

## Making your Tier 1 Post Study Work application (PSW)

You will need

- **The Tier 1 Post Study Work application form:**  
<http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier1/poststudy/applying/>
- **The UKBA Policy Guidance** – this contains all the information about what documents you need and what rules you need to meet to make a successful application:  
<http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/tier1poststudyworkguidance2.pdf>
- Recognised UK degree: Bachelors, Masters, PhD or PGCE
- **Funds if applying in the UK:** at least £800 in your bank account for a period of 3 months (90 days) prior to making your application
- **Funds if applying outside the UK:** at least £2,800 in your bank account for a period of 3 months (90 days) prior to making your application
- **Post Study Work letter** from the Institute of Education. Email [iss@ioe.ac.uk](mailto:iss@ioe.ac.uk) to request a letter
- **Fee if submitting your application in the UK:**  
Postal = £594  
Premium, in person appointment = £918
- **Fee if submitting your application outside the UK:**  
£474

**Note:** fees and application forms are subject to change. We would therefore advise you to check the UKBA website to ensure that you have the correct version of the application form and fee information at the time of your application.

### **The Tier 1 Post Study Work Visa scheme will close from April 2012.**

If your final exam board will sit before April 2012 and you receive your official results before April 2012, then you should be able to apply.

Email: [iss@ioe.ac.uk](mailto:iss@ioe.ac.uk) for information

## TIER 1 - POST-STUDY WORK

Tier 1 - Post-Study Work scheme was launched in June 2008 in place of the International Graduates Scheme (IGS). It enables international students who have successfully completed an eligible course in the UK to stay on to work without needing sponsorship from an employer.

During your time under Post-Study Work (PSW), you can take any type of employment or self-employment **for a maximum of 24 months**. If you want to stay in the UK for longer than 2 years, you can switch into other employment or self-employment categories of the Points-Based Immigration System, **as long as you meet the relevant requirements**. It is also possible to switch back to Tier 4 from PSW.

This information sheet explains how to apply for the scheme and should be read in conjunction with the information provided by the UK Border Agency on their website at:

[www.ukba.homeoffice.gov.uk/workingintheuk/tier1/poststudy/](http://www.ukba.homeoffice.gov.uk/workingintheuk/tier1/poststudy/) specifically the **Policy Guidance** at: [www.ukba.homeoffice.gov.uk/workingintheuk/tier1/poststudy/applying/](http://www.ukba.homeoffice.gov.uk/workingintheuk/tier1/poststudy/applying/)

**NB** *Students who have a valid IGS visa now can also apply for this scheme (see pages 9 & 10 of the UKBA Tier 1 policy guidance)* Students who have previously held an IGS visa but who now have a different visa CANNOT apply.

Please follow the links below for more information about applying for the scheme

1. [Who can apply for the Scheme?](#)
2. [How do I qualify under the Scheme?](#)
3. [How do I know the date I was 'awarded' my qualification"?](#)
4. [Can I apply in the UK or do I need to apply back home?](#)
5. [How much does the application cost?](#)
6. [Where can I get the PSW application form?](#)
7. [Help filling in the form if you apply in the UK](#)
8. [How long will it take for my application to be processed?](#)
9. [Scoring points](#)
10. [Can I check my score before I apply?](#)
11. [Supplying supporting documents with your application](#)
12. [What letters do I need from the Institute of Education for my application?](#)
13. [What financial evidence do I need for my application?](#)
14. [Additional evidence for sponsored students](#)
15. [Can my dependants apply with me?](#)
16. [Post-Study Work FAQs](#)
17. [How to apply if you have an IGS visa at the moment](#)

## 1. Who can apply for the scheme?

Students who have been **awarded** a bachelor's degree, masters degree or PhD in the UK can apply for the scheme as long as they have **NOT** previously had a visa under the International Graduates Scheme (IGS), the Science and Engineering Graduate Scheme (SEGS) or the Fresh Talent Scheme (Scotland only).

Students who complete a postgraduate certificate or diploma **CANNOT** apply unless their diploma or certificate is in Education, e.g. PGCE.

