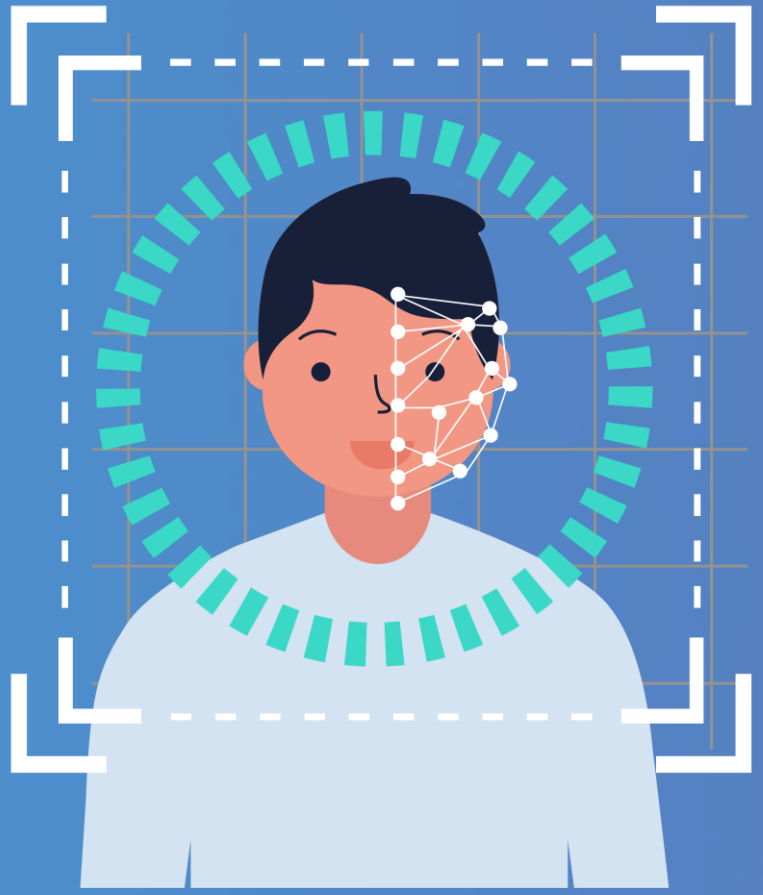
UK GOVERNMENT
CERTIFIED

TRUST ID

Student Term-Time Documentation for Right to Work



Student Term-Times

The Home Office requires that international students submit evidence of their term times alongside their RTW documentation when applying to work in the UK.

Evidence of term-times must be current, include the student's University name along with a break-down of their term and vacation dates for the relevant academic year(s) of their course.

- ✓ This may be a screen grab/print out of the University's academic calendar or a letter from the university containing this information.
- ✓ If a Masters/PHD postgraduate is on a full time one year course TrustID can accept the course start and end dates as evidence without term/vacation dates specified. TrustID require term and vacation dates if the course is over the 1-year time period.
- ✓ Please note that TrustID only require ONE document to feature the university name. For example, a university letter can be submitted alongside the term dates if they do not feature the university name.

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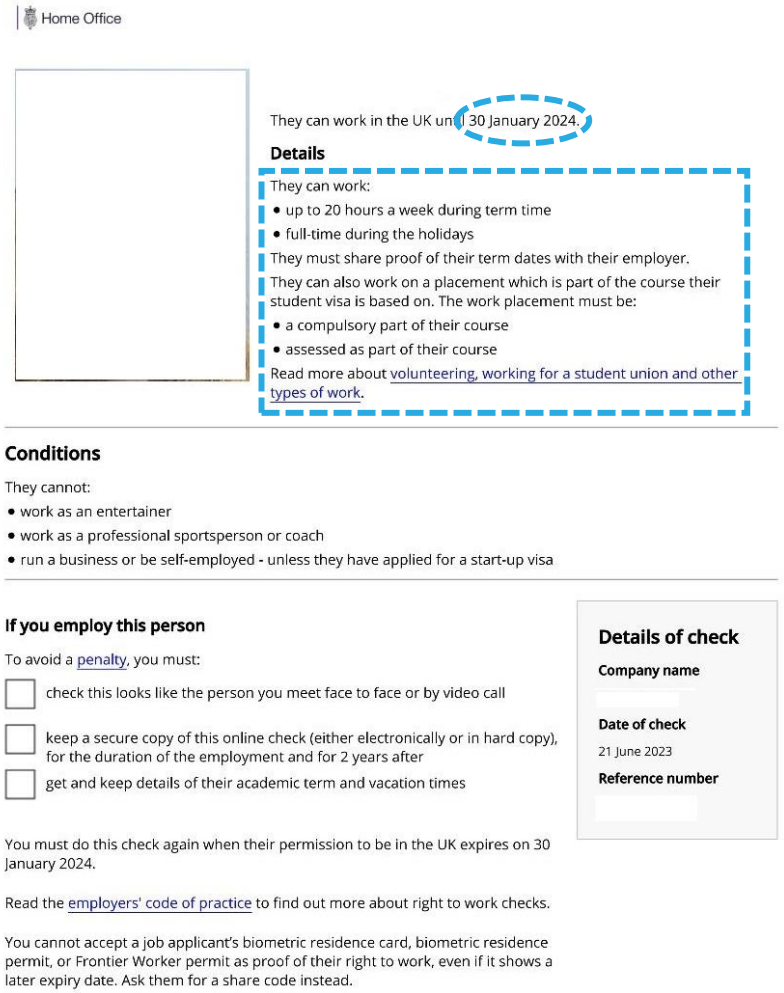
Acceptable RTW Documentation

Share Code (Most Common)

- This is a 9-character code made up of numbers and letters, beginning with W.
- This code can be entered on our system under ‘Online RTW Check’, or by candidates using a Guest Link.
- This is the most common form of RTW documentation for international students.
- Students will have an up to 6-month grace period from the date of their course completion until their share code expires.



Home Office

They can work in the UK until 30 January 2024.

Details

They can work:

- up to 20 hours a week during term time
- full-time during the holidays

They must share proof of their term dates with their employer.

They can also work on a placement which is part of the course their student visa is based on. The work placement must be:

- a compulsory part of their course
- assessed as part of their course

Read more about volunteering, working for a student union and other types of work.

Conditions

They cannot:

- work as an entertainer
- work as a professional sportsperson or coach
- run a business or be self-employed - unless they have applied for a start-up visa

If you employ this person

To avoid a penalty, you must:

- ☐ check this looks like the person you meet face to face or by video call
- ☐ keep a secure copy of this online check (either electronically or in hard copy), for the duration of the employment and for 2 years after
- ☐ get and keep details of their academic term and vacation times

You must do this check again when their permission to be in the UK expires on 30 January 2024.

Read the employers' code of practice to find out more about right to work checks.

You cannot accept a job applicant's biometric residence card, biometric residence permit, or Frontier Worker permit as proof of their right to work, even if it shows a later expiry date. Ask them for a share code instead.

