



# Guide for International Staff

# Contents



Welcome to Liverpool John Moores University	<u>3</u>
Equality and Diversity at LJMU	<u>4</u>
Working and Living in the UK	<u>5</u>
Before you arrive	<u>6</u>
Permission to work	<u>6</u>
Visas	<u>6</u>
Certificate of Sponsorship	<u>8</u>
UK Tax and National Insurance Information	<u>8</u>
National Insurance number	<u>8</u>
Income Tax	<u>8</u>
Bank accounts	<u>8</u>
When you arrive	<u>9</u>
Register with the police	<u>9</u>
Register with the National Health Service (NHS)	<u>9</u>
Register with a doctor	<u>9</u>
Register with a dentist	<u>9</u>
NHS Prescription charges	<u>10</u>
Driving	<u>10</u>
Accommodation	<u>10</u>
Mortgages	<u>10</u>
Utilities (gas, electricity, water)	<u>11</u>
Council Tax	<u>11</u>
Useful Contacts	<u>12</u>
LJMU contacts	<u>12</u>
General contacts	<u>12</u>

# Welcome to Liverpool John Moores University



**Coming to work at the University from another country is an exciting step. This guide has been produced to provide practical assistance to new members of staff to give you all the information you may need to make your move to the University, Liverpool and the UK as smooth as possible.**

It covers a wide range of issues, both personal and work-related. You can browse the general section on Liverpool, or familiarise yourself with information on what you need to do before you arrive, things you need to consider in your first few weeks in the UK and general things to consider when living in the UK.

For more information, visit our [Human Resources website](#) where you will obtain access to an A-Z Staff Handbook has been developed to provide new starters with the essential information required for working at Liverpool John Moores University and also a Staff Benefits Booklet which will provide useful information on a variety of issues including an additional annual leave scheme; flexible working; time off for dependants; cycle to work scheme; season ticket loans; car parking to name a few.

## Equality and Diversity at LJMU



**Liverpool John Moores University (LJMU) promotes an environment where everyone is treated equally and with dignity and respect.**

Our equality and diversity policies embrace staff, students, visitors, contractors, partners, in fact everyone that is associated with the University. We operate a policy of zero tolerance towards any form of discrimination or harassment in line with the requirements of the Equality Act 2010 and European Union anti-discriminatory legislation.

The University recognises the valuable contribution made by staff and students to learning, teaching, support services, research, consultancy, enterprise, widening participation, administration and management. However, LJMU expects these contributions to be made equitably and without regard to gender, race, colour, ethnic or national origins, age, disability, sexual orientation, religion, belief or other relevant distinction.

Action will be taken against anyone breaking the University's equality and diversity policies.

For more details visit the [LJMU Equal Opportunities website](#) or refer to our [Equality and Diversity Guide](#).

## Working and Living in the UK



**The following information is intended to help you plan and undertake necessary activities prior to travelling to your new post in the UK and help you identify the main things you need to consider before, and immediately after your arrival.**

## Before you arrive



### Permission to work

If you are not a citizen of one of the European Economic Area (EEA) countries or Switzerland, you may need to apply for a visa before you are legally allowed to commence work in the UK.

If you are unsure as to whether you need a visa, check on the [UK Border Agency website](#).

**It is your responsibility to ensure you comply with the regulations and/or restrictions of your visa as set out by the UK Border Agency.**

### Visas

Below is a summary of the UK Government's Points Based System (PBS) for migrant workers to help you assess which type of application is most appropriate for you.

Your application for permission to work at the University can be made under one of two schemes.

#### **Tier 1 Highly Skilled Workers (HSW)**

If you are considering making a Tier 1 application, we strongly advise you to consult the [UK Borders Agency](#) web site for guidance use their online [calculator](#) to check if you would score sufficient points to justify a Tier 1 application.

This scheme applies to workers who will be required to use a high-level of skill in their employment. The interpretation of "Highly Skilled" generally relates to employment requiring qualifications at a Masters level or above.

#### **Tier 2 Sponsored Skilled Workers (SSW)**

The permission is associated with a single job. If that job ends (e.g. the job is on a fixed term contract and the end date is reached), your permission to work will also end.

It may be possible to get an extension to the Tier 2 SSW permission if, before the job finishes, you have a further job offer with the University for the same type of work at the same salary level.

## Advantages of the Tier 1

It is not associated with a particular job. Therefore, if you are coming to the University to work on a fixed term contract, you will not be required to leave the country when that contract finishes.