## 2. How do I qualify under the Scheme?

In order to obtain a Tier 1 (Post-Study Work) visa, you need to demonstrate that you can score **95 points** as follows:

- **75 points for attributes**, including **Qualification, UK Study, Student Visa** and **Applying within 12 months of Date of Award**
- **10 points for English Language**
- **10 points for Maintenance (funds)**

**NB:** If you studied here on a non-student visa, e.g. on a dependant's visa or another kind of visa which allows studies, you can apply for the Post-Study Work scheme but you must return to your home country and apply for fresh entry clearance (see 'Applying outside the UK' below).

## 3. How do I know the date I was 'awarded' my qualification"?

Your degree is awarded at your Assessment Board, or Examination Board, in your department. Your Course Officer will usually be able to tell you the date of your Assessment Board.

**NB** *If you are a Master's student who is writing up a dissertation, you CANNOT apply until your dissertation has been marked and your Assessment Board has met.*

## 4. Can I apply in the UK or do I need to apply back home?

Only students who hold a valid student visa at the time of application can apply in the UK (this includes anyone who has immigration permission to be in the UK as 'student', 'student nurse', 'student re-sitting examinations' or 'student writing up a thesis').

If you have a different type of visa (which permits study), or your date of award is after the expiry date of your student visa, you will need to apply outside the UK in your country of residence. If you apply outside the UK, you can make your application for up to 12 months after the date that you were awarded your degree.

## 5. How much does the application cost? (as of November 2011)

**In the UK:** Applications made by post = £594  
Premium in person appointment = £918\*

\* Premium in-person appointments (which allow you to get your visa on the same day) MUST be booked in advance (<http://www.ukba.homeoffice.gov.uk/contact/book-appointment/>). At the time of writing (November 2011), a very limited number of PSW in-person appointments are available, but these need to be booked **at least 1 month in advance**.

Applicants wishing to apply in-person can check the current situation on the UKBA website at: <http://www.ukba.homeoffice.gov.uk/aboutus/contact/applyinginperson/>

**Outside the UK:** All applications = £474

## **6. Where can I get the PSW application form?**

### **Applying in the UK**

The TIER 1 (PSW) application forms and full Policy Guidance Notes are available at: <http://www.ukba.homeoffice.gov.uk/workingintheuk/tier1/poststudy/applying/>

If you make a mistake when completing any page of the application form, print off another copy of the page and complete it correctly – do not cross out or cover over mistakes.

**NB** *This form is updated occasionally so make sure that you always use the most up-to-date form.*

### **Applying outside the UK**

Application form ‘**VAF9 - PBS Migrant**’ is available to download from the UK Visas website at: <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier1/poststudy/apply-visa/>

Applicants also need to complete a separate appendix:

<http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/visas/vaf9-app4.pdf>

### **Applying on-line**

In many countries, you can now apply online using a secure internet connection. Please see the ‘Apply on-line’ pages on the UKVisas website at: <http://www.ukba.homeoffice.gov.uk/>

On-line applicants should complete the generic on-line application form, indicating that this is a Tier 1 Post Study Work application, and a [PBS Appendix 4 Post Study Work self-assessment form](#)

The Appendix can be downloaded and should be submitted along with your documentary evidence.

## **7. Help in filling in the form if you apply in the UK**

Detailed guidance [Notes on completing form Tier 1 Post Study Work](#) (in the UK) is provided by UKCISA (The United Kingdom Council on International Student Affairs) on their website at: [http://www.ukcisa.org.uk/student/working\\_after.php](http://www.ukcisa.org.uk/student/working_after.php)

You should also contact the International Student Coordinator and Administrator if you require assistance. Tel: 0207 612 6642 / 6475. Email: [iss@ioe.ac.uk](mailto:iss@ioe.ac.uk)

## 8. How long will it take for my application to be processed?

You should allow at least 4 – 6 weeks for a UK postal application to be considered. You are strongly advised not to book or plan any travel outside of the UK until you have received your passport back from the Home Office. The UKBA provides guidance on processing times at:

<http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier1/poststudy/applying/waitingtimes/>

If you are applying outside the UK, check processing times with the British Embassy in your home country at:

<http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier1/poststudy/apply-visa/>

## 9. SCORING POINTS

You need to score points in **EVERY** category below. To score points you need to provide proof of the following:

