

**STUDENT DECLARATION OF WORKING HOURS FORM**

All students need to complete the relevant parts of this form and sign and date overleaf EVERY TIME you accept work of any type from anywhere in Royal Holloway University of London. You will need to confirm that you understand that you cannot work more than 20 hours per week or the hours given on your visa for students on Tier 4 immigration status. This includes paid, unpaid or voluntary work. Work inside and outside the College is included in this limit and you are required to notify the College of any other work you undertake at the start of engagement for work and when/if the situation changes during the course of working. The working week is Monday – Sunday.

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| --- | --- |
| **Personal Details** | |
| Title |  |
| First name |  |
| Surname |  |
| Student number |  |
| Payroll number (if previously engaged) |  |
| Nationality |  |
| Visa details (if applicable)  Please provide details of permissible hours of work, start and end date of visa |  |
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|  |
| **Work details** | |
| Have you worked for Royal Holloway previously\* |  |
| I am studying for a PhD/postgraduate qualification  If yes please provide details |  |
|  |
|  |
| I am on an undergraduate taught course  If yes please provide details |  |
| Term dates |
| Name of Personal Advisor |

This is the first time I have accepted work from Royal Holloway University of London and I have provided details of my proof of right to work in original (not photocopied) documents.

* 1. ⬜ Yes
  2. ⬜ No (please provide details above)

**Declaration**

I understand that I must not accept work, paid, unpaid or voluntary, which would bring my total hours above the limit of 20 hours per week or for non-EU students that permissible under my visa.

I declare that in accepting this offer of work, the total weekly hours including any other work I may carry out for Royal Holloway University of London and/or any other employer, will not result in me working more than 20 hours per week and, for non-EU students, breaching the terms of my visa.

Signed ………………………………………………. Date………………….…

Please now hand this form to the person who has offered you the work or who has asked you to complete the form. Please be aware that if you breach the terms of your visa your permission to be study in the UK may be revoked.

**Working hours limits for Tier 4 Students**

Please note this is for guidance only and your visa stamp will provide confirmation of the hours you can work.

Students studying for a PhD

You are eligible to work up to a maximum of 20 hours per week. The hours cannot be averaged out, and all hours worked, regardless of employer, type of contract or paid/unpaid are combined together for the weekly limit.

Students studying for a qualification AT LEAST at degree level but below PhD

You are eligible to work up to a maximum of 20 hours per week during term time. The hours cannot be averaged out, and all hours worked, regardless of employer, type of contract or paid/unpaid are combined together for the weekly total.

Students studying for a qualification BELOW degree level, e.g. foundation or pre-sessional English language programmes

The maximum limit is 10 hours per week during term time. If you are a student attending, for example, a 2-semester English programme, you may undertake casual work up to this limit.

The entitlement to work and the limits will be clearly stated in your passport and visa stamp.

Term-time is defined by the University Calendar Dates: see link below:

[**https://www.royalholloway.ac.uk/aboutus/termdates/home.aspx**](https://www.royalholloway.ac.uk/aboutus/termdates/home.aspx)