If your employment contract ends while you have a Tier 1 work permission, you can take up any subsequent jobs until the end date of your permission without having to make a new work permission application.

The Tier 1 work permission is normally granted for 60 months (5 years). At the end of this period, you can apply to the UK Immigration Authority for Indefinite Leave to Remain in the UK.

## Main conditions for Tier 2

The Tier 2 work permission and entry clearance will be limited to three years. Subsequently (and for an additional fee) you may apply for an extension for up to two years.

You have a higher chance of gaining a Tier 2 work permission status if you have qualifications equivalent to at least UK NVQ level 3 (sub-first degree) standard. You will be given additional points for a first degree and subsequently for a PhD

You have a higher chance of gaining a Tier 2 work permission status if the post has a salary of at least £17,000 a year or an even higher chance if the post has a higher earnings level up to £24,000 a year.

## Other aspects of Tier 1 HSW permission to work

**Costs** The cost of a Tier 1 HSW application from outside the UK is £600 or £750 if you are already resident within the UK. If you are currently on the pre-existing Highly Skilled Migrant Programme work permit, the transfer fee is £200 outside the UK or £350 inside the UK.

**English language and experience of the UK** Your chances of getting Tier 1 permission will be higher if you have a recognised English language qualification, or have been taught a subject in the English language and/or you have previously worked in the UK and have earned at least £16,000 a year.

**Previous earnings** You will have to show that your skills have enabled you to earn at least the equivalent of £20,000 a year in a period before your application.

**Spouse or dependents** You may apply for a spouse or dependent (up to age 18) to have work permission status as part of your Tier 1 HSW application free of charge. A subsequent application for a dependent or spouse is £395.

**Available funds** You have to show that you have available financial funds of at least £800 if you are already in the UK or at least £2,800 if you are currently outside the UK.

## Other aspects of Tier 2 SSW permission to work

**English language and experience of the UK** Your chances of gaining a Tier 2 permission will be higher if you have a recognised English language qualification, or have been taught a subject in English.

**Available funds** Once a post has been sponsored under Tier 2 SSW, to gain an entry permit you will have to show that you have available financial funds of at least £800 when you arrive in the UK. This may involve showing evidence of your bank account statements to the local UK embassy.

The above information is for general guidance only. The information is summary, and the actual conditions and criteria are subject to change at short notice. You are strongly advised to visit the [UK Borders Agency](#) web site to gain the latest information.

## **Certificate of Sponsorship**

Should you require a Certificate of Sponsorship in order to take up the post you will need to meet the UK Border Agency Tier 2 Points Based Criteria. Use the [UK Border Agency self assessment tool](#) to see if you are eligible.

You should also be aware that you may be required to undertake an English Language test prior to commencing work at the University. Visit the [Home Office website](#) for details of approved tests.

## **UK Tax and National Insurance Information**

### **National Insurance Number**

As an employee in this country, you are required to pay tax and national insurance. You must therefore apply for a National Insurance Number from Her Majesty's Revenue and Customs (HMRC). For more information visit the [HM Revenue and Customs website](#).

### **Income Tax**

Income arising in the United Kingdom is liable to UK income tax by Her Majesty's Revenue and Customs. Income tax will automatically be deducted from your salary (along with National Insurance) each month and the amount deducted will be shown on your pay slip (available on-line). The amount deducted will be based on your gross income and the more you earn the more you pay. The tax code which appears on your pay advice is determined by her Majesty's Revenue and Customs and relates directly to the amount of tax you pay. For further information on tax and salary deductions, including national insurance, please contact the Payroll Department on +44 (0)151 904 6425.

### **Bank accounts**

The rules and regulations for opening a bank account in the UK are very strict and you may find the experience challenging. Most banks in the UK are open between 9.30 a.m. and 4.30 p.m. and some on Saturday mornings.

Whichever bank you choose to open an account with, you will need to take a number of original documents to confirm your identity. These may include your passport, National Identity Card, Residence Permit issued by the Home Office to EU Nationals, Driving Licence, Tenancy Agreement, a letter from your employer in the UK confirming your address and proof of your previous address in the country you came from. (Please note banks **will not** accept photocopies).



## When you arrive



### Register with the police

After you arrive in the United Kingdom, you may need to register your stay with the police. If you need to register, this requirement will be written in your passport and you will need to register **within seven days** of your arrival in the United Kingdom. Failure to do so, may result in prosecution and you could be fined £5000 and/or receive six months imprisonment.

Registering will cost **£34.00** and you will need your passport or travel document, two passport sized photographs, and confirmation of your status in the UK (i.e. study letter, work permit/employment letter).

