

Working in the UK after Graduating



INTERNATIONAL SUPPORT SERVICE GUIDES



Working in the UK after Graduating

Introduction

This leaflet explains some of the schemes that may be relevant to you if you are thinking about remaining in the UK after your studies in order to work.

Attending a 'Working in the UK after Graduating Presentation'

The International Office also runs a series of presentations on a variety of topics during the academic year. Places can be booked online at <https://internationaloffice.nottingham.ac.uk/EventBookings>

In addition to this leaflet and International Office presentations, please ensure you have the most accurate and up-to-date information by checking the Policy Guidance linked to the visa which you may apply for.

Tier 1 (Post Study Work):

www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/tier1poststudyworkguidance2.pdf

Tier 1 (General): www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/t1-general-guidance.pdf

Tier 2 (General): www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/tier2-guidance.pdf

Seek advice before applying to check that you do meet the criteria of the scheme and can make a valid application. You can speak to a member of the International Support Services Team for further information and for details of local Immigration Specialists and Solicitors.

If a government or international sponsorship agency has sponsored your studies here, it is essential that you have consent from them for you to remain in the UK. This consent must be unconditional and without any time limit or restrictions.

The schemes listed all allow you to make the application to stay whilst you are already in the UK, if you meet the criteria within your current period of leave. You must make your application before your current permission to be here as a student runs out. If you have dependants, they will be eligible to stay with you if you show that you can afford to support them financially without recourse to public funds as per the PBS dependant guidance: <http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/pbsdependantspolicy1.pdf>

For information about applying from your home country, please see www.ukvisas.gov.uk for more details and the appropriate application form.



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Tier 1 (Post Study Work) *(the government have announced that this scheme is set to close from April 2012, you must have evidence of your **final** results before this time in order to qualify)*

The Post Study Work visa means international graduates who have studied in the United Kingdom can seek work upon successful completion of their studies. You do not need a job offer to apply for this visa. It is important to note that you can only apply for this visa once however, so if you do apply for the Post Study Work visa, then undertake a further course of study, you cannot apply for the Post Study Work visa again.

Qualifying under the scheme for an 'Initial Application'

To apply under the points-based system and to be accepted into the post-study worker category, you must pass a points-based assessment. Points are awarded for the following categories:

Attributes	Points
<u>United Kingdom qualification</u> <ul style="list-style-type: none"> A United Kingdom recognised degree at bachelor's or postgraduate level A PGCE A higher national diploma (HND) from a Scottish institution 	20
<u>Studied at United Kingdom institution</u> You can claim 20 points if you have studied for the eligible qualification at an institution that: <ul style="list-style-type: none"> is a United Kingdom recognised or United Kingdom listed body; or is a Scottish publicly funded institution of further or higher education, or at a Scottish genuine (bona fide) private education institution which keeps satisfactory records of enrolment and attendance 	20
<u>Immigration status during United Kingdom study and/or research</u> You can claim 20 points if you can show that during your period of study and/or research in the United Kingdom, you had permission to enter or stay in the United Kingdom as a: <ul style="list-style-type: none"> student; or student nurse; or student resitting an examination; or student writing up a thesis; or dependant of someone with leave in any category that allows dependants to join them in the United Kingdom. 	20
<u>Date of award of qualification</u> You can claim 15 points if your qualification was obtained within the 12 months immediately before your application. The date on which you were first notified in writing, by the awarding institution, is the date on which the qualification was obtained (known as the date of award). The Home Office will not accept that the date of award is the date of graduation.	15
<u>English language</u> If you score 75 points for your attributes, which are a United Kingdom qualification, studying at a United Kingdom institution, your immigration status during United Kingdom study and/or research and the date of award of qualification, you will satisfy the English language requirement.	10



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Maintenance (funds)

10

You will have to show that you have enough funds, by sending documentation showing you have had savings of at least £800 for at least three months before applying. Three months bank statements are therefore required. If you are applying overseas you need £2,800 in available funds.

For applicants with dependants, an extra £533 must be shown for each additional family member when applying from the UK and an extra £1600 must be shown for each additional family member when applying from overseas.

You will need a total of 95 points to be able to apply. If you do not score a minimum of 75 points for your attributes and 10 points for English language and 10 points for available maintenance (funds), your application will be refused.

There is a self assessment points calculator on the Home Office website which you are recommended to use to see if you are likely to qualify:
www.ukba.homeoffice.gov.uk/pointscalculator

How to apply

Step 1: Complete a self-assessment online using the points-based calculator to find out if you are likely to score enough points, see: www.ukba.homeoffice.gov.uk/pointscalculator

Step 2: Fill in the Post Study Work application form. The Tier 1 Post Study Work form and guidance notes can be downloaded from the Home Office website: www.ukba.homeoffice.gov.uk/workingintheuk/tier1/poststudy/applying/. For guidance on how to fill in the UK form see: www.ukcisa.org.uk/files/docs/working/completing_tier1psw_form.doc

Step 3: Send your application to the Home Office with your fee and supporting evidence. You must send:

- 2 NEW passport-sized colour photographs. Check guidance: www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/flr/photoguidancenew0409.pdf
- Your Passport and, if applicable; Visa ID card (ICFN or BRN).
- Up to date Police Registration Certificate (if applicable)
- Original certificate of award¹
- Original letter from the University. This must confirm your name, title of qualification; start and end date of your course or research and the date you were notified of your results. You should request this letter online here

¹ If you have not received your original certificate, the original letter from the University must include the date of graduation. It must also confirm that you will receive the certificate at graduation.



