

CAREER DEVELOPMENT CENTRE

ADVICE FOR INTERNATIONAL STUDENTS

WHAT CAN WE OFFER YOU?

The Career Development Centre understands that the UK job market may be unfamiliar to you, and we will do our best to assist you in:

- Working while you study
- Preparing for graduate employment
- Career planning
- Finding suitable opportunities
- Tackling the application process.

QUICK QUERY SESSIONS

These 20 minute advice sessions with a Careers Consultant give you the opportunity to obtain advice on:

- Presenting your CV in a UK format
- Completing application forms
- Attending first interviews
- General career concerns.

If you wish to attend a Quick Query sessions you can book on the day, via our Prospects Net events and vacancy system, accessible through www.westminster.ac.uk/careers. Alternatively you can call us on +44 (0)20 7911 5184.

GUIDANCE APPOINTMENTS

If you have already attended a Quick Query session and would like more in depth advice you can book a 45 minute guidance appointment. This can be used to discuss your career planning in more depth, have a mock interview or to cover issues relating to your career that may be confidential.

All students and recent graduates are entitled to four guidance appointments per academic year and these are bookable in advance by calling +44 (0)20 7911 5184.

CAREERS EVENTS, PRESENTATIONS AND WORKSHOPS

Employer events and company presentations give you the opportunity to meet employers face-to-face. You will gain first-hand information about a specific company, the opportunities available to you and the skills and knowledge the employer is looking for. The Career Development Centre also runs a series of workshops on topics such as CV writing, interview skills and job searching, providing you with the right skills to apply for employment in the UK.

All forthcoming events can be viewed and booked through our Prospects Net events and vacancy system, accessible at www.westminster.ac.uk/careers

VACANCY LISTINGS

The Career Development Centre provides comprehensive vacancy listings for students and recent graduates, covering part-time, graduate, placement and voluntary roles. You can find these via our Prospects Net events and vacancy system, accessible through www.westminster.ac.uk/careers

SUPPORT FOR VOLUNTEERING

Volunteering is an excellent way to gain UK work experience whilst contributing to your community. The Career Development Centre offers a diverse range of volunteering opportunities that suit a variety of interests, and allows you to develop transferable skills including teamwork, oral communication, using your initiative and flexibility. For more information and to find out the Volunteering Induction dates, visit www.wmin.ac.uk/volunteering

WESTMINSTER ENTERPRISE

Westminster Enterprise is the University's student led enterprise unit that gives you the opportunity to develop your entrepreneurial skills and participate in a wide range of activities including presentations, workshops, competitions, networking events and developing your own projects.

DEDICATED INFORMATION RESOURCES

Our website contains specific information for International Students studying in the UK.

Visit www.westminster.ac.uk/careers for more details on:

- Immigration and work regulations
- Job seeking techniques in the UK
- Comparability of international qualifications
- Other useful guidelines for international students.

Our Information Room also contains a variety of take-away and reference materials which may be of assistance, including:

- TARGETjobs – diversity
- Equality Britain - Directory of Opportunities
- Working Abroad: The Complete Guide to Overseas Employment
- Work Your Way Around The World
- GenXpat – The Young Professional's Guide to Making a Successful Life Abroad
- Employer directories
- Sector specific publications.

FURTHER SOURCES OF INFORMATION AND ASSISTANCE

STUDENT ADVICE SERVICE

The Student Advice service within the University provides support to International Students as they adapt to living and studying in the UK. They can advise on:

- Your rights to work in the UK on a Tier 4 visa
- Applying for a Post Study Work visa
- Getting a National Insurance number.

The Student Advice Service is based on the First Floor, 101 New Cavendish Street, W1W 6XH, and also available at Harrow. You can email the team on studentadvice@westminster.ac.uk or call 020 7911 5000 ext 66080 to make an appointment. For more information visit the Student Advice website at www.wmin.ac.uk/advice

UK COUNCIL FOR INTERNATIONAL STUDENT AFFAIRS (UKCISA)

UKCISA is the UK's national advisory body serving the interests of International Students in the UK.

Their website contains valuable information on immigration including visa, fees, funding and working in the UK during and after your studies. You can also download information sheets covering subjects such as:

- Arriving and living in the UK
- Immigration
- Financial support.

For more information visit www.ukcisa.org.uk

THE BRITISH COUNCIL

The British Council provides guidance and advice on issues affecting international students in the UK. They have a range of publications on their website including information on funding and facts about working in the UK. For more information please visit www.britishcouncil.org/eumd-immigration.htm

FREQUENTLY ASKED QUESTIONS

Can I work in the UK while I study?

Many international students are able to work in the UK part-time during their studies.

To check whether you are eligible to work, visit the Student Advice website at www.wmin.ac.uk/advice

Do I need a National Insurance number?

Yes, to work in the UK you will need a National Insurance number.

Full information on applying can be found on the Student Advice website at www.wmin.ac.uk/advice

How do I find a part-time job or placement?

The Career Development Centre cannot place you in a role or guarantee you employment. However we advertise a variety of job opportunities for you on our website www.westminster.ac.uk/careers. Simply follow the link to 'Job Search and Event Booking' and opt in to access the vacancies. We can also work with you to ensure that you are fully prepared for employment within the UK, through assisting with your job application, job hunting or by providing more detailed career guidance.

I've just graduated. Can you still help me?

Graduates can access our information room and guidance appointments for up to three years after graduation and access our online vacancy and events system for up to 18 months after graduation.