INTERNATIONAL STUDENTS

Advice, help and information offered by the Careers & Employability Service
This leaflet is intended as a starting point for international students, in particular those from countries outside the EU/EEA. It should help you with your career planning and to outline some of the ways that The Careers and Employability Service (CES) can assist you. To discuss your individual career plans, please talk to an Adviser.

The CES aims to help students make decisions and obtain information about their next step after graduation. We can provide guidance and advice to students of all subjects and nationalities about postgraduate study, choosing a career and obtaining employment, placements and work experience.

Working whilst you study
Work experience will strengthen your CV and is something that graduate employers in the UK and other countries look for in a potential employee. You will find it very difficult to get graduate employment in the UK without work experience. Work experience will help you develop essential graduate attributes such as confidence, creativity, innovation and resilience.

Part-time jobs
Part-time work is available on campus and elsewhere in the local area. Jobshop can help you to obtain part-time work. To apply for part-time jobs you normally need a CV and a covering letter. In some cases you may need to complete an application form. You will also need to attend an interview. Our drop-in sessions can help with this or you can pick up our Making Applications and Interview Skills booklets.

Jobshop
https://kentunion.co.uk/jobshop
Located beside Essentials on the Canterbury campus. Register with Jobshop to access job opportunities whilst studying. Medway students should contact Jobshop directly for more information.

Quick advice sessions
Book an appointment for a quick advice session regarding CV’s covering letters and applications. To book visit www.kent.ac.uk/ces/advice.html

Volunteering
Volunteering is a great way to gain experience and help an organisation. This will be unpaid but the organisation may offer some out of pocket expenses. You can volunteer in a number of ways including fundraising, campaigning, client facing roles, IT roles... The list is endless!

Kent Union and GK Unions
Both have volunteering opportunities
https://kentunion.co.uk/volunteering
www.gkunions.co.uk/volunteering

Do-it.org
A national database of volunteering opportunities
www.do-it.org

Work and Opportunities Fund
You can apply for a bursary from the CES to help with travel expenses for unpaid work experience and for training/networking activities related to your career development. For more information see www.kent.ac.uk/ces

Internships
An internship is a fixed length period of work experience offered by a recruiter, usually during university vacation time. Most internships take place during summer but spring and winter internships are also available. Summer internships with graduate recruiters are popular and competitive so you will normally need to start applying during the autumn term of your second year. Internships will help you to gain relevant skills and experience in a particular field. Approximately 36% of graduate intakes were comprised of previous interns (ISE, 2016) which means they can be a great way of helping you find a graduate role.
Applying for internships is a competitive process which may involve an CV, covering letter or application form, psychometric testing, interview and assessment centre. Our drop-in sessions can help with this or you can pick up our Making Applications and Interview Skills booklets. We run a number of workshops addressing these areas throughout the year. Ask us for more details.

For further information see:

**Prospects**
www.prospects.ac.uk/jobs-and-work-experience/work-experience-and-internships/internships

**Target Jobs**
A-Z list of internship providers
https://targetjobs.co.uk/work-experience-and-internship-vacancies

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**Milkround**
www.milkround.com/jobs/internships

**Placements**
Further information about placement years can be obtained from your Academic School.

Tier 4 students are permitted to undertake a work placement as long as it meets the following conditions:
- The work placement is an integral and assessed part of a course
- The work placement is not more than 50% of the total length of the course, except where there is a UK statutory requirement for the course to contain a specific period of work placement which exceeds this limit.

The term ‘integral and assessed’ means the placement is written into the course specification and actually forms part of the course. Tier 4 students who find their own placements or internships, but are not on a ‘year in industry course’ or are not enrolled in a programme which has an internship module, may not undertake a work placement which is more than 20 hours per week, either paid or unpaid, unless the whole of the internship or placement takes place within the University vacation period.

**Important Information**
It is your responsibility to check your visa to see how many hours this permits you to work/volunteer whilst you are studying. Kent Union Advice Centre and GK Unions can assist you with this. More information is also available from www.kent.ac.uk/studentimmigration/during-your-studies/working-during-studies.html

**Kent Union Advice Centre**
https://kentunion.co.uk/welfare/advice/international-visa
Mandela Building, Canterbury campus. Drop-in and appointment sessions available.

**GK Unions Advice Centre**
www.gkunions.co.uk/advice/aboutus
Contact directly for more information. The GK Unions Advice Centre is based in the Student Hub, Medway campus.
Extracurricular activities whilst studying
Extracurricular activities are valued by employers and will help you gain additional skills and in some cases meet new people and help you settle into life at Kent.

