



Tier 4 Visa Declaration

Name: Faculty/Service.....

SID Number: Visa Expiry Date:

If you're a Tier 4 Student you must not work beyond the maximum hour restrictions stated on your visa, which is generally a maximum of **20** hours per week, (or 10 hours in some cases) **which must not be averaged over more than a one week** period during official term time. **Postgraduate Research Students** are deemed to be studying 52 weeks per year and therefore must not exceed the 20 hour weekly limit for the duration of their studies.

If you undertake work outside of Anglia Ruskin University (ARU) you have a responsibility to declare these hours. These hours contribute to the total number of weekly hours you're permitted to work and includes any voluntary or unpaid work.

Fulltime work is permitted outside of term time in some instances. Term dates will vary and your eligibility to work in excess of hours stated on your visa must be confirmed in writing by the International Student Advice Service (or your place of study if not ARU)

Please note: Associate Lecturers are restricted to a maximum of 6 hours teaching per week. Residential Assistants are restricted to working a maximum of 2 shifts (10 hours) per week.

Working beyond your visa restrictions is a serious offence. It's your responsibility to ensure you don't work beyond the restricted working hours on your visa or those set out above. You must declare when you're working outside of ARU and include the number of hours per week. You also have a responsibility to notify us as soon as your circumstances change.

Please Complete the Below:

I confirm that I undertake work within ARU in the following capacity:

Type of Work	Number of Hours Per Week	Please Tick
Temporary Worker for the Employment Bureau		
Associate Lecturer (max 6 hours per week)		
Residential Assistant (max 2 shifts per week)		
Post Graduate Research Student		
Graduate Teaching Assistant		
Other e.g. Research Assistant (please specify)		



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Details of Employment Outside of Anglia Ruskin University:

Name of Employer:	
Employers Address:	
Contract Duration:	
Contract Type:	
Number of Hours Per Week:	

Details of Voluntary/ Unpaid Work Undertaken:

Organisation:	
Organisation Address:	
Number of unpaid/ Voluntary Hours Undertaken per week:	

Total hours working/volunteering to be recorded	
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I agree to submit a further declaration when my circumstances change.

Signature

Print Name

Date