

#### **Why will I be asked to evidence my right to work in the UK?**

As an employer, the University has a duty to prevent illegal working by conducting right to work document checks for all perspective staff.

We are required to verify that the person has the right to work in the UK and keep copies of original documentation.

#### **Which documents are acceptable?**

List A and List B (see below) detail the documentation which can be accepted by employers to evidence a person's right to work in the UK. These lists are maintained by the Home Office.

To ensure you have the correct documentation please carefully read List A and List B.

Please note; if you have a Biometric Residence Permit or if you are an EU national who has been granted Settled Status, an online right to work check can be conducted instead of a manual check. A manual check is still acceptable however if you wish for an online right to work check to be undertaken instead, please contact your employing department.

#### **Can you accept an expired passport?**

If you are an EEA national an expired passport is acceptable.

If you are a non EEA national your passport must be current. If you have a visa sticker, this must be held in your current passport. If the visa is held in an expired passport you will be required to apply for a Biometric Residence Permit before commencing employment.

#### **What will happen if I do not have a document from List A or List B?**

It is essential that you hold the correct current documentation. If you are unable to produce a document listed, work cannot be offered.

If you believe you may not hold the correct documentation, please contact Emma Milton, HR Immigration Adviser as soon as possible.

#### **Further information can be found at:**

University of Kent Staff Immigration website: <http://www.kent.ac.uk/human-resources/immigration/right-to-work/index.html>

Home Office: <https://www.gov.uk/check-job-applicant-right-to-work>

HR Immigration Adviser: Emma Milton, [E.L.Milton@kent.ac.uk](mailto:E.L.Milton@kent.ac.uk), 01227 824998

## List A

1. **A passport** showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
2. **A passport or National Identity Card** showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.
3. **A Registration Certificate or document certifying permanent residence** issued by the Home Office to a national of a European Economic Area country or Switzerland.
4. **A Permanent Residence Card** issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
5. **A current Biometric Immigration Document (Biometric Residence Permit)** issued by the Home Office to the holder indicating that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.
6. **A current passport endorsed** to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom or has no time limit on their stay in the United Kingdom.

## **Document Combinations**

The below forms of eligibility must be produced with an official document giving the person's permanent National Insurance Number and their name issued by a Government Agency or a previous employer to be deemed acceptable.

7. **A current Immigration Status Document** issued by the Home Office to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom.
8. **A full birth certificate** issued in the United Kingdom which includes the name(s) of at least one of the holder's parents.
9. **A full adoption certificate** issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents.
10. **A birth certificate (short or long)** issued in the Channel Islands, the Isle of Man or Ireland.
11. **An adoption certificate** issued in the Channel Islands, the Isle of Man or Ireland.
12. **A certificate of registration** or naturalisation as a British citizen

## List B

### Group 1

1. **A current passport** endorsed to show that the holder is allowed to stay in the United Kingdom and is currently allowed to do the type of work in question.
2. **A current Biometric Immigration Document (Biometric Residence Permit)** issued by the Home Office to the holder which indicates that the named person can currently stay in the United Kingdom and is allowed to do the work in question.
3. **A current Residence Card** (Including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4. **A current Immigration Status Document** containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

### Group 2 – Documents where a time-limited statutory excuse lasts for 6 months

1. **Certificate of Application** issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. **An Application Registration Card** issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. **A Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.