**Qualification** - you score **20** points if you have been **AWARDED** one of these qualifications:

- a UK bachelors degree
- a UK Masters degree
- a UK PhD
- a UK PGCE (Post Graduate Certificate in Education)

**NB** *Postgraduate certificates and diplomas (this excludes Post Graduate Certificate in Education) are no longer eligible qualifications under the scheme. Students currently on these courses may be able to apply for the scheme if they have been awarded an eligible UK degree programme within the last 12 months and can meet the Maintenance requirement (see below).*

**UK Study** – you score **20** points if you have studied at a recognised UK institution (Institute of Education is a recognised institution). The Post-study Work letter issued by IOE on IOE letter-headed paper is proof that the University is a recognised UK institution.

**Visa which allows study** - you score **20** points if you have studied:

- on a Student Visa (this includes student, student nurse, student re-sitting examinations, student writing up a thesis); **or**
- as the Dependant of someone with leave in any category permitting the admittance of dependants (NB dependants can apply for this scheme but they must submit their application *outside* the UK) **or**
- in any other category which permits studies. The only category which explicitly does not allow study is the Visitor category (excluding Student Visitor and Child Visitor). You can apply for the scheme but must submit your application *outside* the UK).

**Applying within 12 months** - you score **15** points by applying within 12 months of the date that you were awarded your qualification

**English language** - If you score 75 points for the categories above, you will automatically score **10** points for your English Language level.

## Maintenance

### *Applying in the UK:*

to score **10** points, you must prove that you've had **AT LEAST £800** in your own bank account/s (or joint account) **AT ALL TIMES FOR AT LEAST 3 MONTHS** before you apply.

### *Applying outside the UK:*

to score **10** points, you must prove that you've had **AT LEAST £2,800** in your own bank account/s (or joint account) **AT ALL TIMES FOR AT LEAST 3 MONTHS** before you apply.

## 10. Can I check my score before I apply?

The UKBA allow you to check your score on-line BEFORE you apply using their Points Calculator tool. This is available at: [www.ukba.homeoffice.gov.uk/pointscalculator](http://www.ukba.homeoffice.gov.uk/pointscalculator)

## 11. Supplying supporting documents with your application

*If you don't provide the correct original documents, your application is likely to be refused.*

## 12. What letters do I need from The Institute of Education for my application?

You must obtain a Post Study Work letter from the Student Support Centre. To do this go to the reception and ask for a VISA STATEMENT REQUEST FORM, complete this form and hand it back to the person at reception. A letter will then be produced for you, this can take up to 5 days to produce and you will be informed when it is completed. If you require one urgently please ask to speak to the International Student Coordinator and Administrator, or email: [iss@ioe.ac.uk](mailto:iss@ioe.ac.uk)

Your letter will include:

- Your full name
- The title of your qualification
- The start and end dates of your course
- The date of award (this must be less than 12 months before the date of your application)
- If you apply **BEFORE** your graduation ceremony (i.e. before you get your formal degree certificate) the letter must also include **details of the body awarding the qualification** (Institute of Education/University of London) **AND confirmation that the certificate of award will be issued**
- If you apply **AFTER** your graduation ceremony, you **must include your original certificate of award and** the Post Study Work letter.

### **13. What financial evidence do I need for my application?**

The UKBA are very specific about the financial documents they accept as proof that you have at least £800 of personal savings (applying in the UK) or at least £2800 of personal savings (applying in your home country). You cannot submit other people's financial documents, e.g. bank statements from your sponsor or relative UNLESS you are also named on the account.

**Your account must always show a balance of at least £800 or £2800.  
If it drops below these levels, even only for 1 day, your application will be REFUSED.**

You need to provide **either of these specified types of documents:**

#### **Personal bank or building society statements**

Personal bank or building society statements covering the **3 month period immediately prior to making your application**. These must show:

- your **name**
- your **account number**;
- the **date of the statement**;
- the financial **institution's name and logo**
- that **your balance has always been** at least **£800 or £2800** (as appropriate) **for the full 3-month period**.

**NB** You can use 'Ad hoc' bank statements (printed in your bank branch) **which are printed on the bank's letterhead** but this DOES NOT INCLUDE mini-statements from cash points.