Details of check

Company name

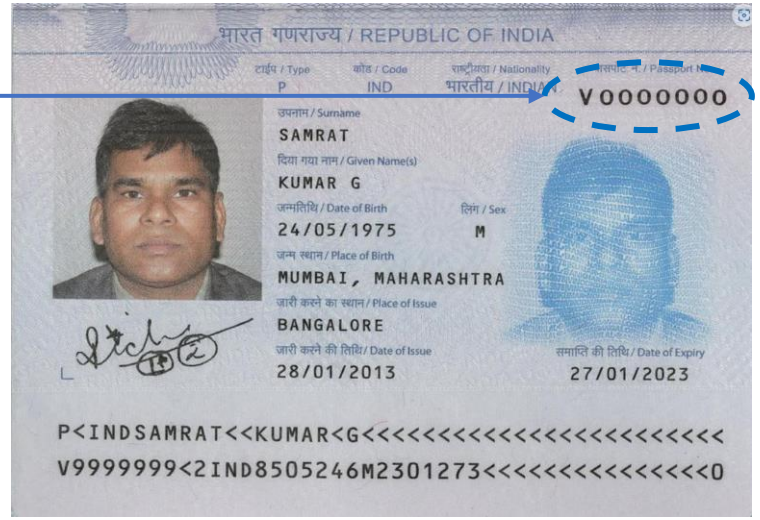
Date of check

21 June 2023

Reference number

Passport and Visa Combination

These passport numbers must match

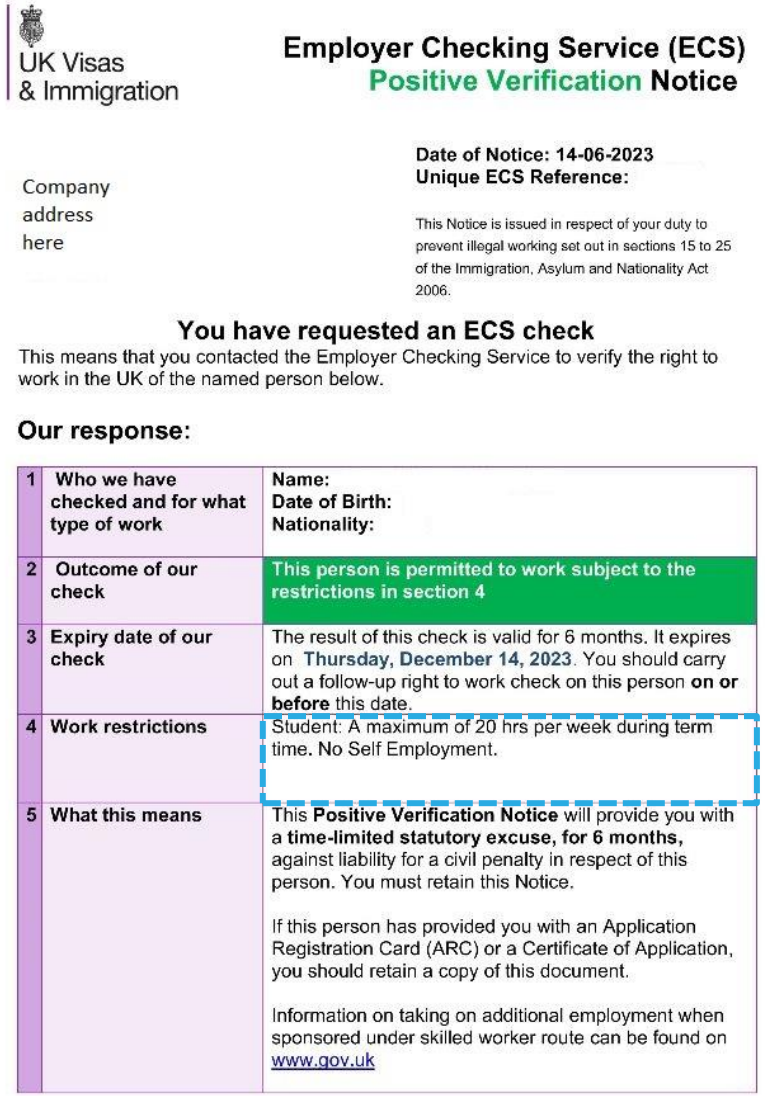


Visa must be in-date

- A student visa will state D-STUDENT as the visa type.
- The visa and the passport the visa is in must be submitted together.
- If the candidate's visa has expired, it is no longer valid for Right to Work. They will need to go to the Home Office to obtain a share code.

Positive Verification Notice

- If a candidate cannot obtain a share code or if their share code has expired, you will need to use the Employer Checking Service, via the gov.uk website in order to obtain a PVN for the candidate. If granted, this will give them the Right to Work for 6 months whilst they obtain a share code or further documentation.
- The 6-month grace period rule does NOT apply to PVNs. Students will often obtain PVNs if they are applying for a graduate visa (they may have completed their course). This means that they could have completed their course more than 6 months before the PVN expiry date.



UK Visas & Immigration

Employer Checking Service (ECS)
Positive Verification Notice

Company address here

Date of Notice: 14-06-2023
Unique ECS Reference:

This Notice is issued in respect of your duty to prevent illegal working set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006.

You have requested an ECS check

This means that you contacted the Employer Checking Service to verify the right to work in the UK of the named person below.

Our response:

1	**Who we have checked and for what type of work**	**Name:** **Date of Birth:** **Nationality:**
2	**Outcome of our check**	**This person is permitted to work subject to the restrictions in section 4**
3	**Expiry date of our check**	The result of this check is valid for 6 months. It expires on **Thursday, December 14, 2023**. You should carry out a follow-up right to work check on this person **on or before** this date.
4	**Work restrictions**	Student: A maximum of 20 hrs per week during term time. No Self Employment.
5	**What this means**	This **Positive Verification Notice** will provide you with **a time-limited statutory excuse, for 6 months,** against liability for a civil penalty in respect of this person. You must retain this Notice. If this person has provided you with an Application Registration Card (ARC) or a Certificate of Application, you should retain a copy of this document. Information on taking on additional employment when sponsored under skilled worker route can be found on www.gov.uk

Further RTW Documentation

If a candidate's immigration status is:

- ARC: Student = no term times needed.
- Graduate = no term times needed.
- Student dependent partner = no term times needed.
- Settled/Pre-settled status (in full time education) = no term times needed.

BRPs are NOT proof of RTW:

If a candidate has a Biometric Residence Permit, they will need to obtain a share code from the Home Office website.

