

Guide to...

Working

during studies

INTERNATIONAL STUDENTS



**BATH
SPA
UNIVERSITY**

Careers

INTRODUCTION

As an international student you may wish to work alongside your studies. As well as supporting you financially, a part-time job can help you:

- Gain valuable work experience
- Develop new skills and enhance existing ones that will be useful to you in the long-term
- Learn about job seeking strategies and develop an awareness of UK working practices
- Help you improve your language skills and meet new people

WORKING HOURS AND TYPE OF WORK

You must observe your visa work restrictions. Restrictions may apply to the amount of work you do, the type of work you can do, and when you can work. Bath Spa Careers do not provide visa advice, so if you are unsure about your visa permissions to work, then contact Bath Spa University Immigration Advice immigrationadvice@bathspa.ac.uk. You can also find useful information on the [UK Council for International Student Affairs \(UKCISA\)](#).

In addition to visa requirements, the university recommends that students work no more than 15 hours per week so as not to impact on academic studies.

INCOME TAX AND NATIONAL INSURANCE (NI)

International students may need to pay Income Tax. For further information see the 'Foreign Students' section on the [Direct Gov Student Jobs Paying Tax](#) website. We would encourage you to keep payment records from your job, including your P45 which you receive from your employer when you leave your job.

You will also need a National Insurance Number (NINo). This is a unique personal number used to record your National Insurance (NI) contributions. Employees and employers both pay NI contributions depending on how much you earn. For further information, see the [Direct Gov Apply for a National Insurance number](#) webpage and the [How to Apply](#) webpage, which outlines what documentation you need and how long the application takes. You can apply online or via the telephone, check details on the [How to Apply](#) webpage.

WHERE CAN I FIND A PART-TIME OR VACATION JOB?

There are two key strategies that international students often use to find part-time work:

- Look and apply for advertised positions
- Apply speculatively to employers you would be keen to work for

ADVERTISED POSITIONS

Employers advertise part-time work in several ways. When searching, follow these top tips:

- Sign up to email alerts on job websites that reflect your preferred role
- Keep a record of job websites you are signed up to and/or will regularly check for opportunities
- Use keyword searches and filters to find opportunities based on your criteria
- Save job descriptions for roles you apply for, so you have them to help prepare for interviews

Bath Spa University MyCareer

We advertise a range of positions throughout the academic year that meet the **National Minimum Wage (NMW)**. Organisations are keen to employ Bath Spa students, with many advertising year-on-year with us. Some of the most popular roles are on-campus opportunities, typically advertised early in the academic year. Login and search for local and on-campus jobs via [MyCareer](#).

Job websites

There are several general vacancy websites and those aimed specifically at students. Examples include:

- [Indeed](#)
- [TotalJobs](#)
- [Fish4Jobs](#)
- [Jobsite](#)
- [Bath Jobs](#)
- [Employment for Students \(e4s\)](#)
- [Save the Student Jobs](#) (also includes money advice)
- [Student Job](#)

Company websites and social media

If you have an interest in working for certain employers, look at their company jobs webpage to check for advertised roles. Some companies also advertise part-time opportunities on their social media pages. Use hashtags to reflect what you are searching for (e.g. #parttimejob or #retailjobs or #bathjobs).

Recruitment agencies

Some employers use recruitment agencies to advertise, source and shortlist candidates. To find agencies use [Agency Central](#) and [Recruitment Employment Confederation Directory](#).

Sector specific

Some job websites specialise in advertising roles for a specific industry sector and may advertise part-time positions. Use [Prospects Job Profiles](#) to identify if there are sector specific websites for career areas that interest you. Examples include:

- [Charity Job](#)
- [Jobs Go Public](#) (public sector)
- [NHS Jobs](#)
- [Arts Jobs](#) (visual/performing arts and heritage)
- [Eteach](#) (schools and education)

APPLYING SPECULATIVELY

Many students find part-time work by approaching employers directly in the local area. Commonly, these roles include working in customer focused environments, such as retail, hospitality, or tourism. If approaching employers directly, make sure you have a CV and cover letter available that is tailored to the type of work you are looking for. Keep a note of who you speak to and follow up if you do not hear back.

HOW DO I APPLY?

In the UK, a CV (curriculum vitae) and cover letter are important documents needed to apply for most part-time opportunities, although some employers may require completion of an application form. There are likely to be differences between CVs in your home country and the UK, but our resources can help, including examples below.

Top tips include:

- Tailoring your CV and cover letter to each role, providing evidence of relevant skills and experience
- Ensuring your CV and cover letter look professional, and your content uses professional language.
- It is not a requirement to include personal details, such as date of birth, marital status, national insurance number or nationality on your CV, although you may wish to emphasise your permission to work in the UK in a cover letter.
- If English is not your first language, then indicate your level of spoken and written English.
- Use your cover letter to explain to the prospective employer your suitability for the role as well as your motivation to work for the employer.