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(www.nottingham.ac.uk/academicservices/currentstudents/requestaletter.aspx) or from the Student Services Centre in the Portland Building, please allow 5 working days. Please note that the letter provided by the university will cover all of the requirements raised in the Tier 1 (PSW) application form (i.e. that the University of Nottingham is a registered Tier 4 sponsor, the date of the award, that the qualification was delivered in English).

- Proof of funding (maintenance). Original bank statements in YOUR name covering the last 3 months, showing the required amount. Bank statements must show: *your name, account number, date of statement, financial institution's Bank / Building Society name & logo and the amount of money available*. On-line or printed bank statements must still show all the above AND must be stamped by the bank.
- If you previously received a full scholarship from a government or international agency you must provide a letter from them giving consent for you to stay. This consent must be unconditional without any time limits or restrictions.

You must send original documents, not copies. The documents will be returned to you by recorded delivery. If you enclose a special delivery envelope, they will use this. The current cost of this application is £594 by post. If sending by post, ensure that you send your application from the Post Office by Special Delivery.

In person applications are now being accepted and cost £918. You must telephone **0870 606 7766** for a Home Office appointment or book online here: www.ukba.homeoffice.gov.uk/contact/book-appointment.

If you want to apply while you are abroad to return to the UK under the scheme, providing that this is within 12 months of receiving your written results, you will need to apply for an entry clearance on form VAF9 with Appendix 4. For information, see: www.ukvisas.gov.uk/en/howtoapply/infs/inf25pbspoststudywork.

Dependants

Applicants who are applying with dependants should fill in a separate form for each family member. Dependant applications which are submitted together at the same time as the main application will be charged at £297 for postal applications and £459 for in person appointments.



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Tier 1 (General) Highly Skilled Workers

This category is now closed to applications from overseas. It is only possible to switch into the Tier 1 (General) category, if the applicant has, or was last granted, leave

as :

- a Highly Skilled Migrant;
- a Self-Employed Lawyer;
- a Writer, Composer or Artist;

As a result, we do not carry information on this visa for students of the University of Nottingham.

Tier 2 (General)

(Recent changes announced are detailed in the Tier 2 Policy Guidance, see link at the beginning of this guide)

In order to get a Tier 2 visa to take up full-time employment in the UK, you must have

- a sponsor; and
- a valid certificate of sponsorship (CoS).

A sponsor is an employer who is licensed to employ migrant workers. This means you must already have a job offer with a company who were willing to sponsor you to work under Tier 2.

A CoS is not an actual certificate or paper document, but is a unique reference number, which holds information about the job and your personal details. Your CoS must be given to you by your sponsor (employer) no more than three months before the date you apply for the visa.

A Tier 2 Permit is issued for you to do a specific job with a particular employer for a limited period of time. Tier 2 Permits are usually issued for up to 3 years duration or for a shorter period if the contract with the employment is less. Tier 2 Permits may be extended by up to two years if the job is continuing. If you change job, your new employer should obtain a new sponsor certificate for you and you will need to apply for a new visa. After 5 years on Tier 2 Permit, you can apply for settlement (Indefinite Leave to Remain) in the UK.

Annual Limit

There is an annual limit on the number of Certificates of Sponsorship available under Tier 2 (General). For the year from 6 April 2011 to 5 April 2012 the total number available is 20,700. This limit applies to Certificate of Sponsorship for those nationals seeking entry clearance to the UK under the Tier 2 (General) category. These are called "restricted" Certificates of Sponsorship.



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Those seeking admission to fill a vacancy with a salary of £150,000 or above are not affected by the limit. Certificates of Sponsorship for these applications will be known as “unrestricted” and sponsors can issue these without first applying for permission.

Qualifying under the scheme

You must have at least 50 points for your attributes to be able to apply. Attributes are:

Attribute	Points
<p><u>Assigned CoS having met the requirement of:</u></p> <ul style="list-style-type: none"> • Shortage occupation; or • Job offer with a salary of more than £150,000; or • Completion of a Resident Labour Market Test by the sponsor; or • Post Study Work (<i>if you have worked for your sponsor for a continuous period of at least 6 months immediately before the date of your Tier 2 application. You must be applying to continue in the same job</i>); or • Extension – continuing to work in the same job for the same employer <p>The CoS issued must confirm that the job is at graduate level (either because it is in a graduate occupation or is in a job listed on a shortage occupation list).</p> <p>Shortage occupations are listed here: www.ukba.homeoffice.gov.uk/employers/points/sponsoringmigrants/employingmigrants/shortageoccupationlist/</p>	30
<p><u>Appropriate Salary</u></p> <p>£20,000 and above</p>	20

