

# Careers Guide for International Students

# GLOBAL CAREERS

  
Careers &  
Employability  
University of Lincoln



# Introduction to Global Careers for International Students

Welcome to the University of Lincoln's Careers and Employability Service. We are a dedicated team of Careers, Skills and Employment Advisers who are here to help you make the most of your time in the UK.

Congratulations on securing a place at our University, and travelling so far to study with us!

We hope you have a great experience here in Lincoln.

Our role is to support you with developing your 'employability' whilst you are here, and ensure you are ready to pursue your career goals after Graduation.

## This guide will cover the following:

- An introduction to C&E services
- Finding part-time work
- Finding a permanent job
- Visa and immigration support
- Support services from around the University
- A-Z of terms
- Links to online resources

# Careers & Employability Services

The Careers Centre is located on the ground floor of the library and is open 9am-4:30pm, Monday to Friday. As well as providing a wealth of face to face support, we also have a number of digital resources on our website ([www.uolcareers.co.uk](http://www.uolcareers.co.uk)) and on our dedicated Blackboard site; click on the Global button to take you to specific information about Global careers.

## Careers Guidance Appointments

Book a one hour appointment with a qualified Careers Adviser and receive impartial careers guidance. If you are not sure where you see yourself in the future, or you are torn between several different career journeys, a one to one meeting with a member of the team could make the difference for you. With a high level of sector and industry knowledge, our Careers Advisers are here to help you to make an informed decision about your future. We have a Careers Adviser especially set aside for International Students.

## Skills Support: Mock Interviews, Application Reviews and more

Our Skills Advisers are on hand to offer support with the practical aspects of career planning, such as job searches, writing applications and practicing your interview techniques. You can book an appointment with a skills adviser or see them during the Careers Clinic, a daily drop-in service from 1pm-4pm, Monday to Friday.

## Finding Work

Our vacancy service gives you access to 1000s of graduate level jobs, as well as work placements and part time jobs. All of the jobs that are advertised through our system have been approved by our team, so you can be reassured that they are genuine advertisements and good opportunities. We can support you to find work that fits with your Visa requirements. To sign up to job alerts, create an account via <https://careers.lincoln.ac.uk/home.html>

## Working with Employers

The team work with a wide range of employers all year round. We invite organisations onto campus to talk about their opportunities. We hold a careers fair every year – you can speak to over 70 organisations in one day! We also work with alumni so they can share their career stories with you, offering inspiration and tips.

# Careers & Employability Services

Throughout your time at University, you will hear the term 'employability'. Your level of 'employability' is determined by the activities, work experience and learning you have undertaken whilst you are in the UK. This will prepare you for the world of work and help you to stand out when applying for jobs. It is important to engage with as much as you can, on and off campus. Some ways you can do this are:

- Sign up to the Lincoln Award: Global. You can also complete the mainstream Lincoln Award. This is our employability skills award which will help you to keep track of all of your achievements, both professional and academic. Take a look at our website to find out more: [www.uolcareers.co.uk/lincolnaward](http://www.uolcareers.co.uk/lincolnaward)
- Work on your language skills: The English Language Centre (ELC) offer courses throughout the year that cover a range of topics for all proficiencies. Find the **ELC** tab on Blackboard for more support.
- Find work experience: this can be paid or voluntary. The C&E service offers a number of ways to do this, either through campus jobs, Goinglobal or by finding voluntary work. To sign up to job alerts, create an account via <https://careers.lincoln.ac.uk/home.html>
- Build your network: get to know as many students as you can whilst you are here, whether they are international students from around the world or from the UK. You never know where your connections might lead you! The best way to make new friends is to join societies. You can stay connected with friends on LinkedIn and other social media platforms. We have our own networking and mentoring tool called Lincoln Connect: [www.lincolnconnect.co.uk](http://www.lincolnconnect.co.uk)

# Career Development Workshops

The C&E team run a range of workshops over the course of the year. Whilst there are many that will be helpful for all students, we have some specifically on offer for International Students. Themes include:

- **Getting a part-time job during your studies:**

This session is designed to show International Students how to find and apply for part-time work whilst you study. We will cover how to tailor your CV when applying for specific types of jobs. We will also talk through different sources to find part-time work, both on campus and online.

