



Welcome to Leicester

Information for staff moving to Leicester from the UK and abroad

We are a leading UK university committed to international excellence through the creation of world-changing research and inspirational teaching within an inclusive academic culture. We welcome new staff from countries all over the world and we are committed to promoting diversity and equality of opportunity.

Joining a new place of work is both an exciting and busy time and we aim to make the transition as easy as possible. We have compiled the information below to answer some of the questions frequently asked by new staff, particularly those moving from outside the UK.

If you have any further questions or need additional support please contact the Recruitment Team on +44 (0)116 252 5639 or email: recruitment@le.ac.uk.

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1. UK visas and immigration

The conditions and criteria relating to immigration are complex, and dependent on individual circumstances, so the information provided here is for general guidance only and will be subject to change. If you have a specific query, you are strongly advised to visit the [Home Office UK Visas and Immigration](#) website to obtain the latest information.

Useful links:

- [Check if you need a UK visa](#)
- [Work visas \(Tier 1, Tier 2, Tier 5\)](#)
- [Apply for a UK visa from outside the UK](#)

If you have been offered a position at the University subject to you gaining and continuing to hold the right to work in the UK, please contact the Recruitment Team on +44 (0)116 252 5639 or email recruitment@le.ac.uk to discuss the next steps with your Recruitment Coordinator.

Providing evidence of your right to work in the UK

Once you receive your visa you will need to bring the original document(s) proving your right to work in the UK to the HR Reception *before* you start work. You will not be able to commence employment with the University until you provide these documents.

As a sponsored migrant (Tier 2 or Tier 5) you will have a responsibility to ensure that you keep the University informed of your contact details and of any changes to your personal circumstances which may affect your visa. You will be contacted by HR should we need any further information.

2. Moving to the UK

UK Government services and information

For general information on living in the UK, money and tax, transport, housing, visas and immigration please go to: <https://www.gov.uk/#departments-and-policy>

International researchers

Euraxess UK provides information, support and advice for researchers globally who are looking for new jobs, training and funding.

The Euraxess website provides helpful information and links on a wide range of issues related to living in the UK such as accommodation, schooling for children, family benefits, finance, healthcare, politics, society travel and leisure: <https://euraxess.ec.europa.eu/>

Removal expenses

If you are moving house to live within a reasonable commuting distance to Leicester you may be eligible to claim for a contribution to removal expenses through the University's Relocation Expenses Scheme. To be considered for a claim you must be appointed to a post at Grade 6 or above and your contract must be permanent, or for a fixed term of more than one year.

Members of staff moving within the UK may apply for assistance up to a total equivalent to one twelfth of their annual gross salary. For members of staff living abroad at the time of appointment a maximum entitlement will be determined by the Director of Finance and candidates are expected to initiate discussions at an early date. Claims are normally restricted to domestic and personal belongings and do not extend to cover previous office or work-related property.

Contact the Accounts Payable and Processing Team on accountspayable@le.ac.uk for the relevant application form.

3. Accommodation

Short-term accommodation

The University's Accommodation Office offers a small number of guestrooms for staff and visitors available on a short-term basis at the [Oadby Student Village](#) and [City Living](#) sites.

For more information, please use the contact information below.

Oadby Student Village

Customer Service Manager on
+44 (0) 116 223 1493
osv-reception@le.ac.uk

City Living

Accommodation Office on
+44 (0)116 252 2428
accommodation@le.ac.uk

If you need somewhere to stay for a visit to the UK or whilst you are looking for longer term accommodation, the College Court Conference Centre offers a range of rooms at discounted rates for staff. College Court is located approximately one mile from the University campus. To find out more please visit the [College Court](#) website or call +44 (0) 0116 244 9669.

Long-term accommodation

Renting or buying a property

Monthly rental costs will vary depending upon size and condition of the property, inclusion or exclusion of bills, and proximity to the city centre and the University. Please be aware that deposits are often required when signing private-sector tenancy agreements, which can range from one to two month's rent payable at the time of signing the agreement.

Letting agencies that are a member of a professional body, such as ARLA (Association of Residential Letting Agents) or the National Approved Letting Scheme, have to comply with the body's code of conduct and you can lodge a complaint if things go wrong. If you decide to work with an agency, it is recommended that you look for those that are registered with one of these organisations

Websites such as [Rightmove](#) and [Zoopla](#) can be used to find property to rent and buy in the local area. The [GOV.UK](#) website gives useful information about buying a property in the UK.

If you are signing a tenancy agreement or applying for a mortgage, your agent or mortgage provider may require a letter/reference from your employer confirming contract and salary details. The Division of HR is able to provide this information on request, please contact us on +44 (0)116 252 2439 or email hrradvice@le.ac.uk to let us know your requirements.

4. National Insurance

What is a National Insurance (NI) number?

You will need to pay National Insurance contributions whilst you work for the University of Leicester (subject to earnings). The contributions are collected by HM Revenue and Customs through the payroll system and go towards benefits such as the National Health Service (NHS) and the state pension. You can start work without an NI number but you'll need to apply straightaway and let the Payroll and Pensions Office (payrollandpensions@le.ac.uk) know your number when you receive it.

How do I obtain a National Insurance number?

For further information and to apply for a National Insurance Number please go to: <https://www.gov.uk/apply-national-insurance-number>

5. UK banking

Opening a bank account

You should open a bank account as soon as possible after arriving in Leicester.

To open a bank account, complete an application form (available from the bank) and return it to the bank with any documents they need to see. These usually include:

- Your passport
 - Evidence of your international address (e.g. your international driving licence)
 - Evidence of your UK address (e.g. your tenancy agreement)
 - Proof of employment (e.g. a letter from the University's Division of Human Resources available on request)
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6. Registering with a doctor

When you arrive in Leicester you should register with your local doctor (GP). You can [search the NHS website](#) for a doctor near you.

Victoria Park Health Centre provides primary medical care to students and staff of the University of Leicester living in the local catchment area. You will need your full UK address and telephone number to register. To find out more please go to the [Victoria Park Health Centre webpage](#).

7. Childcare

Childcare in Leicestershire

General information about childcare and schooling in the local area is available from:

- Leicestershire County Council [Education and Learning](#)
- UK Government Services and Information [Department for Education](#)

Parents may be able to take advantage of Government schemes to help with the cost of childcare; to find out more go to: <https://www.gov.uk/get-childcare>

University of Leicester Day Nursery

The University of Leicester Nursery caters for children aged from six weeks to five years and is open to all University of Leicester staff and students. The nursery is located on the main campus.

For more information and contact details go to: <http://www2.le.ac.uk/institution/nursery>

Your comments

Your views are important to us. We welcome your feedback regarding the information and support we provide for new staff, please email your comments to recruitment@le.ac.uk