For further information, visit the [Merseyside Police website](#).

### Register with the National Health Service (NHS)

The National Health Service is a free, publicly funded (by national insurance contributions) healthcare system available to anyone living within the UK. This means that those who need the services of the medical profession (for example, ambulance, local doctors, hospitals, midwives, nurses etc.) can obtain it free of charge if living in the UK. For more information on the National Health Service visit the [website](#) or the [Department of Health website](#).

### Register with a Doctor

As soon as you arrive in the UK and find accommodation, it is important to register with a doctor in the area where you live. Do not wait until you are ill. In the UK, doctors are also referred to as a G.P. which stands for 'General Practitioner'.

In order to find a G.P. near to where you live, visit the [NHS website](#). When you have registered, you will receive a personal NHS number. You need to keep this safe.

### Register with a Dentist

You can register with a dentist the same way as you register with a doctor. You can find a dentist in your area by visiting the [NHS website](#).

You should be aware that dental treatment can be very expensive so check that the dentist with whom you wish to register offers NHS treatment. You will still have to pay towards your treatment but it will be much less than costs for private care.

### **NHS Prescription Charges**

If your G.P. decides there is a need to prescribe medication for you, he/she will issue you with a prescription which you will need to take to a pharmacist for dispensing. The current cost (as of April 1 2011) is £7.40 for each separate item prescribed. There are some exemptions for drugs needed for specified illnesses such as cancer, but the general rule is that if you are employed, then you will be required to pay.

### **Driving**

In the UK, we drive on the left hand side of the road and in general. Anyone driving a vehicle in the UK must:

- Have a valid, current licence to drive that type of vehicle
- Be covered by insurance to drive that specific vehicle
- Ensure that the vehicle is registered in the owner's name
- Have valid road tax
- Have a valid MOT Certificate for a vehicle which is 3 years old or more
- Register the car if it is to be driven in the UK for six months or more

Before driving any vehicle (car, motorbike, van etc.) in England, Scotland, Wales and Northern Ireland, you should check that you meet all the legal requirements which apply (a) to the driver and (b) to the vehicle; and that you are aware of the correct procedures, which may be very different from your home country.

Detailed information about all aspects of driving in the UK can be found on the [Driver and Vehicle Licensing Authority \(DVLA\) website](#).

### **Accommodation**

**You** will need to organise your own accommodation before arriving in the UK.

### **Mortgages**

If you are considering purchasing a property in the UK other than with cash, check with your bank (or prospective mortgage lender) to see if you are eligible for a mortgage as there may be some restrictions. For example, you may not be permitted to get a mortgage until you have been resident in the UK for at least two years.

For further information, visit the [Direct Gov website](#) or the [British Bankers Association website](#).

## **Utilities (gas, electricity, water)**

When you move in to a property it will usually always have gas, electricity and water supplied, all of which you will have to pay for. Some homes have water meters already installed and you will pay for the amount of water used. Others will have a standard charge (known as water rates) levied which can be paid monthly or quarterly by direct debit. There are numerous suppliers of gas and electricity, you may wish to stay with the supplier chosen by the previous occupants of the property, or you can choose your own.

## **Council Tax**

Council Tax pays for local public services, such as police, refuse collection, maintenance of parks and public spaces, schools and social services. The bigger the property is the more council tax you will pay. Some properties will be exempt from council tax. Each property is given a banding depending on size and location. Bands range from 'A' to 'H' with 'A' being the cheapest band. Council tax is payable whether the property is bought or rented.

If you live alone you are entitled to a 25% discount but **you must contact the local authority** and inform them, they will not automatically deduct 25% unless you tell them.

As soon as you move into a property you must inform your local authority. Council tax bills will be sent out in April and you have the right to pay in 10 monthly instalments. Some may offer discount if all of the council tax is paid at once, at the beginning of the year.

For more information visit the [Liverpool City Council website](#).

## Useful contacts



### LJMU contacts

Human Resources, Liverpool John Moores University

+44 (0)151 904 6114

### General contacts

Emergencies

999

NHS Direct

0845 46 47

Liverpool City Council

<http://www.liverpool.gov.uk/>

Merseyrail

[www.merseyrail.org](http://www.merseyrail.org)

National Rail enquiries

[www.nationalrail.co.uk](http://www.nationalrail.co.uk)

Revenue and Customs)

[www.hmrc.gov.uk/](http://www.hmrc.gov.uk/)

UK Border Agency website

[www.bia.homeoffice.gov.uk](http://www.bia.homeoffice.gov.uk)