- **Returning home to work:**

Many international graduates have pursued successful careers in their home countries. If you are looking to return home to work after University, we will offer information, advice and guidance to aid you with the process. If you would like to cover information about specific countries, please let us know.

- **Working in the UK – options after graduation:**

This session will cover information about job search in the UK. Though information and government policy often changes, we will give you the most up-to-date information possible.

- **Understanding the UK graduate job market:**

An easy to understand workshop designed to give an overview of the graduate labour market in the UK. You learn about Graduate Schemes and how to apply to large companies. We will also cover how to apply to 'direct entry jobs' (jobs that aren't part of a graduate scheme).

If you think we should deliver a workshop on a specific topic, please let us know by emailing [careers@lincoln.ac.uk](mailto:careers@lincoln.ac.uk)

# Visa & Immigration Help



Go to the Student Support Centre

Ask for the Advice Service

Drop in: 12-2pm

Tel: 01522 837495

Email: [adviceappointments@lincoln.ac.uk](mailto:adviceappointments@lincoln.ac.uk)

The International Advice Team is part of the Advice Service. They are based in the Student Support Centre which is on the ground floor of the Minerva Building.

The International Advice Team are the only people in the University who can give immigration advice. This includes any advice about your Tier 4 visa.

The Advice Service can also give you employment advice about working in the UK, including how to get a National Insurance Number, information about your rights and responsibilities at work, health and safety at work, issues about pay, income tax, employment contracts and how all of these things may be affected by your immigration status.

If you are looking for work after your studies, the Advice Service can give you detailed information about Tier 2 and Tier 5 visas and other options for remaining in the UK once you have graduated.

To speak to an adviser in confidence email [adviceappointments@lincoln.ac.uk](mailto:adviceappointments@lincoln.ac.uk)

The Advice Service have a drop-in Monday to Friday in the Student Support Centre (Minerva Building) 12-2pm and a dedicated international drop-in from 10am to 2pm on Tuesdays.

They also run the Tier 4 visa workshop every Tuesday evening at 5:30 in Library 101.



You will find this logo on any desktop computer in the University. Clicking on it will take you to the Advice Service website.



# Getting a National Insurance Number

If you are not a British Citizen and you are looking to work in the UK you will need to apply for a 'National Insurance Number'. The UK Contributions Agency and Inland Revenue use this to file the information that they have about you. National Insurance contributions go towards benefits, such as a healthcare.

## Applying for a National Insurance Number

If you wish you apply for a National Insurance number you must apply through the government central system. To do this you will need to book an appointment through the National Registrations Helpline: 0345 600 0643

You will need to provide the following information, so it is best to have this written down in front of you before you start:

- First Name
- Family Name
- Date of birth
- Current Address (and postcode)
- Contact phone number
- Country of Origin
- Do you have dual Nationality?
- Date came to UK
- The type of Visa you are on
- Date your Visa was issued
- Date your Visa expires
- Where your Visa was issued

Once you have provided this information the member of staff on the helpline will provide you with a reference number. It is very important that you make a note of this as you will need it throughout your application.

## Next Steps

Your next steps will be dependent on your nationality and Visa type. Once your information has been checked, a form will be posted to you to complete. When you receive this you can visit the Careers Centre for assistance. Many students are required to attend a face to face appointment at a government Job Centre.

# Getting a National Insurance Number

## Appointments

Your appointment will be at a Job Centre in Nottingham or Kings Lynn (try to request Nottingham as your preference as the journey is shorter).

If you do get an appointment in Nottingham and the member of staff on the phone describes this as 'Nottingham Hyson Green' then the address for this centre is as follows;

Job Centre Plus  
124-126 Radford Road  
Nottingham  
NG7 5FW

If you are sent to a different office, ask the person on the phone for the postcode so that you are able to find this easily.

## Getting there

You can book a train to any of the locations through various different websites including the National Rail website, and the Trainline website.

Keep a note of the postcode and address so that you are able to get a taxi to the job centre or ask someone for directions - it's important to be on time!

Ensure that you have sufficient time to find the location when you arrive.