The university offers a number of ways to get involved in extracurricular activities:

Join a society
https://kentunion.co.uk/activities/societies
www.gkunions.co.uk/activities/societies

Study Plus
www.kent.ac.uk/studyplus

Employability Points
www.kent.ac.uk/employabilitypoints

Careers Award
www.kent.ac.uk/ces/student/careers
moodle.html

Global Skills Award (for postgraduate students)
www.kent.ac.uk/graduateschool/skills/programmes/gsa.html

Kent Global Passport
www.kent.ac.uk/global/passport

Working in the UK after you complete your studies
Visa and sponsorship
It is important to check your visa eligibility when considering working in the UK after you complete your studies.

Information is available from:

GOV UK
www.gov.uk/browse/visas-immigration

UKCISA (UK Council for International Student Affairs)
www.ukcisa.org.uk
Has advice on their website and a telephone advice line
Outside the UK: +44 20 7788 9214
Inside the UK: 020 7788 9214

Please note that CES staff are not trained in visas and are therefore unable to assist with enquiries.
There are a number of sponsorship schemes available, the most common are described below.

**Tier 2 (General)**
Tier 2 allows you to work for an employer in the UK for up to 5 years after graduation. The employer needs to be a registered sponsor. A full list of registered sponsors can be found on the Home Office Register of Licensed Sponsors (Tiers 2 and 5).

**Doctorate Extension Scheme**
This allows PhD students who are nearly finished studying to extend their Tier 4 visa for 12 months in order to get work experience, look for skilled work or develop ideas to set up a business.

Visa requirements change frequently so you need to be aware of current rules. Please note that employers and CES staff may not always be aware of recent changes. It is very important to read the Tier 2 policy guidance before you make your application. If you do not provide the documents specified in the guidance, your application will be refused. If you are not sure whether you meet all the requirements for Tier 2, talk to the employer who has offered you the job and consider consulting an immigration adviser who specialises in Tier 2 immigration applications.

Please note Kent Union Advice Centre cannot give detailed advice on Tier 2 applications or help you with your application.

**Tier 2 Policy guidance**
www.gov.uk/tier-2-general/eligibility

**Doctorate Extension Scheme**
www.ukcisa.org.uk/Information--Advice/Working/Working-after-studies
Finding and applying for jobs in the UK

The graduate recruitment cycle in the UK starts early in the academic year with a number of graduate schemes for summer entry opening from the previous September onwards. A number of schemes are only open for a short time period. Therefore you need to be thinking about making applications at the beginning of your final year or at the start of your master’s year.

Not all graduate roles in the UK are graduate schemes. Graduate schemes tend to be offered by large recruiters and offer a structured programme of work and training. Graduate schemes tend to last between 1 and 3 years.

There are many other jobs that are graduate level offered by large recruiters and SMEs. These jobs will be advertised throughout the year.

You can find out more about graduate schemes here: https://targetjobs.co.uk/graduate-schemes

The Careers and Employability Service runs the annual Employability Festival which is attended by graduate recruiters and SMEs who come to campus to offer advice and support to students interested in applying to them. Please note that graduate scheme application procedures often include video interviews, assessment centres and psychometric tests all of which we offer advice on throughout the year. www.kent.ac.uk/ces

The following websites are useful for searching for graduate scheme vacancies:

Student Circus https://kent.studentcircus.com

A list of jobs open to students with a tier 4 visa – register and log in with your Kent details.

Target Jobs https://targetjobs.co.uk/search/all/focus/ad_vacancy

Prospects www.prospects.ac.uk/graduate-jobs

Milkround www.milkround.com

Jobs suitable for graduates will also be advertised on individual company websites, social media and LinkedIn.
University of Kent CES Working Abroad webpage: www.kent.ac.uk/ces/student/workabroad.html

Target Jobs country profiles https://targetjobs.co.uk/careers-advice/working-abroad

Prospects country profiles www.prospects.ac.uk/jobs-and-work-experience/working-abroad

GradLink www.gradlinkuk.com

Apply to large graduate recruiters with international offices. Visit embassies and high commissions in London as these usually provide information on working in their specific country.


Finding and applying for jobs outside of the UK
Find out more about where you could go and what you could do.

Applying for postgraduate study
Postgraduate study is a big commitment, both of time and money. If you would like to discuss postgraduate study please book an appointment with a Careers Adviser.

You can also read more about postgraduate study here www.kent.ac.uk/ces/postgrad-study.html

Target Postgrad has information for international students planning postgraduate study in the UK and has a study abroad section covering 40 countries.
https://targetpostgrad.com/advice/international-students/advice-for-international-students

For information about postgraduate study at Kent please refer to www.kent.ac.uk/courses/postgraduate/how-to-apply

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 change frequently. We recommend that you take independent qualified advice before making any visa application.