#### **Internet bank statements**

You can use on-line statements from an internet account as long as they include all the above details but you will also need to EITHER:

- a) get a letter from your bank on headed paper confirming that the statements are authentic **or**
- b) ask your bank to stamp your on-line statements with the official stamp of the bank. This stamp should appear on every page of the statement.

#### **A letter from your bank / building society**

A letter from your bank / building society confirming that you have sufficient funds and that the funds have been in your account for at least 3 months. This letter must confirm: your **name**; your **account number**; the **date of the letter**; the financial **institution's name and logo** and confirmation that there are sufficient funds present (**the balance must always be £800 or £2800 as appropriate over the full three- month period**).

**NB** *The UK Border Agency will **NOT** accept letters or bank statements which simply show the balance in the account on a particular day as these documents do not show that you've had the money for the full 3-month period.*

### What if the money in my account is not in UK pounds (£)?

If your funds are not in pounds sterling, you should convert the closing balance into pounds and write this sum on the document you are using as proof of your finances. The Home Office uses the OANDA website at [www.oanda.com/convert/classic](http://www.oanda.com/convert/classic) to convert currencies into pounds sterling, so you should use this exchange rate too.

### REMEMBER

- **Funds must be 'cash' e.g. not shares, bonds, property or fixed-term deposits**
- **Cash must be in your personal account (or joint account)**
- **Documents must be original (on official letter-headed paper/ with official stamp)**
- **Must cover a full 3-calendar months (e.g 3rd Sept – 4th Dec) and always show at least £800 / £2,800**
- **Last statement must be less than 1 month old when applying**

### 14. Additional evidence for sponsored students

Students who have been officially sponsored for their studies **may** need to provide a proof that their sponsor consents to them extending their stay under the scheme.

For the purposes of the Post Study Work scheme, the UKBA only consider that you have been 'sponsored' if ALL of the following are true:

- your sponsor has paid **all** your fees and provided living costs **and**
- you have been sponsored within the last 12 months **and**
- your sponsor is either a Government or an international scholarship agency (e.g. The British Council) **and**
- you currently have immigration permission as either a) student b) Tier 4 c) student re-sitting an examination d) student writing up a thesis *or* e) student nurse;

If you answer 'Yes' to all the above, you need to provide a **letter from your sponsor** which gives their **unconditional permission** for you to remain in or re-enter the United Kingdom. If the sponsor does not give unconditional consent or gives permission for a limited time, the UKBA advise that they will refuse the application.

The evidence must be original, on the official letter-headed paper or stationery of the organisation and have the official stamp of that organisation. It must have been issued by an authorised official of that organisation.

For full details of exact document requirements, please check the UKBA website at:  
<http://www.ukba.homeoffice.gov.uk/workingintheuk/tier1/poststudy/supportingevidence/>

## 15. Can my dependants apply with me?

Yes. Spouses, unmarried partners, civil partners and children who are **already in the UK as dependants** can apply to stay in the UK as dependants of a PSW applicant as long as they can meet the Dependant Maintenance Requirement. They need to complete a separate form which is available at: <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier1/poststudy/dependantapplications/>

- Dependants must submit separate applications using the Points Based System - you can find the Dependants application form on the UK Border Agency website [here](#) .
- If submitting the application at the same time as the main applicant there is a charge of £297 per dependant (if submitting application by post) or £459 per dependant (if submitting in person at PEO).
- If submitting the application at a later stage the dependants will also have to pay the full fee each of £550 each for postal applications or £850 for premium appointment (in person) applications at the Public enquiry Office.

If your dependants are abroad, they can apply to come and stay with you once you have obtained your PSW visa. Dependants need to apply using application form VAF10. More information about applying from abroad is available on-line at: <http://www.ukba.homeoffice.gov.uk/>

VAF10 Application form

<http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/visas/10-pbs-dependant>

VAF10 Guidance notes

<http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/visas/vaf10-guidance.pdf/>

## 16. POST-STUDY WORK FAQs

### Do I need to have a job before I apply to PSW?

No. Unlike some other schemes, you don't have to have a job offer in order to apply.