For any additional support, whether it is regarding your National Insurance number or careers and work in general, please email [careers@lincoln.ac.uk](mailto:careers@lincoln.ac.uk)

# Campus Jobs



CampusJobs

*The University of Lincoln's Student Employment Agency*

Campus Jobs is the University of Lincoln's Student Employment Agency. Through Campus Jobs you can access all employment available on campus, from one off opportunities to regular job roles.

You can apply to as many roles as you wish and will be supported through the recruitment process by the Campus Jobs team. If you are successfully recruited, you will have the flexibility of taking up work around your studies with no ongoing commitment to a job role.

The Campus Jobs team will help you earn money and develop employability skills, balanced around your studies. All Campus Jobs student workers receive role specific training and a Campus Jobs Induction on registration.

Campus Jobs is part of the Careers & Employability team and provide a term time drop-in for student workers within the Careers Centre (Ground Floor, University Library), Monday to Friday 10:00 – 12:00.

Read more about Campus Jobs at [www.uolcareers.co.uk/campusjobs](http://www.uolcareers.co.uk/campusjobs)



# Student Enterprise Service

If you are considering self-employment, The Student Enterprise Service has a wide variety of specialist support available. This support is available whether you are looking to set up a business in the UK or internationally.

- **Workshops:** These run during term time and cover various subjects, such as: Marketing, Intellectual Property, and the financial and legal side of self-employment.
- **1:1 mentoring:** We offer 1:1 mentoring to support you with navigating the world of freelance work and self-employment. Whether it's how to register with HMRC, working out your costs and pricing, or generally talking about your business idea: we can help.
- **Factsheets:** We have a database with 100s of factsheets with information on various areas of business such as registering with HMRC, doing a tax return and marketing your business.
- **Business Opportunity Profiles:** We have access to 100s of business opportunity profiles which provide useful information, sector updates and things to consider when starting different types of businesses. This includes: photographer, writer, illustrator, videographer and more.
- **Hot Desk Space:** Based within Sparkhouse, student enterprise has space available to work on your business. If you need a quiet place to work from, come along to use one of our reserved desks: no need to book! Best of all, there is often a student enterprise advisor on hand who can support you with any questions you have.
- **Meeting Room Space:** We also have a meeting room available to book. If you need a space for a private meeting or somewhere professional to meet a client, this is the space for you. Simply contact student enterprise to book.
- **Competitions:** We run various local and national competitions throughout the year with prizes, including some giving £2,000 in cash to help your business.

The University of Lincoln is now an endorsing institution under the Home Office's Start-up Visa scheme. For more information on Start-up Visas and the application process please email [studententerprise@lincoln.ac.uk](mailto:studententerprise@lincoln.ac.uk)

# Online Resources

## University services:

- **Blackboard:** Click on the **My Careers** tab and see 'Global Careers' and 'International Students'
- **Blackboard** also has a range of resources for practicing psychometric tests, building your CV and working on interview skills.
- Careers and Employability team website: [www.uolcareers.co.uk](http://www.uolcareers.co.uk)
- English language centre website: [www.elc.lincoln.ac.uk](http://www.elc.lincoln.ac.uk)
- For Visa and Immigration information and advice, email: [adviceappointments@lincoln.ac.uk](mailto:adviceappointments@lincoln.ac.uk)

## Working in the UK and internationally:

[www.prospects.ac.uk](http://www.prospects.ac.uk)  
[www.targetjobs.ac.uk](http://www.targetjobs.ac.uk)  
<https://careers.lincoln.ac.uk/home.html>  
<https://online.goinglobal.com/>  
<https://lincoln.studentcircus.com/>  
[www.uolcareers.co.uk/campusjobs](http://www.uolcareers.co.uk/campusjobs)

## Building your Employability

[www.lincolnsu.com/volunteering](http://www.lincolnsu.com/volunteering)  
<https://www.lincolnshire.gov.uk/history-and-heritage/>  
[www.lincolnconnect.co.uk](http://www.lincolnconnect.co.uk)  
<https://www.lincoln.ac.uk/home/alumnicommunity/>

## External Websites

<https://www.ukcisa.org.uk/>  
<https://www.gov.uk/tax-foreign-income/study-in-the-uk>  
<https://www.gov.uk/apply-national-insurance-number>

# Careers & Employability A-Z

There is a lot of new languages to learn when you start University, not to mention all of the words associated with Careers! Here are some words and phrases to research and become familiar. Use this page to reference any more words and terms you come across.