UK GOVERNMENT
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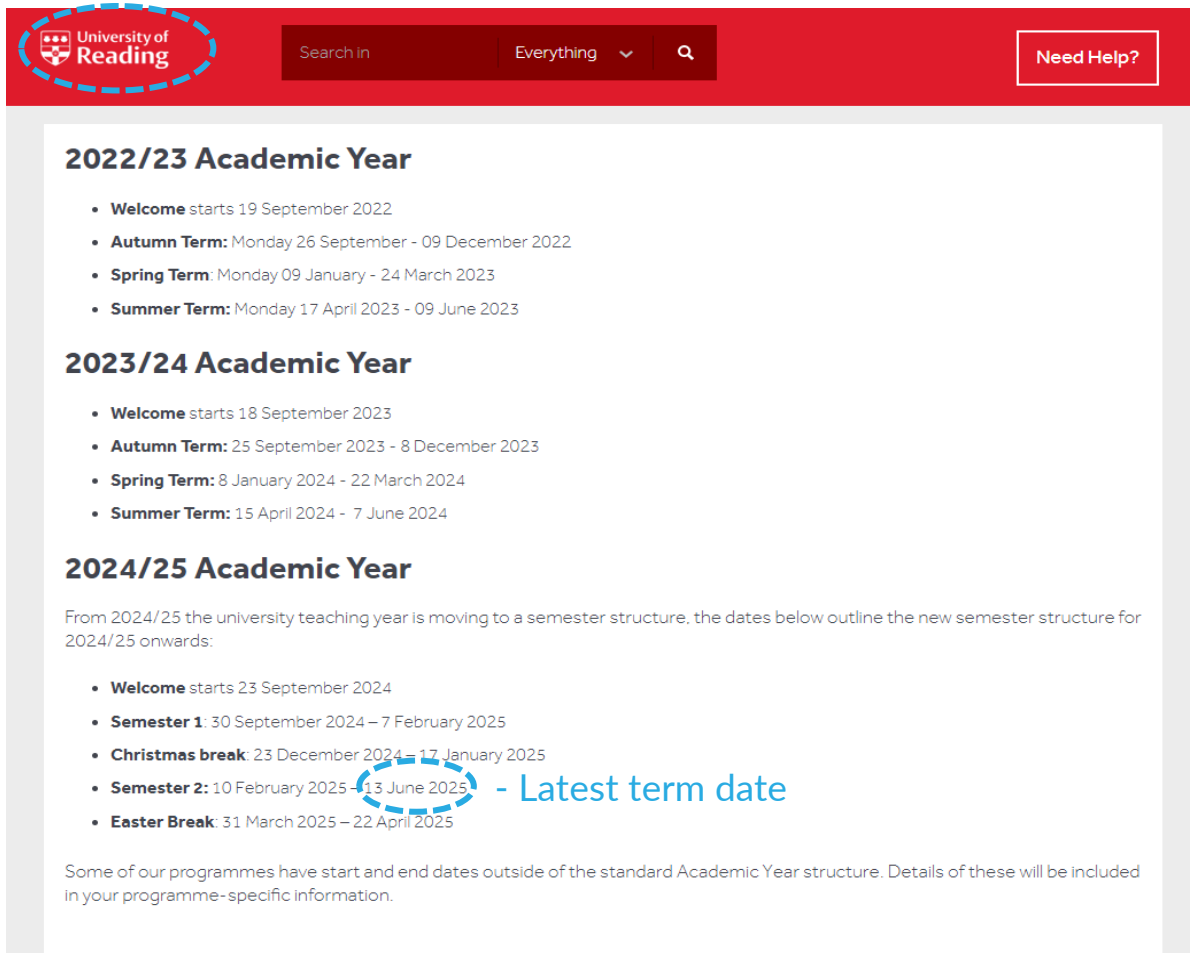
Evidence of Term Time

Examples of Acceptable Evidence

- University name



This would be accepted as evidence of term time until 13th June 2025.

This document is current, shows full term and vacation dates and contains the university name.

Examples of Acceptable Evidence

https://www.royalholloway.ac.uk/about-us/more/term-dates/

- University name in URL

Autumn Term	Monday 19 September to Friday 9 December 2022
Spring Term	Monday 9 January to Friday 24 March 2023
Summer Term	Monday 24 April to Friday 9 June 2023
Winter Graduation	Tuesday 13 to Friday 16 December 2022
Summer Graduation	Monday 10 to Monday 17 July 2023

2023-24

Autumn Term	Monday 18 September to Friday 8 December 2023
Spring Term	Monday 8 January to Thursday 28 March 2024
Summer Term	Monday 29 April to Friday 7 June 2024
Winter Graduation	Monday 11 to Friday 15 December 2023

- Latest term date

This would again be accepted as evidence of term time, until 7th June 2024.

Although this university website does not contain the university name in the image, it is included in the URL.

Examples of Acceptable Evidence

- University name

10th June 2023

Dear Sir/Madam,

I can confirm that the following student is enrolled with the University of Southampton as a full-time student. Their course began on 24th September 2022 and is due to be completed on 14th June 2025.

Name:

Date of birth:

Student number:

Course title: Computer Engineering (BEng)

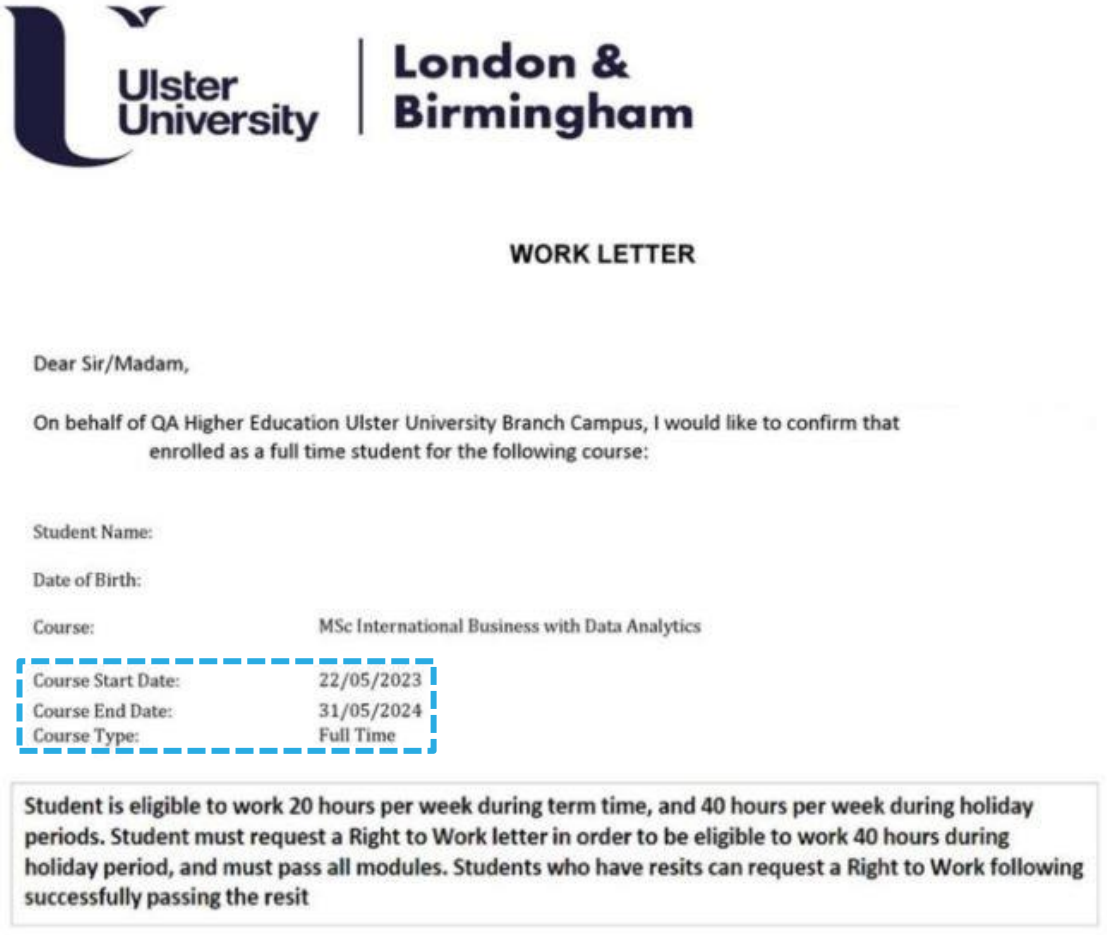
Please see the academic term dates for this student as listed below:

2022/23	Semester 1: 26/09/2022 to 17/12/2022
	Semester 2: 09/01/2023 to 25/03/2023
	Semester 3: 24/04/2023 to 17/06/2023
2023/24	
	Semester 1: 25/09/2023 to 16/12/2023
	Semester 2: 08/01/2024 to 23/03/2024
	Semester 3: 22/04/2024 to 15/06/2024
2024/25	
	Semester 1: 21/09/2024 to 14/12/2024
	Semester 2: 06/01/2025 to 29/03/2025
	Semester 3: 28/04/2025 to 14/06/2025

- Latest term date

TrustID can accept this letter as it is current, states the university name and full term and vacation dates for the student's course.

