Welcome to Leicester

Information for staff moving to Leicester from the UK and abroad

We are a leading UK university committed to international excellence through the creation of world-changing research and inspirational teaching within an inclusive academic culture. We welcome new staff from countries all over the world and we are committed to promoting diversity and equality of opportunity.

Joining a new place of work is both an exciting and busy time and we aim to make the transition as easy as possible. We have compiled the information below to answer some of the questions frequently asked by new staff, particularly those moving from outside the UK.

If you have any further questions or need additional support please contact the Recruitment Team on +44 (0)116 252 5639 or email: recruitment@le.ac.uk

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1. UK visas and immigration

The conditions and criteria relating to immigration are complex, and dependent on individual circumstances, so the information provided here is for general guidance only and will be subject to change. If you have a specific query, you are strongly advised to visit the Home Office UK Visas and Immigration website to obtain the latest information.

Useful links:

- Check if you need a UK visa
- Work visas (Tier 1, Tier 2, Tier 5)
- Apply for a UK visa from outside the UK

If you have been offered a position at the University subject to you gaining and continuing to hold the right to work in the UK, please contact your Recruitment Advisor on +44 (0)116 252 5639 or email recruitment@le.ac.uk to discuss the next steps.
Tier 1 (General)

This category is currently closed to applicants from outside the UK and can only be used if you are switching or extending your stay in the UK. For all eligibility criteria and further information please go to the UK Visas and Immigration web pages on Tier 1 (General) visas.

Tier 1 (Exceptional Talent)

To apply for this category of the points-based system you will need to be endorsed as an internationally recognised leader or emerging leader in your field in science, humanities, engineering, medicine, digital technology or the arts. For further information please go to the UK Visas and Immigration web pages on Tier 1 (Exceptional Talent) visas.

Tier 2 (General)

If you meet the criteria to apply for a Tier 2 visa, you will need a certificate of sponsorship from the University in order to complete your visa application. To issue a sponsorship we will need to view your passport and if you are already in the UK, a copy of your current visa and qualification certificates.

Once we receive your certificate of sponsorship from the Home Office we will issue the certificate number to you so that you may complete your application online. Information regarding the timescales, fees and other requirements are available from the UK Visas and Immigration web pages on Tier 2 visas. This website also links to information on switching from another type of visa or extending your visa if you are already in the UK.

Tier 4 (Student Visa)

If you have a valid Tier 4 student visa it is likely that you will be permitted to undertake part-time work in the UK (permission will be stated on your visa document). If your visa allows, undergraduate and postgraduate students may work up to 15 hours a week during term-time (in accordance with University regulations).

You must provide evidence of your right to work in the UK to the Recruitment Team (HR) before you start work at the University.

Further information for University of Leicester students is available from the Student Support Office.

Tier 5 (Temporary Worker)

If the University is willing to sponsor you, you may be eligible to come and work in the UK for a short period through the Tier 5 route (applicable to staff such as academic visitors and sponsored researchers). You must have a job offer from the University, a valid certificate of sponsorship and pass the points-based assessment to be eligible to apply. For further information please go to the UK Visas and Immigration web pages on Tier 5 (Temporary) visas.

Other visa categories

Further information on all other types of visa, such as the requirements for Turkish and Croatian workers and the categories available for UK Ancestry and Settlement are all available from the Home Office UK Visas and Immigration website.
Your responsibilities as a sponsored migrant

Once you receive your visa you will need to bring the original document(s) proving your right to work in the UK to the HR Reception before you start work. You will not be able to commence employment with the University until you provide these documents.

As a sponsored migrant you will have a responsibility to ensure that you keep the University informed of your contact details and of any changes to your personal circumstances which may affect your visa. The University is required to formally check your eligibility on an annual basis. You will be contacted by HR should we need any further information.

2. Moving to the UK

UK Government services and information

For general information on living in the UK, money and tax, transport, housing, visas and immigration please go to: https://www.gov.uk/#departments-and-policy

International researchers

Euraxess UK provides information, support and advice for researchers globally who are looking for new jobs, training and funding.

The Euraxess website provides helpful information and links on a wide range of issues related to living in the UK such as accommodation, schooling for children, family benefits, finance, healthcare, politics, society travel and leisure: http://www.britishcouncil.org/new/euraxess/euraxess-living/

Removal expenses

If you are moving house to live within a reasonable commuting distance to Leicester you may be eligible to claim for a contribution to removal expenses through the University’s Relocation Expenses Scheme. To be considered for a claim you must be appointed to a post at Grade 6 or above and your contract must be open-ended or for a fixed term of more than one year.

Members of staff moving within the UK may apply for assistance up to a total equivalent to one twelfth of their annual gross salary. For members of staff living abroad at the time of appointment a maximum entitlement will be determined by the Director of Finance and candidates are expected to initiate discussions at an early date. Claims are normally restricted to domestic and personal belongings and do not extend to cover previous office or work-related property.