- A – Alumni, Assessment Centre
- B – Blackboard
- C – Cultural Awareness, creative skills
- D – Digital Skills
- E – English language skills
- F – Find Your Feet (careers fair)
- G – Graduate Scheme
- H – HMRC
- I – Internship, interview preparation
- J – Job search
- K – Knowledge economy
- L – Lincoln community
- M – Mentor
- N – National Insurance Number
- O – Opportunities
- P - Prospects
- Q – Quality of applications
- R - Resilience
- S - Societies
- T – Transferable skills
- U – UKCISA
- V – Volunteering, Visas
- W – Working part-time, work experience
- Y - Year abroad

# Get support from your Careers & Employability Service

## What we offer

- **Careers Clinic**  
Our Skills Advisers are available to support you with all aspects of job search or the recruitment process for any role; part-time, placement, work experience or graduate. Careers Clinic runs Monday-Friday 1-4 pm and is a drop-in session.
- **Careers Guidance**  
Our Careers & Employability Advisers offer 1:1 appointments to support you exploring your Career options and planning.
- **Career Events**  
We have daily events running to provide information and support your development; some are run by our expert Adviser team and others by employers. All events are advertised here; [www.uolcareers.co.uk/events](http://www.uolcareers.co.uk/events)
- **Lincoln Award**  
Our employability award is designed to support you in developing and learning how to demonstrate your employability skills. At the end of the award you get the chance to put your learning to the test in our Assessment Centre Experience! Each one is partnered with an employer and students find the opportunity to practise and the feedback they receive invaluable. Full details can be seen here; [www.uolcareers.co.uk/lincolnaward](http://www.uolcareers.co.uk/lincolnaward)
- **Vacancies**  
CareerLinc is our online portal where all vacancies are advertised; part-time, placement, work experience and graduate roles. All students are already set up on the system so simply use your University log-in to get started! <https://careers.lincoln.ac.uk>
- **Campus Jobs**  
Our Student Employment Agency which advertises all jobs for the University on campus; from admin to retail, one off roles to ongoing part-time jobs, find out more here; <https://uolcareers.co.uk/students-graduates/jobs-employment-options/campus-jobs/>
- **Online Resources**  
We have our own Careers & Employability online learning pathways on LinkedIn Learning. Full details can be found here; <https://uolcareers.co.uk/students-graduates/onlinelearning/> . We also provide many other online Career Tools. More information can be seen here; <https://uolcareers.co.uk/students-graduates/career-tools/>
- **International Careers Adviser**  
If you would like any further help with studying or working abroad you can book an appointment to see our International Careers Adviser via the Careers Centre and through the My Careers tab on Blackboard.

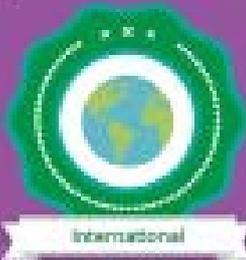


Careers & Employability Centre  
Ground Floor, Library  
Mon-Fri: 09:00-16:30  
T: +44 (0) 1522 83 7828  
E: [careers@lincoln.ac.uk](mailto:careers@lincoln.ac.uk)

[www.uolcareers.co.uk](http://www.uolcareers.co.uk)  
[www.facebook.com/UOLCareers](https://www.facebook.com/UOLCareers)  
[www.twitter.com/UOLCareers](https://www.twitter.com/UOLCareers)



# WHAT WE OFFER



International



Careers Information



CareerLink



Careers Clinic



Careers Jobs



The Lincoln Award



Graduate Jobs



Group Advice Sessions



Careers Guidance

The Careers & Employability Centre is open  
09:00 - 16:30, Mon - Fri

Telephone: 01522 837828

Email: [careers@lincoln.ac.uk](mailto:careers@lincoln.ac.uk)

Web: [www.uolcareers.co.uk](http://www.uolcareers.co.uk)