Examples of Acceptable Evidence



Ulster University | London & Birmingham

WORK LETTER

Dear Sir/Madam,

On behalf of QA Higher Education Ulster University Branch Campus, I would like to confirm that enrolled as a full time student for the following course:

Student Name:

Date of Birth:

Course: MSc International Business with Data Analytics

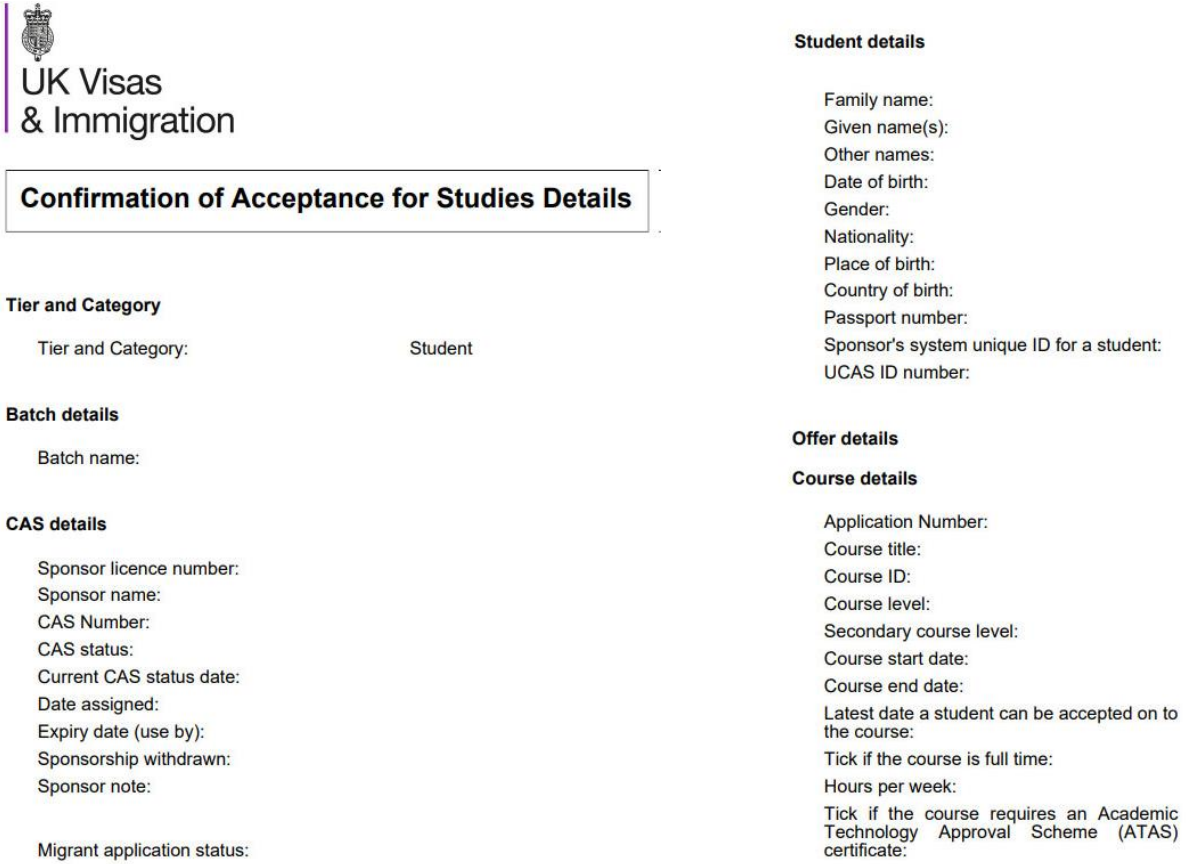
Course Start Date: 22/05/2023
Course End Date: 31/05/2024
Course Type: Full Time

Student is eligible to work 20 hours per week during term time, and 40 hours per week during holiday periods. Student must request a Right to Work letter in order to be eligible to work 40 hours during holiday period, and must pass all modules. Students who have resits can request a Right to Work following successfully passing the resit

This would be accepted as it contains the university name, and the course is approximately a year long.

Please note TrustID can accept courses that are slightly over a year without term dates, for example an additional 2-4 weeks could be permitted, such as 14th May 2023 – 31st May 2024 / 1st January 2023 – 31st January 2024.

Examples of Acceptable Evidence



UK Visas
& Immigration

Confirmation of Acceptance for Studies Details

Tier and Category

Tier and Category: Student

Batch details

Batch name:

CAS details

Sponsor licence number:
Sponsor name:
CAS Number:
CAS status:
Current CAS status date:
Date assigned:
Expiry date (use by):
Sponsorship withdrawn:
Sponsor note:

Migrant application status:

Student details

Family name:
Given name(s):
Other names:
Date of birth:
Gender:
Nationality:
Place of birth:
Country of birth:
Passport number:
Sponsor's system unique ID for a student:
UCAS ID number:

Offer details

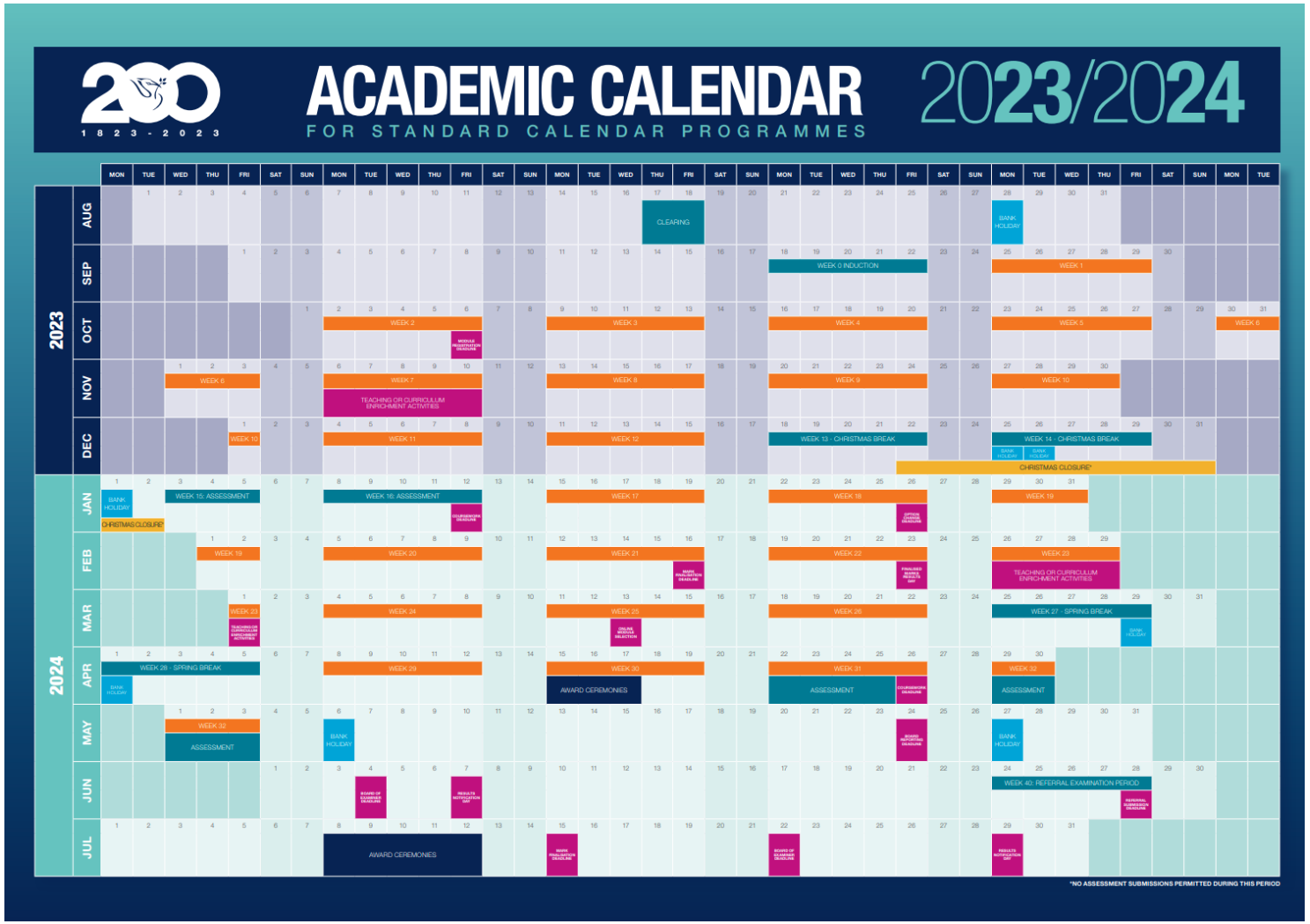
Course details

Application Number:
Course title:
Course ID:
Course level:
Secondary course level:
Course start date:
Course end date:
Latest date a student can be accepted on to the course:
Tick if the course is full time:
Hours per week:
Tick if the course requires an Academic Technology Approval Scheme (ATAS) certificate:

TrustID can accept Confirmation of Acceptance for Studies (CAS) letters IF they contain:

- The candidate's university name
- The candidate is on a one-year course only (this document will not contain term/vacation dates)

Examples of Acceptable Evidence



Academic calendars can be accepted if they state when the student is in and out of term.

Although this calendar does not contain the university name, it does contain the logo, which can be accepted.

TrustID Can Accept University URLs and Logos:

https://www.port.ac.uk/

- Portsmouth University

https://www.arts.ac.uk

- University of Arts London

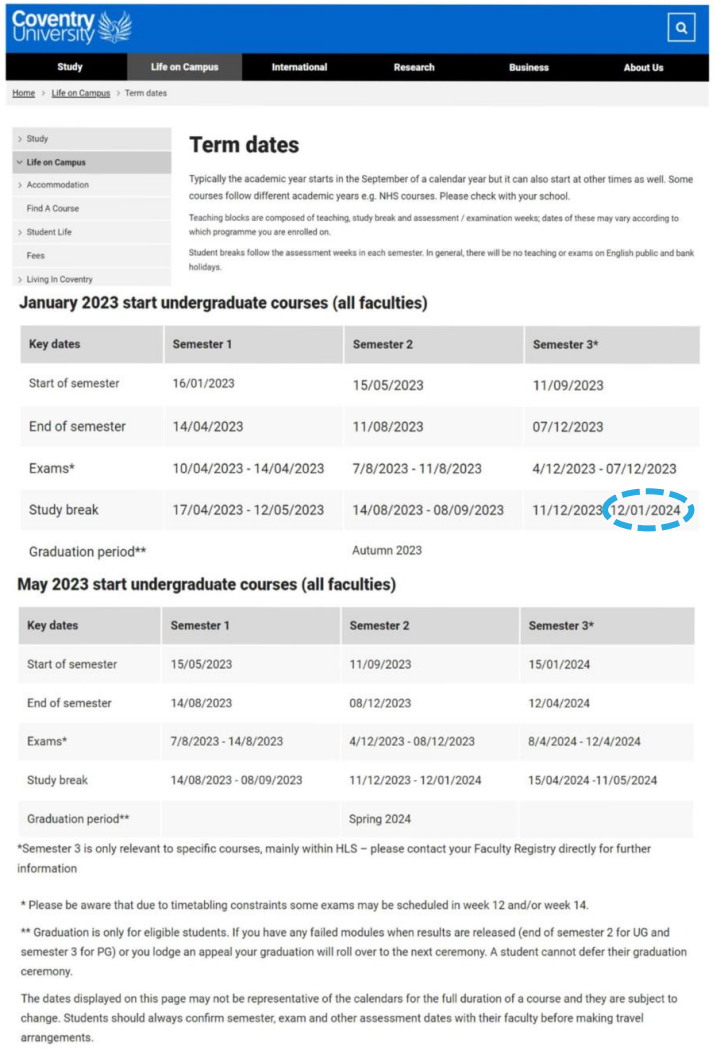
https://www.gla.ac.uk

- University of Glasgow

https://www.aru.ac.uk

- Anglia Ruskin University

Documents Containing Dates for Multiple Courses



Coventry University

Study | Life on Campus | International | Research | Business | About Us

Home > Life on Campus > Term dates

- Study
- Life on Campus
- Accommodation
- Find A Course
- Student Life
- Fees
- Living In Coventry

Term dates

Typically the academic year starts in the September of a calendar year but it can also start at other times as well. Some courses follow different academic years e.g. NHS courses. Please check with your school.

Teaching blocks are composed of teaching, study break and assessment / examination weeks; dates of these may vary according to which programme you are enrolled on.

Student breaks follow the assessment weeks in each semester. In general, there will be no teaching or exams on English public and bank holidays.

January 2023 start undergraduate courses (all faculties)

Key dates	Semester 1	Semester 2	Semester 3*
Start of semester	16/01/2023	15/05/2023	11/09/2023
End of semester	14/04/2023	11/08/2023	07/12/2023
Exams*	10/04/2023 - 14/04/2023	7/8/2023 - 11/8/2023	4/12/2023 - 07/12/2023
Study break	17/04/2023 - 12/05/2023	14/08/2023 - 08/09/2023	11/12/2023 - 12/01/2024
Graduation period**		Autumn 2023	

May 2023 start undergraduate courses (all faculties)

Key dates	Semester 1	Semester 2	Semester 3*
Start of semester	15/05/2023	11/09/2023	15/01/2024
End of semester	14/08/2023	08/12/2023	12/04/2024
Exams*	7/8/2023 - 14/8/2023	4/12/2023 - 08/12/2023	8/4/2024 - 12/4/2024
Study break	14/08/2023 - 08/09/2023	11/12/2023 - 12/01/2024	15/04/2024 -11/05/2024
Graduation period**		Spring 2024	

*Semester 3 is only relevant to specific courses, mainly within HLS – please contact your Faculty Registry directly for further information

* Please be aware that due to timetabling constraints some exams may be scheduled in week 12 and/or week 14.

** Graduation is only for eligible students. If you have any failed modules when results are released (end of semester 2 for UG and semester 3 for PG) or you lodge an appeal your graduation will roll over to the next ceremony. A student cannot defer their graduation ceremony.

The dates displayed on this page may not be representative of the calendars for the full duration of a course and they are subject to change. Students should always confirm semester, exam and other assessment dates with their faculty before making travel arrangements.

This document contains January 2023 start term dates and May 2023 start term dates. In this instance, TrustID would accept the earlier finish date.

A letter can be submitted alongside this document to evidence the start and end dates of the candidate's course.

