



RIGHT TO WORK CHECKLIST

Please note with effect from 1 October 2019 right to work checks are not required when current employees are transferring or taking additional roles within the University.

SECTION 1 – APPLICANT & POST DETAILS

Name: ..... Nationality: .....
School: ..... Division/Section: .....
Post applied for: Staff Requisition No: ..... Vacancy Ref No: .....
Please tick relevant box New Appointment: [ ] Expiry Check: [ ]
Current University of Edinburgh Student? Yes: [ ] No: [ ]

Evidence of right to work in the UK must be obtained for ALL new recruits before an unconditional offer of employment is made, before the contract of employment is issued and before the employee’s start date. As it is necessary for the recruiter to have SIGHT OF and take verified copies of ORIGINAL documents, the University strongly recommends that individuals who are not currently employees of the University are asked to bring evidence of their right to work in the UK to interview and that checks on right to work in the UK are carried out at interview stage. All copies of evidence of right to work in the UK MUST be stamped with the stamp provided and signed to confirm they are verified copies of the originals.

- Sections 1, 4, 6 & 7 MUST be completed in all cases.
• Complete section 2 – List A - if the individual has an on-going right to work in the UK (e.g. British Citizens, Individuals from EEA countries, and those who can stay indefinitely in the UK).
• Complete section 2 – List B – if the individual has a time limited right to work in the UK (e.g. Individuals on the following visas: student, youth mobility, ancestry, spouse, dependant).
• Complete section 3 if the individual does not have either an on-going right or time limited right to work in the UK, and therefore requires a certificate of sponsorship.
• Complete section 5a or 5b if the individual is a Tier 4 student.

Table with 2 columns: SECTION 2 - LIST A - Acceptable documents to establish a continuous statutory excuse (i.e. on-going right to work) and Checked. Rows include passport types, residence permits, biometric documents, and naturalisation certificates.

LIST B – TIME LIMITED RIGHT TO WORK IN THE UK

(Complete either Group 1 OR Group 2 and tick the appropriate box to confirm the document(s) used)

<b>Group 1 - Documents where a time-limited statutory excuse lasts until the expiry date of leave</b>	<b>Checked</b>
A <b>current</b> passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.	
A <b>current</b> 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 UK and is allowed to do the work in question.	
A <b>current</b> 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.	
A <b>current</b> 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.	

<b>Group 2 - Documents where a time-limited statutory excuse lasts for 6 months</b>	<b>Checked</b>
A 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 <b>less than 6 months old together with a Positive Verification Notice</b> <sup>1</sup> from the Home Office Employer Checking Service.	
An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, <b>together with a Positive Verification Notice</b> <sup>2</sup> from the Home Office Employer Checking Service.	
A <b>Positive Verification Notice</b> 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.	

### **SECTION 3 – APPLICATION FOR CERTIFICATE OF SPONSORSHIP**

If you are unable to complete Section 2 because the individual you wish to make a job offer to does not have a current entitlement to work in the UK, the University may be able to apply for a certificate of sponsorship to employ the individual. Further advice is available from the HR College/Support Group team who will make this application for you. To allow us to apply for a certificate of sponsorship the following documentation should be returned with this form:

<b>Documentation required</b>	<b>Checked</b>
Verified copies (originals must be seen) of the relevant pages of the individual's passport as detailed in section 6	
Verified copies (originals must be seen) of the individuals highest/most relevant educational/professional certificates of qualification	
Two employment references (originals to be sent to HR)	
<b>For HR Use:</b> Copy of relevant pages of passport, including entry clearance/leave to remain (to be completed by HR once certificate of sponsorship and entry clearance visa have been obtained)	

### **SECTION 4 – GENERAL CHECKS**

<b>Checks should be made to satisfy yourself the document is genuine, including the following:</b>	<b>Checked</b>
Photographs are consistent with the appearance of the individual	
Dates of birth listed are consistent with the appearance of the individual	
Expiry dates have not passed (in case of UK and EEA nationals, expired passports can be accepted)	
UK Government stamps or endorsements do not restrict the individual from undertaking the work in question	
<i>NOTE: if documents have been presented in Part 2 of Section 2 List A or B &amp; have different names, a third document should be requested to explain the reason for this e.g. a marriage certificate, divorce document, deed poll, adoption certificate or statutory declaration.</i>	

<sup>1</sup> A 'Positive Verification Notice' is official correspondence from the Home Office Employer Checking Service which confirms that a named person has permission to undertake the work in question.

