

Work while you study

The information on this page is most appropriate for international students who would like to gain work experience, such as a part-time job, whilst they are a student.

Why work during your studies?

'Doing part-time work within the University gave me experience of the local work environment, which can only benefit my future career.' Xiaojia Wang, Banking and Finance

Employers all over the world value the experience gained by students who work during their studies. This demonstrates to them your proactivity, good time management skills and resourcefulness. Some of the key benefits you can gain include:

- Practical work experience to add to your CV;
- Chance to immerse yourself in a different culture;
- Opportunity to consider career options and test potential career paths;
- Practising job-seeking and application strategies;
- Developing key employability skills, such as team work, cross-cultural communication, organisational skills, leadership, problem solving and flexibility;
- Improving your English;
- Making new friends and establishing potential useful contacts for the future.

Part-time jobs

You can start looking for a part-time job in Leicester as soon as you know that you will be a student here. However, in the UK employers will want to interview you face-to-face before offering you a job, so it is very unlikely that you can arrange a part-time job before you arrive in Leicester.

Unitemps, our on campus part-time work agency (part of the Career Development Service) provides suitable part-time jobs for students. The vacancies are updated frequently so it is important to keep checking on a regular basis when you are job hunting. You need to register first and can do so by visiting the **Unitemps** page. If you have any questions, contact the team on unitemps@le.ac.uk or 0116 229 7007

Most of the part-time jobs will require you to submit a CV and cover letter. For more guidance, please see our pages on **CVs** and **Cover Letters** that contain lots of tips and advice, as well as examples and templates. We also recommend that you make an appointment with us before you submit your application for a part-time job. You can book an Application Coaching appointment via **MyCareers**.

Important things you need to know before you start work

Payment

It is important that you know your rights in regards to being paid whilst employed in the UK. You can earn the National Minimum Wage if you are 16 or over and resident in the UK. Your employer must pay you the appropriate rate for your age. For further information, you can go to information on the [National Minimum Wage](#) on the GOV UK website or call the Pay and Work Rights Helpline on 0800 917 2368. The lines are open 8am to 8pm Monday to Friday and 9am - 1pm on Saturdays (excluding public and bank holidays). Your employer might deduct National Insurance and Income Tax from your wages. For more information, see the [GOV UK](#) website.

National Insurance Number

To be able to work in the UK whilst you study, you need to have a National Insurance Number. To apply for one, you need to call the National Insurance number application line: 0345 600 0643 (open Monday to Friday, 8am to 6pm). Sometimes you may be asked to attend an interview with a local [Jobcentre Plus](#) to explain your circumstances. You can start work in the UK before your National Insurance Number arrives but only if you can prove your right to work in the UK. For more information on the National Insurance Number, see the [GOV UK](#) website.

Hours you can work

[The UK Council for International Student Affairs](#) has up-to-date information on working during your studies, which also includes guidance on how many hours a week you can legally work whilst you're studying.

If you're looking for part-time work through [Unitemps](#), you need to also adhere to the University of Leicester regulations on the maximum hours you can work (both during term-time and vacation period). For more information, please see the University of Leicester [Senate Regulation 4.16](#) (Term Time and Vacation Employment (Full-Time Students only)).

Useful links

- University of Leicester [Student Welfare Service](#)
- [Unitemps](#) (on-campus part-time work agency)
- [The UK Council for International Student Affairs](#)

For more information contact the Career Development Service:

Student Services Centre
Charles Wilson Building
University of Leicester

t: +44 (0) 116 252 2448

e: studentservices@le.ac.uk

w: www.le.ac.uk/careers