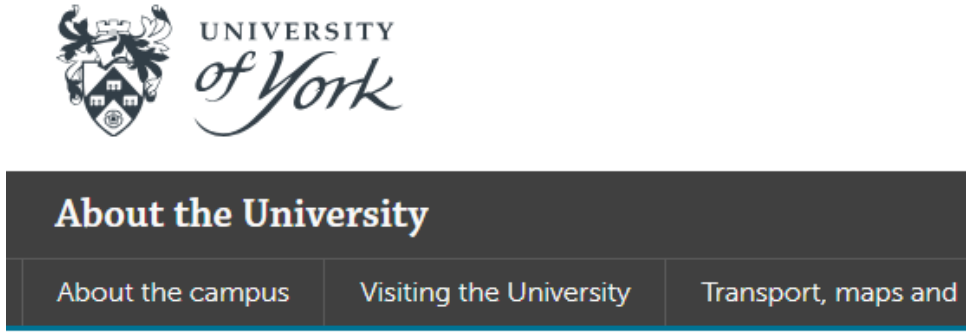
Examples of **Unacceptable** Evidence

Semester 2

Monday 16 January 2023 - Friday 26 May 2023

Date	Event
9 January 2023 - 15 January 2023	Welcome
16 January 2023 - 31 March 2023	Teaching (weeks 13-23)
	Vacation (3 weeks)
24 April 2023 - 26 May 2023	Examinations (weeks 24 -28)
21-23 June 2023 (subject to change due to Covid-19)	Graduation
3 July 2023 - 14 July 2023	Resit examinations

NO university name featured on any of the submitted documents.



UNIVERSITY of York

About the University

About the campus | Visiting the University | Transport, maps and

> About the University > Term dates

Term dates

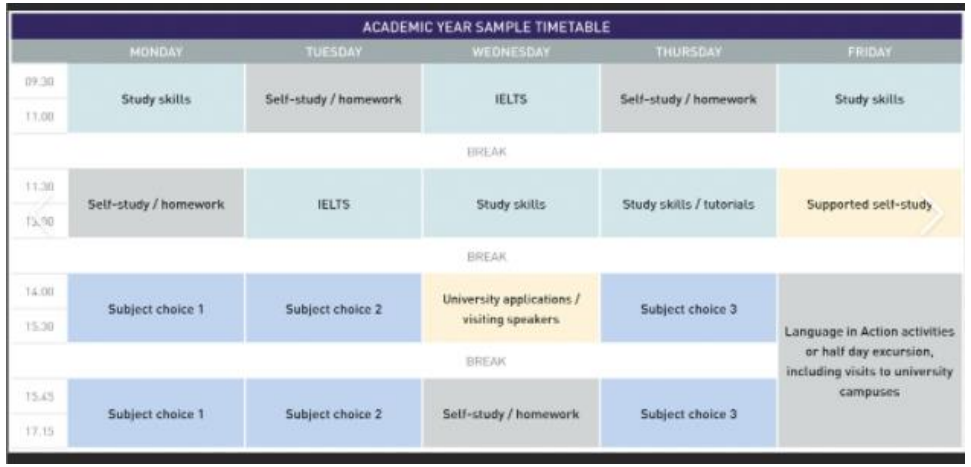
Current term dates

2022/2023

- **Autumn Term**: 26 September 2022 - 2 December 2022
- **Spring Term**: 9 January 2023 - 17 March 2023

Last term date is not current (it is in the past)

Examples of **Unacceptable** Evidence



ACADEMIC YEAR SAMPLE TIMETABLE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
09.30 – 11.00	Study skills	Self-study / homework	IELTS	Self-study / homework	Study skills
			BREAK		
11.30 – 13.00	Self-study / homework	IELTS	Study skills	Study skills / tutorials	Supported self-study
			BREAK		
14.00 – 15.30	Subject choice 1	Subject choice 2	University applications / visiting speakers	Subject choice 3	Language in Action activities or half day excursion, including visits to university campuses
			BREAK		
15.45 – 17.15	Subject choice 1	Subject choice 2	Self-study / homework	Subject choice 3	

Class schedules, timetables and hand filled letters cannot be accepted as evidence of term time.

Day	Location	8.30-10.30	10.30-12.30	12.30-2.30	2.30-4.30
Saturday	D 219		Group 5 Dentistry MS/ Toqa	Group 7 Dentistry MS/ Toqa	
	D 420		Group 6 Dentistry MS/ sylvia	Group 8 Dentistry MS/ Sylvia	
Sunday	D 219	Group 1 Dentistry MS/ Toqa, MR/ Mohamed	Group 3 Dentistry MS/ Toqa, MS/ Nada		
	G 619	Group 2 Dentistry MS/ Nada, MS Sylvia	Group 4 Dentistry MR/ Mohamed, MS/ Sylvia		
Monday	D 219	Graduates group (1) MS/ Mariam, MS/ Ranya, MS/Toqa			Group 1 Languages MS/ Ranya, MR/ Mohamed
	D 420	Graduates group (2) MR/ Mohamed, MS/ Nada			Group 2 Languages MS/ Sylvia, MS/ Mariam
Tuesday	D 219	Group 1 Tourism MS/ Nada, MS/ Mariam			Group 3 Languages MS/ Ranya, MS/Sylvia
	G 619				Group 4 Languages MS/ Mariam, MS/ Toqa
Wednesday	D 219	Group 1 Arts & Design MR/ Mohamed, MS/ Mariam	Group 3 Arts & Design MS/ Mariam, MR/ Mohamed	Group 5 Arts & Design MR/ Mohamed, MS/ Sylvia	Group 7 Arts & Design MS/ Sylvia, MR/ Mohamed
	D 420	Group 2 Arts & Design MS/ Ranya, MS/ Nada	Group 4 Arts & Design MS/ Nada, MS/ Ranya	Group 6 Arts & Design MS/ Nada, MS/ mariam	
		Group Architectural Eng. (UCS1) E 530 MS/ Toqa	Group 1 Architectural Eng. (UCS01) E 521 MS/ Sylvia, MS/ Toqa	Group 2 Architectural Eng. (UCS01) E 521 MS/ Ranya, MS/ Toqa	
Thursday	D 219	Group 2 Tourism MS/ Nada, MS/ Ranya	Group 3 Allied Med. Sci. MS/ Mariam, MS/ Ranya		Group 5 Languages MR/ Mohamed, MS/ Ranya
	G 619				Group 6 Languages MS/ Mariam, MS/ Nada

Example Template of Letter of Enrollment

[OFFICIAL UNIVERSITY LETTERHEAD]

Date

This is to certify that __(Student's Full Name)___ is enrolled as a full-time student for the __(Spring/Summer/Fall/Winter) (Year)_____ semester, pursuing a ___(Bachelor's/Master's/PhD)__ degree in __(Field of study)__.

The student has been enrolled since __(Semester and Year)___ and is expected to complete their degree by __(Month and Year)__.

Examples of **Unacceptable** Evidence

Ulster University | London & Birmingham

WORK LETTER

Dear Sir/Madam,

On behalf of QA Higher Education Ulster University Branch Campus, I would like to confirm that enrolled as a full time student for the following course:

Student Name:

Date of Birth:

Course: MSc International Business with Data Analytics

Course Start Date:	22/05/2023
Course End Date:	31/05/2024
Course Type:	Full Time

Student is eligible to work 20 hours per week during term time, and 40 hours per week during holiday periods. Student must request a Right to Work letter in order to be eligible to work 40 hours during holiday period, and must pass all modules. Students who have resits can request a Right to Work following successfully passing the resit

Course Start Date:	16/01/2023
Course End Date:	31/05/2024
Course Type:	Full Time

This document would be rejected as this course is over a year long and does not contain any term/vacation dates

Examples of **Unacceptable** Evidence

University of Kent

University of Kent Academic Year and Term Dates 2024-2025

Academic Year 16 September 2024 – 14 September 2025

The academic year is split into terms during which the student is expected to engage with study. The length and pattern of the terms depend on the type of programme the student is following. The period between each of the terms is a vacation period. The University will be closed over the Christmas period.

