**Declaration for T4/Student visa holders who undertake work at Edinburgh Napier University**

I confirm that I will comply with the conditions of my Student visa and I will not work over **10/20** hours per week (as stated on my visa). I will familiarise myself with the conditions of my visa by reviewing the available information on the [UK Visas and Immigration site](https://www.gov.uk/tier-4-general-visa) (https://www.gov.uk/student-visa) and the University website: <https://my.napier.ac.uk/international-students/student-route-visas/student-route-visa-responsibilities>

I understand that:

* A ‘week’ means a period of 7 days beginning with a Monday.
* Paid and unpaid work contributes towards my weekly working hours limit (this could include paid casual work, a fixed-term contract, voluntary work, working as a Student Ambassador, Part-Time Demonstrator, as a Student Union Officer).
* If I am asked to work over **10/20** hours per week (as stated on my visa) during term time, I will not accept this offer of work. If I have multiple roles, I will contact my manager(s) about the possible requirement to prioritise between different roles.
* I can work full time during vacation periods if there are additional hours available. I must provide confirmation of my vacation periods to the People Team ([humanresources@napier.ac.uk](mailto:humanresources@napier.ac.uk)).

**PhD Students:** I will ensure that my supervisor sends in written confirmation of my vacation dates to the People Team in advance of undertaking any full-time work. I will also ensure that I apply for a leave of absence through the Visa and International Support team for any absences of 5 days or more. To work full-time during a vacation period, I understand that the vacation period must be a duration of one week or more (a ‘week’ means a period of 7 days beginning with a Monday).

**I list below any paid and unpaid work I complete, both internal and external to Edinburgh Napier University, including hours for each role\*:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Position (title, type of work, paid or unpaid) | Employer | Hours per week | Start Date | End Date | Notes/Comments |
| *EXAMPLES:*   1. *Casual* 2. *Sales Assistant* | *Napier University*  *Next* | *2*  *10* | *March 2024*  *January 2024* | *July 2024*  *December 2024* | *Hours can vary. I will not work over my weekly limit across both jobs during term time.* |
| [INSERT TITLE OF ROLE] | Edinburgh Napier University |  |  |  |  |
| [DETAILS OF EXTERNAL ROLE IF APPLICABLE] |  |  |  |  |  |
|  |  |  |  |  |  |

I confirm the following information about my course of study:

* Academic Term Dates

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* Vacation Term Dates

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* Current course and level of study (i.e. undergrad/postgrad/PhD)

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* Location of study (i.e. Edinburgh Napier/other university)

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I agree to notify the People Team without delay if my Student/Tier 4 sponsorship ends.

I agree to send an updated declaration form to the People Team if my situation changes and advise my manager of any changes. This declaration form is available from: <http://staff.napier.ac.uk/services/hr/HRDocuments/Pages/Forms.aspx>

Signature: ………………………………………………………………….....

Print Name: ………………………………………………………………......

Date: …………………………………………………………………………..