

## Checklist for Tier 4 Performance Work Placements

If you are on a Tier 4 visa, all your performance opportunities must be processed by RNCM Professional Engagements Team.

**If you undertake a professional performance without informing the RNCM Professional Engagements team you will be breaking the UK immigration law and conditions of your visa which can result in cancellation of your visa and deportation from the country.**

When approached with a performance work placement, paid or unpaid, you must:

- i. Let the organiser know you are on a Tier 4 (General) Visa
- ii. Explain that the RNCM will issue a contract if the work is paid or will require email confirmation by the promoter if the work is unpaid. All practical arrangements should be made with you directly.

Please inform the Professional Engagements Department as soon as possible, providing the following information:

- Date of performance
- Name of Promoter / Organisation and contact details
- Venue
- Time of performance
- Nature of performance/programme e.g. 1 hour lunchtime recital
- Fee

Please note that it takes at least two weeks to complete the contracting process so please confirm the above details with Professional Engagements as soon as you've received them. We do not send you a copy of the contract – you must make arrangements with the venue/promoter yourself.

It is **your** responsibility to provide publicity material to the promoter and to discuss any practical arrangements with them directly.

Payment will be made to the College following the work placement so please provide your bank details to the Professional Engagement Manager so the fee can be transferred into your account. A bank form can be downloaded from Moodle.

You **MUST NOT** be represented by an agent whilst on a Tier 4 (General) Visa.

General information about working while in the UK can be found on the UKCISA website - <http://www.ukcisa.org.uk/Information--Advice/Working/Can-you-work> - or can be obtained by contacting [Stuart.Sephton@rncm.ac.uk](mailto:Stuart.Sephton@rncm.ac.uk)

### Professional Engagements Department Contacts

Kelly Prause, Professional Engagements Manager – [Kelly.Prause@rncm.ac.uk](mailto:Kelly.Prause@rncm.ac.uk)  
Amy Whitehead, Professional Engagements Administrator – [Amy.Whitehead@rncm.ac.uk](mailto:Amy.Whitehead@rncm.ac.uk)