Undergraduate Programme Term Dates 2024-2025

Welcome Week	16 September 2024	20 September 2024
Autumn Term	23 September 2024	13 December 2024
Spring Term	13 January 2025	4 April 2025
Summer Term	5 May 2025	13 June 2025

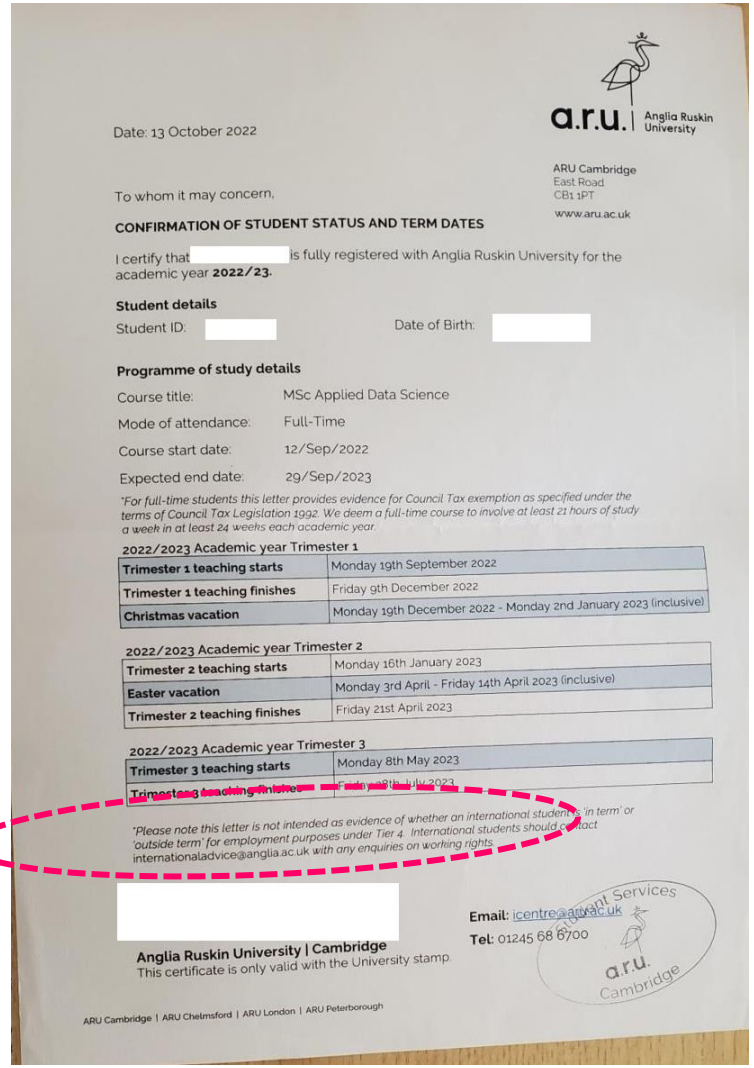
Postgraduate Taught Programme Term Dates 2024-2025

Welcome Week	16 September 2024	20 September 2024
Autumn Term	23 September 2024	13 December 2024
Spring Term	13 January 2025	4 April 2025
Summer Term	5 May 2025	14 September 2025

If the check is performed before 16th September 2024, this would be rejected as the evidenced dates would not be current.

EXCEPTION – TrustID could accept this, IF an additional document is provided alongside a letter stating that the candidate will start their course on the given date.

Examples of **Unacceptable** Evidence



Date: 13 October 2022

a.r.u. | Anglia Ruskin University

ARU Cambridge
East Road
CB1 1PT
www.aru.ac.uk

To whom it may concern,

CONFIRMATION OF STUDENT STATUS AND TERM DATES

I certify that [redacted] is fully registered with Anglia Ruskin University for the academic year **2022/23.**

Student details

Student ID: [redacted] Date of Birth: [redacted]

Programme of study details

Course title: MSc Applied Data Science

Mode of attendance: Full-Time

Course start date: 12/Sep/2022

Expected end date: 29/Sep/2023

**For full-time students this letter provides evidence for Council Tax exemption as specified under the terms of Council Tax Legislation 1992. We deem a full-time course to involve at least 21 hours of study a week in at least 24 weeks each academic year.*

2022/2023 Academic year Trimester 1

Trimester 1 teaching starts	Monday 19th September 2022
Trimester 1 teaching finishes	Friday 9th December 2022
Christmas vacation	Monday 19th December 2022 - Monday 2nd January 2023 (inclusive)

2022/2023 Academic year Trimester 2

Trimester 2 teaching starts	Monday 16th January 2023
Easter vacation	Monday 3rd April - Friday 14th April 2023 (inclusive)
Trimester 2 teaching finishes	Friday 21st April 2023

2022/2023 Academic year Trimester 3

Trimester 3 teaching starts	Monday 8th May 2023
Trimester 3 teaching finishes	[illegible]

**Please note this letter is not intended as evidence of whether an international student is 'in term' or 'outside term' for employment purposes under Tier 4. International students should contact internationaladvice@anglia.ac.uk with any enquiries on working rights.*

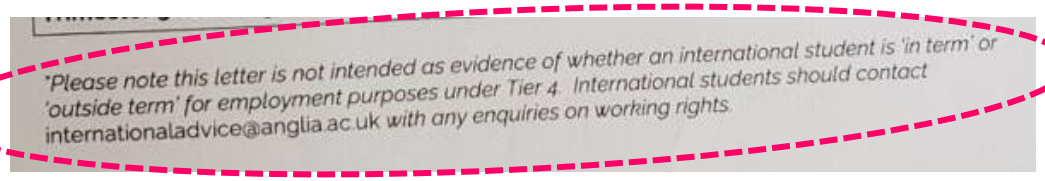
[redacted]

Anglia Ruskin University | Cambridge
This certificate is only valid with the University stamp.

Email: icentre@aru.ac.uk
Tel: 01245 68 6700

Student Services a.r.u. Cambridge

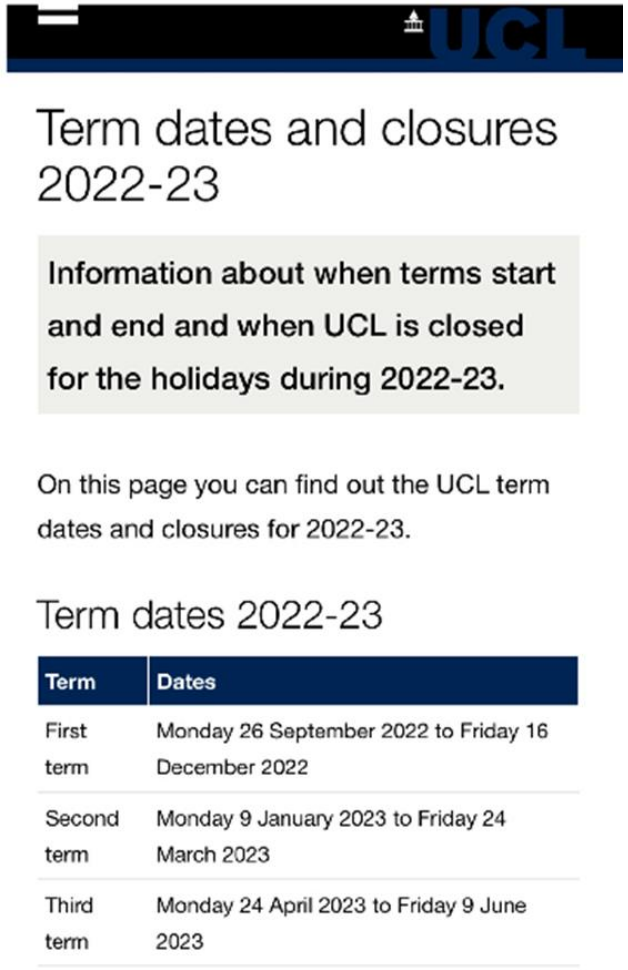
ARU Cambridge | ARU Chelmsford | ARU London | ARU Peterborough



**Please note this letter is not intended as evidence of whether an international student is 'in term' or 'outside term' for employment purposes under Tier 4. International students should contact internationaladvice@anglia.ac.uk with any enquiries on working rights.*

TrustID cannot accept this letter as it states that the dates cannot be used for employment purposes. The candidate will need to obtain evidence that can be permitted for work purposes.