### How can the Institute of Education help me with my application?

- We can provide advice and information about completing your application form
- We can tell you if your documents are suitable
- The University cannot send the application so you need to send it yourself
- We cannot guarantee that your application will be approved
- We may be able to help if your application is refused

### Can I get help filling in the application form?

UKCISA, The Council for International Student Affairs provide a detailed guide to completing the application form on their website at: [http://www.ukcisa.org.uk/student/working\\_after.php](http://www.ukcisa.org.uk/student/working_after.php) (See '[Notes on completing form Tier 1 \(Post-Study Work\)](#)' on the upper right-hand of the page.

Students who have further questions should attend an International Student Advice Drop-in session in the Student Support Centre (see below).

### **Do I need to include my Police Registration Certificate?**

Students who already have a Police Registration Certificate must include it with the application. It should be up-to-date and include the correct, current address.

### **What's my immigration status while my application is being processed?**

Whilst you are awaiting a decision on your application, you are legally entitled to remain in the UK as a student as long as you made your application BEFORE your Student Visa expired.

### **Can I start work on my current student visa?**

If you have completed your studies and are just waiting for your results or the graduation ceremony, you can work full-time until the end of your current student visa (as long as this is not more than 4 months) **provided that the job is not permanent.**

However, during this time you are still bound by the conditions of your student visa, so you CANNOT engage in business, self-employment or provide services as a professional sportsperson or entertainer or pursue a career by filling a permanent full-time vacancy. This means that you can only work on a **temporary contract** at the end of your studies.

### **If I go home after my course ends, can I apply from abroad?**

Yes. You can apply for entry clearance under Tier 1 (Post-Study Work) through a British Diplomatic Post in your home country. However, you **MUST** apply within **12 months** of the date that you were awarded your eligible course. For information about making your application from abroad please go to <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier1/poststudy/apply-visa/> You apply using application form VAF9, along with a separate Post-Study Work appendix.

### **Can I extend my permission to work in the UK once the 24 months is up?**

The *maximum* amount of time you are allowed under PSW is **24 months**. If you want to remain in the UK beyond this time, you can switch into an appropriate immigration category to pursue your career, **provided you meet the relevant requirements.** This includes work permit employment (now called Tier 2 General of the new Points-Based Immigration System). From 6 April 2011, it is no longer possible to apply under Tier 1 (General) unless you already have immigration permission under this category or one of its predecessors, including as a Highly Skilled Migrant. For details of these other Tier 1 routes, see [www.ukba.homeoffice.gov.uk/visas-immigration/working/tier1](http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier1).

For full details about these schemes go to <http://www.ukba.homeoffice.gov.uk/workingintheuk>. You are also allowed to switch back to being a student, provided you meet the relevant immigration rules for students.

## **Where can I get further information?**

If you have any questions that are not answered by this guidance document or you are not clear about any of the information you can get assistance from the following places:

### **International Student Coordinator and Administrator:**

Leo O'Callaghan and Denise Walker-Hutchinson  
Student Support Centre, Level 4, 20 Bedford Way  
Telephone: 020 7612 6442 / 6475  
Email: [iss@ioe.ac.uk](mailto:iss@ioe.ac.uk)

**International Student Advice Drop-in sessions:** for quick questions about the application forms or quick document checks – no appointment necessary

Monday and Thursday: 2 – 5 PM  
Wednesday: 10 AM -1 PM

*No appointment necessary* – just tell the front-desk staff that you have come for the drop-in.

### **UKCISA: The Council for International Student Affairs:**

[www.ukcisa.org.uk/student](http://www.ukcisa.org.uk/student)

Student advice line telephone: 0207 107 9922 (Monday to Friday, 1 - 4pm).

Detailed Guidance on how to complete the PSW application form is provided on their website at:  
[http://www.ukcisa.org.uk/student/working\\_after.php](http://www.ukcisa.org.uk/student/working_after.php)

**UK Border Agency website** (full details of the scheme, application form, documents required):  
<http://www.ukba.homeoffice.gov.uk/workingintheuk/tier1/poststudy/>

*The information in this Guidance Note is given in good faith and has been carefully checked. The institute of Education however accepts no legal responsibility for its accuracy.*