

Checklist for Student Visa Performance Work Placements

If you are on a Student Visa, all of your performance opportunities must be processed by the RNCM Artist Agency.

If you undertake a professional performance without informing the RNCM Artist Agency 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 Student (or 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 Artist Agency as soon as possible, providing the following information on this online form <https://forms.office.com/e/Dr0gQsz0pr>.

- 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 time to complete the contracting process so please confirm the above details with the Artist Agency 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 Artist Agency Manager so the fee can be transferred into your account.

You **MUST NOT** be represented by an agent whilst on a Student (or 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>.

Professional Engagements Contact

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