What is the Careers and Employability Service?
The Careers & Employability Service is a free, impartial, professional and confidential service provided by the University of Kent to help students with career decisions and with finding employment, work experience or postgraduate study opportunities.

We are open to all students, undergraduate and postgraduate, at all stages of their studies from first to final year. We also offer help and advice to recent graduates.

How can the Careers and Employability Service help me?
We can help international students in a number of ways, including enabling you to:

- Investigate career options and deciding which is best for you
- Find job vacancies and work experience opportunities (including internships and year-in-industry placements)
- Understand what employers look for in graduates
- Market yourself effectively to employers
- Write application forms, CVs and personal statements
- Prepare for interviews, assessment centres and psychometric tests

We do this through:

- One-to-one discussions with careers and employability advisers
  [www.kent.ac.uk/ces/advice.html](http://www.kent.ac.uk/ces/advice.html)
- Talks, workshops, seminars and employer presentations
  [www.kent.ac.uk/careers/casevents.htm](http://www.kent.ac.uk/careers/casevents.htm)
- Information resources, online at [www.kent.ac.uk/ces](http://www.kent.ac.uk/ces) and in the Careers Resources Room

Our web pages for international students include information on working in the UK and abroad; job-seeking; postgraduate study and a checklist of things to do. [www.kent.ac.uk/careers/InternationalStudents.htm](http://www.kent.ac.uk/careers/InternationalStudents.htm)
Can I work in the UK during my studies?

While you are a student you can normally:

- Work part-time during the University term for up to 20 hours per week
- Work during University vacations: this may be any type of work from a career-related internship to a casual job
- Undertake a year-in-industry placement required as part of your degree

You do not need to obtain formal permission to do any of the above

- **UKCISA** (the UK Council for International Student Affairs) have produced guidelines on working in the UK during your studies [www.ukcisa.org.uk/student/working_during.php](http://www.ukcisa.org.uk/student/working_during.php)
- The Kent Union Job Shop [www.kentunion.co.uk/jobs](http://www.kentunion.co.uk/jobs) can help you to find part-time work in the local area during your studies
- **Summer internships** with major recruiters of graduates are popular and competitive so are normally only open to undergraduates during the summer vacation between their second and final year. Deadlines for applications are often in Autumn. See [www.kent.ac.uk/ces/work-experience.html](http://www.kent.ac.uk/ces/work-experience.html)
- If your degree includes a year in industry, start to make applications in the first term of your second year. Your School will be able to give you help in finding a placement year and the Careers Service also has information at [www.kent.ac.uk/careers/placements.htm](http://www.kent.ac.uk/careers/placements.htm) Vacancies for placements are also advertised on our vacancy database [http://kent.prospects.ac.uk](http://kent.prospects.ac.uk)

Can I work in the UK after I graduate?

You may be able to apply for permission to work under the Tier 2 (General) scheme. Applicants must meet points requirements, have a job offer from an employer that is a licensed sponsor and must be paid a minimum salary of £20,000.

Employers are also required to meet a number of conditions before they can sponsor international graduates: for this reason, many employers state that they are only able to accept applicants who are entitled to work in the UK without any restrictions.

- **UKCISA** have produced guidelines on working in the UK after your studies at [www.ukcisa.org.uk/student/working_after.php](http://www.ukcisa.org.uk/student/working_after.php)
- For full details of schemes and eligibility, see the **UK Border Agency** website [www.ukba.homeoffice.gov.uk/visas-immigration/working/tier2/general](http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier2/general)
- **Kent Union's Student Advice Centre** advises international students at Kent on visas and immigration matters [www.kentunion.co.uk/advice/international](http://www.kentunion.co.uk/advice/international)
- A list of organisations who are licensed to sponsor migrants under Tier 2 and who may therefore be willing to consider applications from international students and graduates can be found at [www.ukba.homeoffice.gov.uk/sitecontent/documents/employersandsponsors/pointsbasedsystem/pbsregisterofsponsors](http://www.ukba.homeoffice.gov.uk/sitecontent/documents/employersandsponsors/pointsbasedsystem/pbsregisterofsponsors)
How do I find out about graduate employers in the UK?

