

FAQ's for International students

What does a careers service do and how can you support me?

The University of Lincoln Careers Service provides free careers advice, information and guidance. Our service is available to all students enrolled on a course at the university and for 2 years after you graduate.

How we will support you:

- CV review and interview practice online tools
- Appointments with our careers and employability advisers
- CareerLinc – our Careers Service online job board
- Campus Jobs
- Employer events
- Careers and Employability weekly workshops to help you search and apply for jobs, prepare for interviews, use LinkedIn, find work experience....and many more things
- Online careers resources and learning

When is the Careers Centre Open?

We are open from 9:00am to 4:30pm, Monday to Friday. We are closed on weekends. We are open during term time and holiday periods, except for public holidays and when the university closes over the Christmas period.

Do I have to pay or register to use the Careers Service?

No, the Careers Service is a free service for all enrolled University of Lincoln students to use, and you don't need to register.

How do I make an appointment with one of the Careers Team?

You can make an appointment either using our online [Appointment Booking Tool](#) or by coming into the Careers Centre and making an appointment at the front desk. After you make your appointment you will receive an email confirmation that includes appointment details, and an email reminder the day before your scheduled appointment.

Can the careers service or university find me a job, apply for jobs and work experience on my behalf and arrange interviews for me?

We are an advice and guidance service. We can help you to look for a job or a work experience role, help you with your applications and give you interview support, but we cannot apply on your behalf. We would recommend booking a [Careers Clinic appointment](#) with one of team to discuss where to look and how to apply for roles.

Where do I find advertised part time jobs?

We would recommend visiting [CAREERLINC](#) the careers services' online portal to find vacancies for part time jobs, graduate roles, placements, internships and volunteer roles. There are also external websites you can use, such as Indeed and LinkedIn jobs.

What is Campus Jobs?

Campus Jobs is the University of Lincoln's Student Employment Agency which advertises employment on campus, from one-off roles to regular ongoing 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 working around your studies with no ongoing commitment to a job role.

What is work experience and how can I get it?

Work experience is experience related to your degree and/or area of career interest. It builds skills, knowledge and contacts that can be very valuable for your future graduate job search. It is often unpaid. Examples of work experience include placements, internships, volunteering and part time work. Recently online work experience opportunities have become available, such as virtual internships.

Can you answer my visa questions?

The Careers Service is unable to answer questions related to your visa. If you have any questions about your visa and or working restrictions, please e-mail advice@lincoln.ac.uk

What is a Right to Work check?

A right to work check is a **legal requirement** that all employers carry out on all employees to ensure they can work in the UK.

Only certain ID can be accepted for a Right to Work check and original ID must be seen.

Since 1st July 2021, new rules apply for EU, EEA and Swiss citizens and we are no longer able to accept passports or national identity cards as evidence for a Right to Work check.

Since 6th April 2022, new rules apply resulting in a Biometric Residence Permit (BRP) no longer being accepted as valid ID for a Right to Work

- [Prove your right to work: EU, EEA and Swiss citizens – GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/proof-your-right-to-work)
- Biometric residence permits (BRPs): What a BRP is – GOV.UK ([www.gov.uk](https://www.gov.uk/guidance/biometric-residence-permits))
- [Campus Jobs ID checklist](#)
- [Government checklist](#)

Working restrictions for visa students – Term time vs vacation/holiday periods

- Term time for Undergraduate students is generally September until the middle of June and the end of term each academic year is the Friday of the last week of the scheduled examination period. [Vacation \(Holiday\) dates](#) can be found on the University website.
- Some courses are identified as Long Courses such as Nursing. These courses have a different term end date. Please contact the Student Support Centre at studentsupport@lincoln.ac.uk or your school to confirm your term dates.
- If your Undergraduate course started at a different time of year please contact the Student Support Centre at studentsupport@lincoln.ac.uk or your school to confirm your term dates.
- Term time for Masters students is all year around with the exception of the scheduled Christmas and Easter vacations (which can be found on the University website). There is no scheduled vacation for Masters students during the summer months and therefore working restrictions will apply during this time.
- Term time for Post Graduate students is all year round, their end of term date is the date they submit their last piece of work (PhD students fall into this category, needs to be awarded not just finished to be able to work more hours).
- Postgraduate Research (PGR) students have a total of 35 days of leave across the year. Of these 35 days, 14 are concessionary days set by the University and are based on University

closure days. PGR students can request to have the remaining 21 days at any point across the year and, if approved and recorded by the School, these periods are then classed as vacation time.

If you have any queries regarding your visa and or working restrictions, please e-mail advice@lincoln.ac.uk and/or see [Information on the kind of work you can do](#)

How much is the National Minimum Wage?

The hourly rate for the minimum wage depends on your age and whether [you're an apprentice](#). You must be at least:

- [school leaving age](#) to get the National Minimum Wage
- aged 23 to get the National Living Wage - the minimum wage will still apply for workers aged 22 and under

Current rates

These rates are for the National Living Wage (for those aged 23 and over) and the National Minimum Wage (for those of at least school leaving age). The rates change on 1 April every year.

	23 and over	21 to 22	18 to 20	Under 18	Apprentice
April 2022	£9.50	£9.18	£6.83	£4.81	£4.81

How do I apply for a National Insurance number (NINo)?

Once a UK citizen reaches 16, they will be sent confirmation of their NINo that is automatically set up from HM Revenue & Customs.

For non UK citizens, should you need to apply for a National Insurance Number, please refer to guidance in the link below:

[Apply for a National Insurance number – GOV.UK \(www.gov.uk\)](https://www.gov.uk/apply-for-national-insurance-number)

Where can I find my National Insurance number (NINo)?

If you have a NINo and need a reminder of it, this can be sourced from one of the following:

- Wage Slip
- P45
- P60
- National Insurance Card

An official letter or document from a government agency e.g. HM Revenue and Customs, Department for Work and Pensions, or the Social Security Agency in Northern Ireland) or previous employer.

If you need evidence of your NINo for a Right to Work check, excluding a wage slip, any of the above originals will be acceptable.

If you are unable to source evidence of your National Insurance number, guidance can be found here: [National Insurance numbers – GOV.UK \(www.gov.uk\)](https://www.gov.uk/national-insurance-numbers)