INTERNATIONAL STUDENTS

Advice, help and information offered by the Careers & Employability Service
What is the Careers and Employability Service?

The purpose of the Careers & Employability Service (CES) is to help University of Kent students to make career decisions and to find 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.

Our services are free, impartial, professional and confidential.

How can the Careers and Employability Service help me?

We can help international students in a number of ways, including assisting you to:

- Investigate career options and decide 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
- Talks, workshops, seminars and employer presentations www.kent.ac.uk/ces/events/index.html
- Information resources, online at www.kent.ac.uk/ces and in the Careers Resources Room

Our web pages for international students include information on the UK job market and graduate employers; links to organisations that can provide advice on working in the UK; job-seeking in the UK and abroad; and information on postgraduate study.

www.kent.ac.uk/ces/student/targetedinformation.html?tab=international-students

Can I work in the UK during my studies?

Whether you can work during your studies depends on what type of immigration permission you have. Your visa will say if you can work in the UK and how many hours per week during term time you may work. However, 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 placement year required as part of your degree

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

For full details of the Tier 2 scheme, and eligibility for it, see www.gov.uk/tier-2-general

Other useful sites include:
- UKCISA guidelines on working in the UK after your studies www.ukcisa.org.uk/Information-Advice/Working/Can-you-work
- The Kent Union Job Shop www.kentunion.co.uk/employability/jobshop 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 you will normally need to start applying during the Autumn term of your second year. See www.kent.ac.uk/ces/student/findajob.html?tab=find-employers and you can also get free copies of the following directories from the CES:
  - Prospects www.prospects.ac.uk
  - Target Jobs http://targetjobs.co.uk
  - The Times Top 100 Graduate Employers www.top100graduateemployers.com/employers

Our online vacancy database https://careers.kent.ac.uk/home.html lists vacancies sent directly by employers to the Careers & Employability Service.

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.

The Doctorate Extension Scheme for PhD graduates
If you are completing a PhD, you may be able to apply to stay in the UK for a further 12 months beyond the end of your studies through the Doctorate Extension Scheme (DES). This is designed to help newly-qualified PhDs to find skilled work, set up as an entrepreneur or gain further experience in their chosen field, with the University acting as their sponsor. For further details, and how to apply, see www.kent.ac.uk/studentimmigration/applying-for-a-visa/doctorate-extension/index.html

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/ces/student/findajob.html?tab=find-employers and you can also get free copies of the following directories from the CES:
- Prospects www.prospects.ac.uk
- Target Jobs http://targetjobs.co.uk
- The Times Top 100 Graduate Employers www.top100graduateemployers.com/employers

How do I apply for graduate jobs in the UK?
Applications for jobs are normally made either on a company application form or by means of a curriculum vitae (CV).
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/ces/student/assessmentaptitude.html?tab=practice-tests 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 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 will give you further information on study in the UK and abroad
• Target Postgrad has information for international students planning postgraduate study in the UK https://targetpostgrad.com/advice/international-students, with advice and a course search facility. The site also has a ‘Studying Abroad’ section https://targetpostgrad.com/advice/studying-abroad covering 40 countries.

Most large companies require you to apply via an online application form. You can get advice on completing these forms in our Making Applications booklet, available in the Careers & Employability Service, or on our website www.kent.ac.uk/ces/publications/MakingApplications2015.pdf

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/ces/student/cvs.html www.kent.ac.uk/ces/student/applications.html

Our careers and employability advisers are always happy to read through your applications and help you to make them as good as possible.
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 University of Kent’s Scholarship website www.kent.ac.uk/scholarships/postgraduate/index.html?tab=international-awards

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

Where is the Careers and Employability Service?

Canterbury Campus
The Careers and Employability Service is in the driveway to Keynes College.

Medway Campus
The Careers & Employability Service for Medway students is based in Room G0-06 on the ground floor of Gillingham Building.

For full details of our opening hours, services and contact details see www.kent.ac.uk/ces/locations

Please note that nothing in this leaflet 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.

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