



Guide notes for Overseas Student Work Permits

Frequently asked questions

1. Why do I need a work permit?

With effect from 1st July 2006, all students who are nationals of a State other than a member State of the European Economic Area, and are in full time education on the Isle of Man, **must** hold a valid work permit to allow them to take up paid employment.

2. How do I obtain a work permit?

Application forms can be obtained from your educational establishment, the JobCentre or by telephoning the Department of Trade & Industry on 682359. You will be required to provide your passport, and two passport photographs in order for your permit to be issued. The application form must be countersigned by the educational establishment you are attending. The cost of the work permit is £25.00 and is payable when application is submitted.

3. What is the purpose of the work permit?

The work permit allows you to take up appropriate paid employment of up to **twenty hours per week during term time** and unlimited hours outside term time. The Department will be checking with employers that these conditions are being complied with, and also ensuring that your employment rights are met. This will be monitored via a database of students and their employers.

4. What will the work permit mean to employers?

It will identify you to employers and they will be aware that you have gained permission from Department of Trade & Industry to take up conditional employment.

5. Can I have more than one job?

Yes, you may have more than one job and work for more than one employer as long as you do not exceed the permitted working hours.

6. **What do I do if I'm undergoing a placement / internship on the Island?**

If you undertake a placement / internship during your course (whether or not you are a student on the Island), you must inform Immigration in writing, using a letter from your educational establishment confirming the details of the placement. Your employer will need to keep the Department informed of the hours you are working via the returns form. During your placement, you are not limited to the 20 hours per week maximum working hours limit.

7. **How will the Department of Trade & Industry know if I have exceeded the permitted working hours?**

Every employer employing students under this Scheme will be submitting to the Department a regular return advising how many hours have been worked by each student they employ.

8. **What might happen to me if I exceed the permitted working hours?**

You will be in breach of your immigration status and this could lead to your permission to be on the Isle of Man being cancelled.

9. **What happens if I lose my identity card?**

You must report this to your educational establishment and arrangements will be made through DTI to issue a replacement card. There will be no charge made by DTI.

10. **I may have to extend my stay at the educational establishment. How do I go about having the validity on my card extended?**

By contacting the Department, who will confirm your right to remain in the Island with the Immigration Department. No charge will be made for extending the validity of your card.

11. **Why does the Department want to know information about employers?**

As well as protecting your employment rights and ensuring that compliance is met with regard to your Immigration status, the Department is aware of the valuable contribution students make to the Island's economy and the jobs you undertake, particularly in the hospitality and retail sectors. We need to be able to accurately monitor the impact of students on the workforce and this is the best way of achieving this.