**SECTION 5a – ADDITIONAL CHECKS FOR UNIVERSITY OF EDINBURGH TIER 4 STUDENTS**

The following checks must be made if the individual is a Tier 4 student, studying at the University of Edinburgh.	Checked/ printed
Using EUCLID, print the immigration overview screen. Guidance is available at: <a href="https://www.ed.ac.uk/files/atoms/files/euclid_tier_4_guide_v1.3.pdf">https://www.ed.ac.uk/files/atoms/files/euclid_tier_4_guide_v1.3.pdf</a> <b>NOTE:EUCLID immigration overview screen prints must be taken prior to any work commencing. A repeat EUCLID screen print will be required if:</b> <ul style="list-style-type: none"> <li>• <b>at the point the student starts work the EUCLID screen print taken is more than 28 days old</b></li> <li>• <b>If a student leaves their employment with the University and then re-starts at a later date.</b></li> </ul>	
Check with Student Immigration Compliance Team if the student’s matriculated status is anything other than: <ul style="list-style-type: none"> <li>• ‘fully matriculated’, ‘interrupted (thesis submitted)’, ‘continuing student not yet matriculated’ or</li> <li>• record shows they are not currently sponsored.</li> </ul>	
Check the student’s visa to confirm the hours they are permitted to work per week. <b>NOTE: the University’s published semester/vacation dates should be used to determine when the student can work full-time (i.e. during vacations).</b>	
Print the <a href="#">University semester dates</a> from the University website for the academic term covering the duration of their period of study in the UK for which they will be employed; <b>NOTE: This applies to <u>all</u> University of Edinburgh students, including post-graduates</b>	

**SECTION 5b – ADDITIONAL CHECKS FOR NON-UNIVERSITY OF EDINBURGH TIER 4 STUDENTS**

Obtain written confirmation from their place of study (on headed paper or identifiable email address) to confirm the following:	Checked
Student status; course/qualification and duration of course	
Term/vacation dates for the academic term covering the duration of their period of study in the UK for which they will be employed; (alternatively these can be printed from the HEI’s website if accessible)	

**SECTION 6 - COPIES TO BE TAKEN**

**NOTE: All copies must be good, clear copies, ie clear photograph of person, readable dates etc**

Where a passport is provided, the following parts of the individual’s passport MUST be photocopied	Copied
Outside front cover ( note: passports for nationals from some countries have the front cover on the back)	
All pages containing individual’s personal details e.g. photograph, signature, date of birth, etc.	
All pages containing UK Government stamps or endorsements which allow the individual to do the type of work being offered.	
All other documents should be copied in their entirety, ie both sides of a Biometric Residence Permit	
<b>In addition, if individual is a TIER 4 STUDENT studying at University of Edinburgh:</b>	
Valid EUCLID screen print of immigration over screen (not more than 28 days old, as in Section 5a)	
Copy of correspondence from Student Immigration Compliance team, if appropriate	
Print from University of Edinburgh website re semester dates	
<b>In addition, if individual is a TIER 4 STUDENT studying at another HEI:</b>	
Written confirmation from place of study confirming the individual is a currently matriculated student	
Written confirmation of the individual’s term/vacation dates	

**SECTION 7- DATE CHECKS TAKEN AND DETAILS OF PERSON UNDERTAKING CHECKS**

Adjusted check undertaken on.....due to COVID-19

Initial Check undertaken by: Name: ..... Signature: ..... Date: .....

Second check undertaken (if applicable): Name: ..... Date: .....