This Evidence Depends on the Visa/Share Code Expiry Date…



UCL

Term dates and closures 2022-23

Information about when terms start and end and when UCL is closed for the holidays during 2022-23.

On this page you can find out the UCL term dates and closures for 2022-23.

Term dates 2022-23

Term	Dates
First term	Monday 26 September 2022 to Friday 16 December 2022
Second term	Monday 9 January 2023 to Friday 24 March 2023
Third term	Monday 24 April 2023 to Friday 9 June 2023

If the share code expiry is within 6 months of 9th June, TrustID can accept this as full evidence.

If the share code expiry is more than 6 months after the 9th June, TrustID would reject this and ask for further term dates.

TrustID Can Accept

- ✓ Evidence of term-times documents can be accepted if they clearly state the University name, are current and in-date, regardless of how far into the future they have evidenced. As long as the term-times dates evidence the current date when processing the RTW check, they can be accepted with a term-time follow up date.
- ✓ We now accept ‘expected’ and confirmed course completion dates providing this aligns with the candidate’s grace period / leave to remain, and regardless of when the Term Time letter is dated.

TrustID Cannot Accept

- ✓ University letters only stating the start and end date of the course (if it is over a year)
- ✓ Documents where the website link is given instead of the term dates (please instead submit a screenshot of the dates)
- ✓ The course graduation date cannot be included as a term date
- ✓ University class timetables.

If the candidate has completed their course:

They can submit:

- ✓ Term dates which evidence up to the course completion date / end of their course.
- ✓ Their course completion/graduation certificate stating their name, university and completion/award date.
- ✓ A letter from the university stating their name and official course completion date.
- ✓ A letter evidencing an expected end date, which has passed.

If the candidate is on placement:

They can submit:

- ✓ A letter from the placement company stating the university name and start and end date of the placement.
- ✓ A letter from the university stating the placement company and start and end date of the placement

If the candidate has completed their course EARLY:

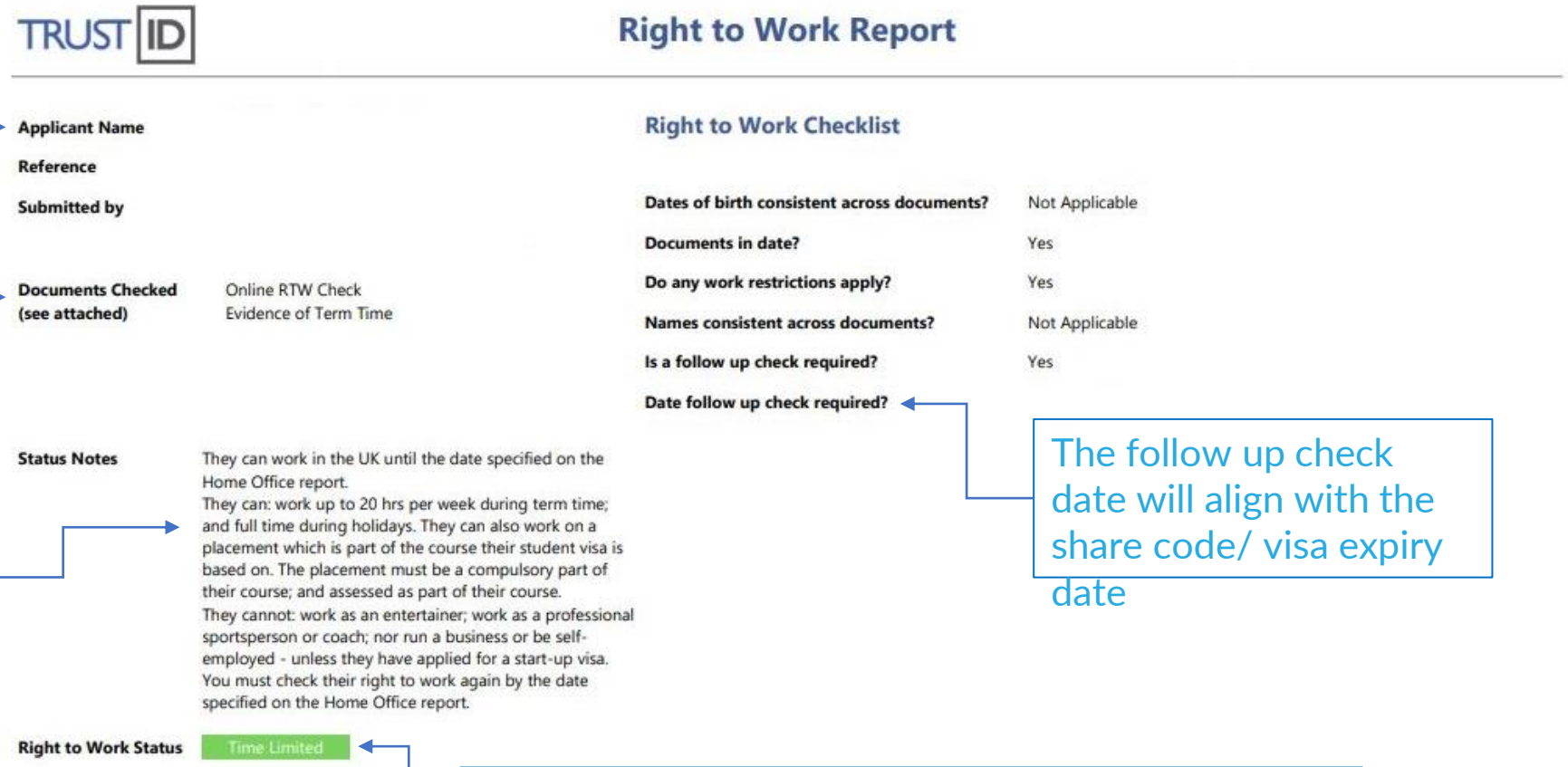
They will need to contact their university to request the Home Office updates their leave to remain. The Home Office will update their share code end date.

TrustID Reports

Applicant and Company details are found here

Candidate's submitted documents listed here

Status notes of the RTW check here



TRUST ID

Right to Work Report

Applicant Name

Reference

Submitted by

Documents Checked (see attached) Online RTW Check, Evidence of Term Time

Status Notes They can work in the UK until the date specified on the Home Office report.
They can: work up to 20 hrs per week during term time; and full time during holidays. They can also work on a placement which is part of the course their student visa is based on. The placement must be a compulsory part of their course; and assessed as part of their course.
They cannot: work as an entertainer; work as a professional sportsperson or coach; nor run a business or be self-employed - unless they have applied for a start-up visa.
You must check their right to work again by the date specified on the Home Office report.

Right to Work Status Time Limited

Right to Work Checklist

Dates of birth consistent across documents?	Not Applicable
Documents in date?	Yes
Do any work restrictions apply?	Yes
Names consistent across documents?	Not Applicable
Is a follow up check required?	Yes
Date follow up check required?	

The follow up check date will align with the share code/ visa expiry date

A student RTW will be Time Limited if it is accepted