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| UniofGlasgow_CMYK | **Declaration of Work for Student Visa sponsored workers during University term time** |

The University has a responsibility to ensure that all those working for us have the appropriate right to work documentation and work within any limits prescribed by their visa. As part of our efforts to monitor and control this, we ask all those workers and employees sponsored via a Student visa to complete this declaration recognising that the individual also shares in this responsibility.

Please sign and return to: ­­­­­­­­­­­­­­NAME OF ADMINISTRATOR/SCHOOL/INSTITUTE/SERVICE CONTACT

**PRINT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I have a Student visa and with this I understand that I can work during term time on a restricted basis up to 10 hours / up to 20 hours *(please check visa and circle the appropriate restriction)* and full time during the vacation period. I am familiar with the University calendar term-time dates for my degree and agree to abide by them. <https://www.gla.ac.uk/myglasgow/senateoffice/sessiondates/>

I understand my responsibility in relation to this and will not accept more than 10/20 hours *(please circle as appropriate)* in any week across the University within different Schools /Institutes /University Services.

**Other employment**

I currently hold posts within the University: Yes/No (delete as applicable):

If yes please provide details on the back of this form.

I understand that any role I have outside the University also counts towards this limit.

I currently hold a post with another employer Yes/No (delete as applicable)

If yes please provide details on the back of this form.

Should I be asked to work **more than the hours allowed on my visa in any given week** I will decline the offer of work and seek advice from the Head of School/Research Institute Administration/University Services regarding any potential need to prioritise between multiple roles, including those outside of the University. If I have any questions regarding my right to work I understand that it is my responsibility to check my status with the Home Office and that I may also seek advice from the College/US HR team.

|  |  |
| --- | --- |
| Signature: |  |
| Position offered at the University |  |
| School/Research Institute/University Services: |  |
| Date: |  |

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I currently hold the following positions within the University.

|  |  |  |
| --- | --- | --- |
| School/RI/Service | Manager/Admin Contact | Maximum Hours per week |
|  |  |  |
|  |  |  |
|  |  |  |

I currently hold the following position(s) outside the University.

|  |  |
| --- | --- |
| Employer | Maximum hours per week |
|  |  |
|  |  |

I understand that I am not permitted to work a total of more than \_\_\_\_\_\_\_ hours in any week during term time.