If you would like to make an application you should complete the Relocation Expenses Form and return this to Lauren Derry in the Finance Office. If you have any questions regarding relocation expenses please contact the Finance Office on +44 (0)116 223 1058.
3. Accommodation

Short-term accommodation

The University’s Accommodation Office offers a small number of guestrooms for staff and visitors available on a short-term basis at the Oadby Student Village and City Living sites.

For more information, please use the contact information below.

**Oadby Student Village**
Customer Service Manager on
+44 (0) 116 223 1493
osv-reception@le.ac.uk

**City Living**
Accommodation Office on
+44 (0)116 252 2428
accommodation@le.ac.uk

If you need somewhere to stay for a visit to the UK or whilst you are looking for longer term accommodation, the College Court Conference Centre offers a range of rooms at discounted rates for staff. College Court is located approximately one mile from the University campus. To find out more please visit the College Court website or call +44 (0) 0116 244 9669.

Long-term accommodation

Renting or buying a property

Monthly rental costs will vary depending upon size and condition of the property, inclusion or exclusion of bills, and proximity to the city centre and the University. Please be aware that deposits are often required when signing private-sector tenancy agreements, which can range from one to two month’s rent payable at the time of signing the agreement.

Letting agencies that are a member of a professional body, such as ARLA (Association of Residential Letting Agents) or the National Approved Letting Scheme, have to comply with the body’s code of conduct and you can lodge a complaint if things go wrong. If you decide to work with an agency, it is recommended that you look for those that are registered with one of these organisations.

Websites such as Home Finder UK, Rightmove and Zoopla can be used to find property to rent and buy in the local area.

The GOV.UK website gives useful information about buying a property in the UK.

If you are signing a tenancy agreement or applying for a mortgage, your agent or mortgage provider may require a letter/reference from your employer confirming contract and salary details. The Division of HR is able to provide this information on request, please contact us on +44 (0)116 252 2439 or email hradvice@le.ac.uk to let us know your requirements.
4. National Insurance

What is a National Insurance (NI) number?

You will need to pay National Insurance contributions whilst you work for the University of Leicester (subject to earnings). The contributions are collected byHM Revenue and Customs through the payroll system and go towards benefits such as the National Health Service (NHS) and the state pension. You can start work without an NI number but you'll need to apply straightaway and let the Payroll Office know your number as soon as you have it.

How do I obtain a National Insurance number?

If you do not already have a NI Number please contact the Division of Human Resources on recruitment@le.ac.uk or call +44 (0)116 252 5639 and we will request an application form for you. You will need to complete the form at the HR Reception and you should contact us to arrange a suitable time to visit us. You must notify us at least one week before your visit so that we can ensure a form is available for you. The HR Reception is located at Heron House on the Brookfield campus (access via Holmfield Road).

We will send the completed application form to the Job Centre Plus and they will post your NI Number to you directly (this may take up to four weeks to arrive). As soon as you receive the number please inform the University’s Payroll Office.

Alternatively, you can contact the Job Centre Plus directly for further information and to apply.

5. UK banking

Opening a bank account

You should open a bank account as soon as possible after arriving in Leicester.

To open a bank account, complete an application form (available from the bank) and return it to the bank with any documents they need to see. These usually include:

- Your passport
- Evidence of your international address (e.g. your international driving licence)
- Evidence of your UK address (e.g. your tenancy agreement)
- Proof of employment (e.g. a letter from the University’s Division of Human Resources available on request)

Nearby branches include Santander (Percy Gee Student’s Union Building, Main Campus) and NatWest (Queens Road). Numerous other banks are available in Leicester city centre.
6. Registering with a doctor

When you arrive in Leicester you should register with your local doctor (GP). You can search the NHS website for a doctor near you.

Victoria Park Health Centre provides primary medical care to students and staff of the University of Leicester living in the local catchment area. You will need your full UK address and telephone number to register. To find out more please go to the Victoria Park Health Centre webpage.

7. Childcare

Childcare in Leicestershire

General information about childcare and schooling in the local area is available from:

- Leicestershire County Council Education and Learning
- UK Government Services and Information Department for Education

University of Leicester Day Nursery

The University of Leicester Nursery caters for children aged from six weeks to five years and is open to all University of Leicester staff and students. The nursery is located next door to - and accessed via - the University Sports Centre on Wyggeston Drive (University campus entrance one).

For more information and contact details go to: http://www2.le.ac.uk/institution/nursery

Childcare Vouchers

The childcare voucher scheme operates under a salary sacrifice arrangement. By receiving part of your salary as a non-cash benefit, you pay less tax and national insurance.

Please contact the Payroll Office on +44 (0)116 252 2401 or email payroll@le.ac.uk to set up a 'salary sacrifice' agreement.

For more information on the scheme go to: http://www.computersharevoucherservices.com

Your comments

Your views are important to us. We would welcome your feedback regarding the information and support we provide for new staff, please email your comments to recruitment@le.ac.uk