# Student Visa Holders Undertaking Work at the London School of Hygiene and Tropical Medicine

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| ***If you hold a Student Visa/Tier 4 (General) Student visa, you must complete the relevant parts of this form and sign and date overleaf every time you accept work of any type from anywhere in the School.*** |
| Working when you are on a Student Visa |
| A Student Visa holder has been granted permission to undertake study and therefore where right to work is permitted, tight restrictions of a maximum 10/20 hours per week apply during term-time. This is not an average figure but an **absolute maximum** each week and includes paid employment, casual work, overtime, unpaid work etc in the UK. The total hours worked in any one week when adding all types of work together must not exceed 10/20. |

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| Student Visa Holder Work Declaration |
| **(must match passport)** | **Title** | **First Name** | **Middle Name(s)** | **Surname** |
| **Name**  |   |   |   |   |
| **Faculty** | **Choose from list** |
| **Department** | Choose from list |
| **Employee Number** |   |
|  (if previously engaged) |  |

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| I am a student with permission to work limited hours under the terms of my Student visa and I understand that any work, whether as a casual worker or contracted employee; paid or unpaid, counts towards my weekly limit of 10/20 hours per week during term-time including:1. Paid casual work
2. Volunteering
3. Any other type of paid or unpaid work

**I understand that working hours are calculated on a weekly basis rather than a monthly average.**If you are on a Student visa and you are carrying out work while you continue to study, you should confirm that you have attached the following documentation:1. An official statement detailing your course details (subject and level of study). This evidence should originate from the education institution which is sponsoring you). The letter must be dated (recent) and confirm your student status.
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|  |[ ]  Yes |
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| 1. Confirmation of your academic term and vacation dates. This evidence should originate from the education institution which is sponsoring you. We consider acceptable evidence to be one of the following:
2. An original letter or email addressed to you from your education institution confirming term dates for your course; or
3. An original letter addressed to the School as the employer from the education institution confirming the term time dates for your course.
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|  |[ ]  Yes  |
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| If you are studying at LSHTM, please check the [School’s term and vacation dates](https://www.lshtm.ac.uk/aboutus/term-and-holiday-dates). |
| 1. If you have recently finished your studies and wish to work you should confirm that you have attached the following documentation:
	1. An official document confirming that you have completed your studies. This could be a degree certificate or a letter from the education institution which was sponsoring you confirming completion of your studies.
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|  |[ ]  Yes |
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| 1. I have provided details of my eligibility to work in original (not photocopied) documents to the School.
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|  |[ ]  a. Yes  |
|  |[ ]  b. No  |
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| **Please note that no salary payments will be made unless the above documentation and information has been provided** |

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| Declaration |
| **I understand that I must not accept work, paid or unpaid, which would bring my total hours above the limit of 10/20 hours that is shown on my Student visa for each week including all the work being undertaken at the LSHTM and outside.** **I declare that in accepting this offer of work, the total weekly hours including any other work I may carry out for School and/or any other employer, will not result in a breach of the terms of my visa.** |

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| **Signature**  |  | **Date:** | Enter date |

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| *Please now hand this form, along with the requested documentation, to the person who has offered you the work or who has asked you to complete the form.* |

**Please hand this completed form to your manager/ designated person, together with evidence of your eligibility to work in the UK.**

The evidence you need to provide must be in one of the following formats:

* a UK or other European Economic Area country passport, national identity card or residence permit
* a document issued by the Home Office confirming that the holder has no time limit on their stay in the UK
* an Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment
* A passport endorsed to show the holder is able to stay and has permission to work in the UK
* A letter issued by the Home Office confirming that the holder is permitted to take employment in the UK
* A biometric card confirming your employment status together with your passport

If you do not have a passport you will need to provide documents shown in List A or List B which can be found on the [UK government website](https://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version).

 Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Irish Republic, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom. Iceland, Liechtenstein and Norway are not members of the European Union (EU) but citizens of these countries have the same rights to enter, live in and work in the United Kingdom as EU citizens. Croatian nationals may need to apply for permission from the Home Office before they can work in the UK.as EU citizens.

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| **Faculty** |
| 1 | Division of Education | 5 | MRC/UVRI and LSHTM Uganda Research Unit |
| 2 | Epidemiology and Population Health | 6 | Professional Support Services |
| 3 | Infectious and Tropical Diseases | 7 | Public Health and Policy |
| 4 | MRC Unit The Gambia at LSHTM |  |  |

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| **Department** |
| 1 | Biological Services | 28 | Infection Biology |
| 2 | Bloomsbury Research Institute (BRI) | 29 | Infectious Disease Epidemiology & Dynamics |
| 3 | Centre for Excellence in Teaching & Learning (CELT) | 30 | Infectious Disease Epidemiology & International Health |
| 4 | Clinical Research | 31 | Information Technology Services |
| 5 | Communications & Engagement | 32 | ITD Central |
| 6 | Development & Alumni Relations | 33 | ITD Distance Learning |
| 7 | Directorate | 34 | Library, Archive & Open Research Services |
| 8 | Disease Control | 35 | Medical Statistics |
| 9 | Distance Learning Office | 36 | Non-Communicable Disease Epidemiology |
| 10 | Division of Education Central | 37 | Occupational Health & Safety |
| 11 | EPH Central | 38 | PHP Central  |
| 12 | EPH Distance Learning | 39 | PHP Distance Learning |
| 13 | Estates | 40 | Population Health |
| 14 | Finance & Procurement | 41 | Public Health, Environments & Society |
| 15 | Global Health & Development | 42 | Quality & Academic Standards |
| 16 | GM-Child Survival Theme | 43 | Registry |
| 17 | GM-Disease Control & Elimination Theme | 44 | Research Management |
| 18 | GM-Gambia Clinical Services/Comms | 45 | Secretary's Office |
| 19 | GM-General Administration | 46 | Student Advice & Counselling |
| 20 | GM-IS | 47 | Teaching Support Office |
| 21 | GM-Laboratory Management | 48 | Technology-Enhanced Learning |
| 22 | GM-Nutrition Theme | 49 | UG-Basic Science |
| 23 | GM-Vaccinology Theme | 50 | UG-HIV Care |
| 24 | GM-West African Initiative | 51 | UG-HIV Prevention & Epidemiology |
| 26 | Health Services Research & Policy | 52 | UG-Uganda Science Support |
| 27 | Human Resources |  |  |
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