

## To Whom It May Concern,

This letter explains the definition of the Wrap-up period and the conditions under which TOP-UP Undergraduate January starter taught students may work full-time.

For UG Top-Up programmes that start in January and have a CAS length of 12 months or longer, the wrap-up period is the last 4 months of the student visa.

Students who started their top-up programme in January 2025 may start working full-time from the day after the course end date on their CAS (Confirmation of Acceptance for Studies) until their student visa expires.

An employer needs to see evidence of the study and [vacation period](#), and **not a letter stating the student can work or hours of work from the University**. [Employer's guide to right to work checks- 12 Feb 2025- Page 47](#)

### To confirm the wrap-up period, student needs to provide these three documents to their employer:

1. Student's latest CAS, which has the course end date.
2. The student's share code/eVisa indicates the start and end dates of the immigration permission.
3. Student's [Status letter](#)\*, which contains personal details, including the name and level of the programme, and stating that the student is a registered student at UWE.

Please be aware that student and their employer must ensure that they comply with the conditions of the current Student visa.

- During the wrap-up period, students can undertake a permanent part-time job but not a permanent full-time job. 'Permanent' means there is no end date specified in your contract.
- During the wrap-up period, students can do a full-time [fixed-term](#) job.
- The conditions on whether a student may be able to accept a "permanent" full-time job after submitting a Graduate Route or Skilled Worker visa application can be found via these links: <https://www.ukcisa.org.uk/student-advice/working/>

### Work students must not do:

- Students can undertake most types of work but must NOT engage in business activity, self-employment or be employed as a professional sportsperson, entertainer, or doctor in training. There is a useful blog post available at the UKCISA website that should help you to decide if the job you would like to take up is allowed under a Student visa <https://www.ukcisa.org.uk/student-advice/working/working-after-studies/>

### Please note that:

- The University cannot issue an individual, bespoke letter stating a student's right to work.
- Wording on this document cannot be edited at an employer's request.

\* For international students, the "Expected end of attendance date" on the Status letter is for UWE's internal use only and should be disregarded by employers. Employers should use the CAS end date and visa expiry date to establish the start and end dates of the wrap-up period.

**Attention Students:**

**Proof of right to work**

After you receive the award board results and the “congratulations” email, you can share the email with your employer to prove you have completed your study. For any confirmation related to your results, please contact your school.

If your employer asks you for confirmation of your right to work, direct them to the UK Visas and Immigration (UKVI) website [GOV.UK - Checking a job applicant's right to work](https://GOV.UK/Checking-a-job-applicant's-right-to-work).

If you need to get a share code to prove your right to work to an employer, you may use the following link: <https://www.gov.uk/prove-right-to-work>.

It is important that you are aware of your employment rights to help you recognise if you are at risk of being exploited by your employer or at risk of becoming a victim of [modern slavery](#).

Your employer **should not**:

- Confiscate your passport or other ID document from you
- Ask you to pay a recruitment fee
- Tell you to work an excessive number of hours
- Pay you below the minimum hourly wage
- Pay you ‘in-kind’, e.g. force you to live in accommodation provided by the employer instead of payment for your work
- Force you to work against your will
- Coerce you to do things that you are uncomfortable with, or that you think might be illegal

If you experience any of the above or you think you might be a victim of exploitation by an employer, please contact the Serious Concerns team at UWE on 01173284000 for advice immediately.

It is illegal for your employer to pay you cash in hand without deducting tax and National Insurance contributions from your wages. If you accept money in this way, you risk losing your employment rights and your student visa. In addition, you could end up having to pay the tax and National Insurance contributions yourself.

For further information about working in the UK (e.g. your employer’s obligations towards you, working after completing your studies and whether your family members can work, see [UKCISA- July 2024- Navigating work and study with a Student visa](#)

Yours sincerely  
Immigration Advice Service



**This is UWE's official letter. Any unauthorised amendment to the content of this document is considered a breach of the expected standard of conduct and will be reported to the Conduct Team.**