

## **NATIONAL INSURANCE NUMBERS**

Everyone in the UK who earns over £97 per week must pay National Insurance (NI) and provide their employer with an NI number (NINO). **You do not need a NINO before you start work or start looking for work;** your employer can give you a temporary one. If the employer is unaware of this, give them a copy of the Home Office leaflet called *Finding Your Way to Work* available from your careers service.

Apply for your NINO as soon as you start work by contacting a Jobcentre Plus Office, Job Centre or Social Security Office near where you live or work. You will then be invited to an interview and asked to provide some documents such as your passport, another form of identification and a letter from your employer. To find your nearest office go to [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk) under 'contact' then click on 'contact your nearest office'.

## **WORK AFTER GRADUATION IN THE UK**

Knowing when to apply to employers in the UK can be confusing. Some large organisations recruit graduates just once, at the same time of year, whilst other, often smaller ones, recruit whenever a vacancy arises. The main ways of entering full-time employment in the UK are explained here:

**Graduate training schemes.** Very large organisations, particularly in the finance, human resources, management and information technology sectors, usually recruit through graduate training schemes. These offer a formal training programme to carry out a responsible position within the organisation. Graduate schemes are almost always highly competitive and offer quite high starting salaries.

Many schemes have application deadlines during the autumn term in your final year, for employment starting the following September, so you need to start preparing as soon as possible. Others recruit onto their schemes all year round.

**Direct entry.** If your course has already equipped you with the skills and knowledge to enter a particular job role, usually in science, engineering or technology, then you can start working in a position of responsibility immediately. There will usually be on-the-job training but it will not be a formal programme. You may also work towards becoming accredited with a professional body.

**Professional training.** Some occupations require you to undertake further study for a professional qualification before you can apply for a job. Employers will not train you themselves. This is the case for teaching, social work and librarianship amongst others.

**Small organisations.** If you are interested in working for a small organisation then please refer to the leaflet *Working for Small Organisations*. This gives you advice on how and when to apply.

If you are not sure which route applies to the kind of work you wish to do, speak to the staff in your careers service, attend our talks and fairs, or come and use our extensive resources to do some research.

## **FINDING A JOB**

There are many ways to find a job and we can help you whether it is full-time, part-time, vacation, temporary or permanent work. See our separate handouts *Job Hunting* and *Internships, Vacation Work and Work Experience* for more information or ask careers service staff.

## **APPLICATIONS, CVs AND INTERVIEWS**

Your careers service can help you to find a job but it can not apply to companies on your behalf. It is you who has to write the application and attend the

interview as it is you who will be doing the job! There are various resources, events and advice available at your careers service to help you write the best possible application/CV/resumé and perform as well as possible at interview. It is important that you follow the conventions expected by UK employers even though they may be very different to those in your own country. Your college's careers staff are experts on this so please do ask them for help and advice.

### **WORK AFTER GRADUATION IN YOUR HOME COUNTRY OR ANOTHER COUNTRY**

**What we can do.** There are numerous useful starting points for finding work overseas in your careers service. In addition, your college may hold special recruitment or information events for international students. Check with your careers service.

There is also a website, International Futures ([www.careers.lon.ac.uk/international](http://www.careers.lon.ac.uk/international)), designed specifically for international students. As well as vacancies, it contains other useful advice and topics of interest to international students.

**What you can do.** We will do all we can to help in your job search but you are likely to be more of an expert on your country than us. Therefore, do have the confidence to use your knowledge and take the initiative with any contacts you already have and do not overlook the information your friends and family may be able to give you. Your country's embassy in the UK, your government's department of work/labour/education and careers services at home may also be able to help you.

### **POSTGRADUATE STUDY**

For information on postgraduate study in the UK, please refer to the separate leaflet *Postgraduate Study*.

As with finding work overseas, your careers service can provide a number of starting points to help you consider and research postgraduate study elsewhere. Unfortunately, we can not provide a list of every course in every country but we can usually provide you with the website or contact details of people who can. Consult information in your careers service and, again, don't forget to utilise the knowledge of your friends, fellow students and academic staff.

### **FURTHER INFORMATION: PUBLICATIONS**

#### **From The Careers Group, University of London**

- *How to Complete an Application Form, 2004*
- *How to Succeed at Interviews and Other Selection Methods, 2007*
- Other information leaflets in this series, especially, *Job Hunting, Completing Job Application Forms, Application Letters, Interviews and Postgraduate Study*

#### **AGCAS booklets**

- *Applications, CVs and Covering Letters, AGCAS, 2009*
- *Going for Interviews, AGCAS, 2007*
- *Postgraduate Study and Research, AGCAS, 2008*

Other books may be available in your career service.

### **FURTHER INFORMATION: INTERNET**

#### **Information on working overseas**

- [www.careers.lon.ac.uk/international](http://www.careers.lon.ac.uk/international) a community where you can share information and experiences, ask questions and get advice
- [www.careers.lon.ac.uk/ijo](http://www.careers.lon.ac.uk/ijo) job site for vacancies abroad. Includes other useful information and links divided by country
- [www.careerstagged.co.uk](http://www.careerstagged.co.uk) is a new careers resource from The Careers Group that covers working overseas. Follow the instructions to find information on the part of the world you're interested in
- [www.prospects.ac.uk](http://www.prospects.ac.uk) choose 'Explore Working Abroad' for information on working and studying in over 50 countries. Includes labour market information, immigration requirements, contact and links
- <http://ec.europa.eu/eures> is the European job mobility portal with comprehensive information on working in all EU countries
- [www.rileyguide.com](http://www.rileyguide.com) look under 'Research & Target Employers' then select 'International Info: Living and Working Overseas'. Lists of online vacancy and recruitment sites

#### **Information on studying overseas**

- <http://ec.europa.eu/eures> is also the Portal on Learning Opportunities throughout the European Space with information on learning opportunities, education systems, exchange programmes and grants
- [www.careerstagged.co.uk](http://www.careerstagged.co.uk) is a new careers resource from The Careers Group that covers studying overseas. Follow the instructions to find information on the part of the world you're interested in
- [www.intstudy.com](http://www.intstudy.com) courses and colleges listed geographically
- [www.acu.ac.uk/study](http://www.acu.ac.uk/study) has search facilities for courses and scholarships. Also has information on funding and choosing a course

#### **Information on working and studying in the UK**

- [www.ukcisa.org.uk](http://www.ukcisa.org.uk) the Council for International Education (UKCISA) provide useful advice and practical information for international students in the UK. Also operate a helpline
- [www.naric.org.uk](http://www.naric.org.uk) the National Academic Recognition Information Centre for the UK - online queries about equivalence of international qualifications
- [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) information about work permits, immigration, special schemes etc
- [www.educationuk.org](http://www.educationuk.org) run by the British Council, gives information on all aspects of studying and working in the UK for international students

The Careers Group is committed to providing information in accessible formats. An electronic version of this document is available at [www.careers.lon.ac.uk/cep](http://www.careers.lon.ac.uk/cep). For further formats, please contact your college careers service or email [cs@careers.lon.ac.uk](mailto:cs@careers.lon.ac.uk).