You also need to show:

<p><u>English</u></p> <p>You can claim 10 points if you:</p> <ul style="list-style-type: none"> • are a national of a majority English speaking country; or • hold a degree that was taught or researched in English which must be equivalent to a UK Bachelors degree or above; or • pass an English language test at the appropriate level. <p>This list is not exhaustive – please refer to the Tier 2 Policy Guidance.</p>	10
<p><u>Maintenance (funding)</u></p> <p>Points will be awarded if you have:</p> <ul style="list-style-type: none"> • £800 in available funds that you have had in your bank account for three months before the date you apply; OR • Your CoS from an A-rated sponsor confirms that they will maintain and accommodate you up to the end of your first month of employment in the UK if required. This must be to the value of 	10



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at least £800.

Points for Maintenance are automatically awarded for certain applicants, including those switching from PSW.

Documents required

In addition to your CoS reference from your employer, you need to provide some extra documents. The following list is not exhaustive, so you should check the Policy Guidance for your particular situation.

- Evidence of completion of a course of study when switching from Tier 4 / Student Visa. You should provide documentary evidence which shows completion of a course of study of at least one academic year in duration during your period of leave as a student.

You will require a university letter, requested online here:

www.nottingham.ac.uk/academicservices/currentstudents/requestaletter.aspx

- Evidence of employment. If you obtained the CoS purely on the basis that you hold the Tier 1 (Post Study Work) visa and have worked for your employer already for 6 months, you need to show either payslips covering 6 months; or personal bank statements showing payments by your sponsor; or building society book
- Evidence of your English
If you are a national of a majority English speaking country, you can show you passport.
If you have a degree taught in English, you must provide the original certificate of the award. If you have sat an English Language Test and it is still within its period of validity, you should provide the original certificate of the test.
- Evidence of personal savings for the maintenance requirement
Original bank statements held your name or jointly in your name. Bank statements must show the required funds for 90 consecutive days and must be dated within 1 calendar month of your visa application. Bank statements must show: *the name, account number, date of statement, financial institution's Bank / Building Society name & logo, the amount of money available.*

The money MUST:

- a) Be in cash funds – NOT shares/bonds/investments
- b) Have been showing in the bank account for 90 days prior to your application. IT CANNOT DIP BELOW THE REQUIRED AMOUNT, EVEN FOR 1 DAY – otherwise your application will be refused.



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Bank printouts or internet statements (none – originals)

Such copies **MUST** be stamped by the bank on each page OR be accompanied by a letter of authenticity from the bank. Such copies should show all the information listed above.

If they do not show this information **YOU MUST** you ask the bank for a **LETTER**, (around £10), to confirm the above information.

How to apply

Your sponsoring employer may assist with the application and should certainly be able to answer most of your questions.

The Tier 2 application form is available at:

www.ukba.homeoffice.gov.uk/workingintheuk/tier2/general/applying/. It costs £550 to apply by post. In person applications cost £850. There may be reduced rates mentioned on the application form if you are a graduate trainee. You must telephone **0870 606 7766** for a Home Office appointment or book online here: www.ukba.homeoffice.gov.uk/contact/book-appointment.

Dependants

Please note, there are separate application forms for dependants. Dependant applications which are submitted together at the same time as the main application will be charged at £275 for postal applications and £425 for in person appointments.



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We offer an appointment service between 2pm and 4.20pm Monday to Thursday at the Student Services Centre on University Park Campus. Appointments must be booked at the Student Services Centre in Portland Building or via telephone on: 0115 951 3710. This is term time only.

We also offer a drop in service, no appointment needed at the International Office on Jubilee Campus between 1pm and 4pm Monday – Friday throughout the year.

In addition, we offer a series of workshops on a range of topics which can be booked online. See www.nottingham.ac.uk/international/current_students/student_support for further information.

The information in this leaflet is given in good faith and correct at the time of writing (**May 2011**). It has been carefully checked with UKCISA and the UKBA, but the University of Nottingham accepts no responsibility for the accuracy of the information.

If you would like any further information or assistance, please contact the International Support Services Team. The Advisers, Rosemary Gibson, Hong Sun, Ruth Hudson, Helen Rylands and Deborah Webb, are authorised to provide immigration advice and services by an order made under Section 84 (4) (d) of the Immigration and Asylum Act 1999.

If at any time you are not happy with the advice you have been given by the International Support Services Team, in the first instance you should raise this with the Head of the International Support Services Team or the Director of the International Office. If the matter is not resolved or you are still unhappy, you can make a complaint to the OISC (Office of the Immigration Services Commissioner) via their website www.oisc.gov.uk

International Office, Jubilee Campus, Wollaton Road, Nottingham, NG8 1BB
www.nottingham.ac.uk/international/current_students/student_support
Tel. 0115 951 5247

Email: international-support@nottingham.ac.uk