

# College Tier 4 Monitoring Service

## How to inform the service when you engage a student

The College Tier 4 Monitoring Service creates a centralised record of all Tier 4 student work engagements, which is used to prevent students from working more hours than is permitted by their Tier 4 visa, particularly when working at multiple colleges, or at both a college and the University.

When a University sponsored Tier 4 student is engaged to undertake paid work, the employing college should immediately inform the College Tier 4 Monitoring Service, by emailing [collegetier4@admin.ox.ac.uk](mailto:collegetier4@admin.ox.ac.uk) and include the following information. Alternatively, if you would like to provide a list of multiple Tier 4 student work engagements, please use the [Tier 4 Engagement list template](#).

ABOUT THE STUDENT:	
Student Name	Please provide the full name, as it appears on the student's passport/ RTW documentation.
Student Number	The student number is found above the expiry date on the student's University card.
Has the student declared any other work on their <a href="#">Tier 4 Student Employment Declaration</a> (Yes/ No)?	A completed Tier 4 Student Employment Declaration form is required as part of the right to work check.
If Yes, please confirm the number of hours they have declared, the period of employment and whether the work is for another college, a University department, or external employer.	Please inform the service of the number of hours stated on the Employment Declaration form and provide as much information as possible. We will contact the student directly for clarification if needed. We do not need the names of external employers.
ABOUT THE ENGAGEMENT:	
Job Title	If the student is undertaking multiple engagements with the same job title, please provide enough detail to distinguish the engagements from each other, e.g. Tutor (English).
Start date	The earliest date on which any work will be completed.
Expected end date	The latest date on which any work will be completed. In instances where this is unclear in advance, it may be appropriate to use the end of term.
Will the hours of work vary from week to week during the above dates?	Only answer 'No' if the hours are the same every single week.
Is there a maximum number of hours the student will work in any given week? (if yes, please confirm the No. of hours)	If the student has regular working hours, please enter the number of hours they work.  If the student has variable hours, but there is a maximum number of hours they would be allocated in any week (other than as permitted by their visa), please detail it here.

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## Why is this information required?

The College Tier 4 Monitoring Service uses the information provided to identify arrangements which might lead the student to exceed their Tier 4 visa work restrictions.

The information provided on the student helps the service to locate the student's record in Evision, which in turn helps the team to identify if the student already has engagements with other colleges or is being paid via the University's casual payroll.

Details of any other work the student declared are used to identify engagements with other colleges that have not been reported to the service and to determine appropriate controls, to help prevent the student's combined hours from exceeding the visa restrictions.

Details of the engagement are entered into the College Tier 4 Monitoring Service system, which then alerts the service team if the student has multiple engagements which overlap.

In instances where the student is undertaking work through multiple employers, the information on the hours of work is used to ensure appropriate controls can be put in place at each employer.

## Will this information be shared?

In short, No. This information is held on the College Tier 4 Monitoring Service system, accessible to teams within the Personnel Services function.

The College Tier 4 Monitoring Service will never share details of student engagements between employing colleges. The type of work being undertaken and the identity of any other employers will always remain confidential. The only information shared will concern the number of hours the student has committed to elsewhere, for the purposes of determining any appropriate controls.

For further information on the College Tier 4 Monitoring Service, please visit the website:

[www.admin.ox.ac.uk/personnel/permits/t4collegehrs/college](http://www.admin.ox.ac.uk/personnel/permits/t4collegehrs/college)