There are many directories and websites which list major companies offering graduate training schemes, internships and placements. Links to some of the most useful of these sites are at [www.kent.ac.uk/careers/graddirectories.htm](http://www.kent.ac.uk/careers/graddirectories.htm) and you can also get free copies of the following directories from the Careers Service:

- **Prospects** [www.prospects.ac.uk](http://www.prospects.ac.uk)
- **Target Jobs** [http://targetjobs.co.uk](http://targetjobs.co.uk)
- **The Times Top 100 Graduate Employers** [www.top100graduate employers.com/employers](http://www.top100graduateemployers.com/employers)

Our online vacancy database [http://kent.prospects.ac.uk](http://kent.prospects.ac.uk) lists vacancies sent directly by employers to the Careers & Employability Service.

How do I apply for graduate jobs in the UK?

Applications for jobs are normally made either on a company application form (online or in print format) or by means of a curriculum vitae (CV).

Most large companies require you to apply via an **online application form**. You can get help in completing these forms in our “Making Applications” booklet, available in the Careers & Employability Service, or on our website.

While **CVs** (also known as resumés) are used in most countries, remember that the format and content varies from country to country and that British employers may expect a different style of CV from the one that you are used to.

For more advice on CVs and application forms, see [www.kent.ac.uk/careers/applicn.htm](http://www.kent.ac.uk/careers/applicn.htm)

Our careers and employability advisers are always happy to read through your applications and help you to make them as good as possible.

What are psychometric tests and will I need to take them?

Many employers use **numerical and verbal reasoning tests** - multiple choice questions designed to assess your logical reasoning or thinking abilities - as part of their recruitment process. If you are taking a test in your second language, employers will recognise this but will still expect all candidates to have good communication skills. Practise these tests in advance: there are examples and links on our website at [www.kent.ac.uk/careers/psychotests.htm](http://www.kent.ac.uk/careers/psychotests.htm) to help you to do this.

Can the Careers and Employability Service help me to find work when I return to my home country?

Our **International Links** [www.kent.ac.uk/careers/sitesint.htm](http://www.kent.ac.uk/careers/sitesint.htm) will help you. These provide links to job sites in many different countries, so will also be helpful if you are thinking of working in a country other than your own.
Where can I find out about postgraduate study?

- Our Postgraduate Study web pages [www.kent.ac.uk/ces/postgrad-study.html](http://www.kent.ac.uk/ces/postgrad-study.html) will give you further information on study in the UK and abroad
- [Prospects.ac.uk](http://www.prospects.ac.uk) has information for international students planning postgraduate study in the UK [www.prospects.ac.uk/links/IntlStudents](http://www.prospects.ac.uk/links/IntlStudents), with advice, case studies and a course search facility. The site also has an “Explore Study Abroad” section [www.prospects.ac.uk/links/abroad](http://www.prospects.ac.uk/links/abroad) covering 60 countries.

How can I get funding for postgraduate study?

There are various scholarship schemes for international students: a number of these, at Kent and nationally. are listed on the [Recruitment, Information & Guidance Unit](http://www.kent.ac.uk/scholarships/postgraduate/international/index.html) website However, you should be aware of the fact that it is almost always easier to obtain a place for postgraduate study than to get funding for it.

For more general information on funding, see [www.kent.ac.uk/ces/postgrad-study.html](http://www.kent.ac.uk/ces/postgrad-study.html)

Where is the Careers and Employability Service?

**Canterbury Campus**

The Careers and Employability Service is in the driveway to Keynes College. You are welcome to visit between 9.00 am and 5.00 pm weekdays in both term-time and vacations. **You can consult a careers adviser for “quick queries” from 10.30 am to 12.30 pm and from 2.00 to 5.00 pm without needing to book an appointment.**

Careers and Employability Service, University of Kent, Canterbury, CT2 7ND
Tel. 01227 823299  Email careerhelp@kent.ac.uk

**Medway Campus**

The Careers & Employability Service for Medway students is based in the Student Services Department on the ground floor of Gillingham Building.
Tel: 01634 888876  Email: medwaycareers@kent.ac.uk
Website: [www.kent.ac.uk/careers/medway.htm](http://www.kent.ac.uk/careers/medway.htm)

For full details of our opening hours and services see [www.kent.ac.uk/ces/locations](http://www.kent.ac.uk/ces/locations)

Please note that nothing in this booklet constitutes legal advice. Although every attempt has been made to ensure the accuracy of the information, the Careers and Employability Service cannot be held responsible for the accuracy of the contents or for any errors or omissions. Regulations governing international students and employment are complex and sometimes rapidly changing and you are advised to seek advice from authoritative sources.