Wing Tang

14 Tarvit Road, Bath, BA1 2JP
Tel: 07312 345678 Email: w.tang17@bathspa.ac.uk

PROFILE

Keen to work part-time in an administrative role whilst studying for my degree in Business and Management. Experience in family business has shaped a strong work ethic that will ensure professionalism at all times. Whilst I am flexible, my student visa restricts me to working 20 hours a week during term time.

EDUCATION AND QUALIFICATIONS

September 2022 – to present, Bath Spa University, BA (Hons) Business & Management

A diverse programme that will equip me with the business skills to work in a range of business sectors. Specialist pathway in Accounting will develop my understanding of financial operations, including an individual research project into a real-world brief.

September 2019 – July 2022, First High School, GuangZhou (China)

National University Entrance Examination (Equivalent to UK A-Levels)

WORK EXPERIENCE

January 2019 – July 2022, Tang Textiles, Office Administrator

- Overseeing main office responsibilities and administrative tasks, such as inputting data, collating invoices, and tracking supplier payments.
- Ensuring staff follow strict warehouse procedures and maintain health and safety rules.

VOLUNTEERING EXPERIENCE

September 2022 – To Present, Student Representative, Bath Spa University

- Collating student course feedback and canvassing opinion from students to help improve their university study experience.
- Using diplomacy to communicate students' course concerns and issues to academic staff on staff-student committees.

Summer 2022, Habitat for Humanity, Community Volunteer

- Helping to promote the charity's aims; to build affordable and simple housing to address issues of rural poverty.
- Successfully helped to build two new homes, requiring time management and teamwork skills.

INTERESTS AND ACHIEVEMENTS

- I play for the University football team and commit to regular training sessions and tournaments, keeping me fit and developing a good sense of team spirit and achievement.
- Vice President of the International Students Society at Bath Spa University. This has improved my conversational English language skills and developed my organisational skills through the planning of social events.

References available on request

14 Tarvit Road
Bath, BA1 2JP

Mr John Smith
Personnel Manager
Reed Home Computer Supplies
4 North Road
Bath, BA1 3JM

30 September 2022

Vacancy for part-time administrator

Dear Mr Smith

I am a first-year student at Bath Spa University studying Business and Management and writing to apply for the above vacancy advertised on the Student Jobs website.

As you can see from my CV, I already have experience of administration work from my part-time job within my family-run business, where I was involved in a range of administrative tasks including data input, invoicing, and tracking supplier payments. These responsibilities have given me strong attention to detail, organisational and time management skills.

My written and spoken English language skills are good, and have developed further since coming to the UK to study Business and Management. My chosen degree subject also demonstrates my interest in commercial business. I am specialising in accounting and aim to have a future career in business finance.

I am keen to work for Reed Home Computer Supplies as a local family run business and recognise the importance of ensuring good customer service to suppliers.

I enclose my CV for your attention. I hold a student visa that allows me to work up to 20 hours per week in term time. I look forward to hearing from you and would welcome the opportunity to meet with you for an interview.

Yours sincerely

Wing Ting

Provide an up-to-date address for yourself.

Give the employers name, job title, company name and full address if possible.

Write the date in UK style.

Address to a named contact. If you do not have a named contact write Dear Sir or Madam.

Explain what you are applying for and that you are a student.

Highlight any relevant skills and experience you already have (including your degree, or volunteering).

Refer to anything you have enclosed such as a CV or application form. Explain when you are allowed to work, as some employers do not understand student visa rules.

Explain why you are interested in working for the employer you are applying to.

Where you start your letter with a named contact i.e. Dear Mr Smith, you finish with 'Yours sincerely'. If you start with Dear Sir or Madam, you finish with 'Yours faithfully'.

Use plain language and keep to one side of A4. Proof read and spell check the letter carefully. Use UK not US spell check!

Bath Spa Careers and Employability is here to help you get a great start to your career. We are open year round, so to find out more about how we can support you go to: www.bathspa.ac.uk/careers

As a student or recent graduate, *MyCareer* is your online portal for booking events, accessing appointments, submitting queries, and searching for jobs and placements.

You can also follow @bathspacareers on social media:
Facebook | Twitter | YouTube | LinkedIn | Instagram

Every effort has been made to ensure the information in this resource guide is accurate but we recommend that you check all details carefully.

The University is committed to the promotion of equality and diversity. If you require this publication in an alternative format, please go to *MyCareer* to submit a request via '*Questions*'.

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