UCL Right to Work and Immigration: Guide to Keeping Documents

1. Keeping Documents

1.1 Documents can either be kept as paper copies or in an electronic format. Documents must be held securely, and UCL must be able to make them available to UK Visas and Immigration (UKVI) on request.

2. Workers or employees that are not sponsored by UCL

2.1 All copies of right-to-work documents for workers and employees that are not sponsored by UCL should be kept securely for the duration of their employment and for two years afterwards. Guidance on how to check right-to-work documents can be found on the UCL HR website.

2.2 For those paid via the Form 7 process, the copies of workers’ documents should be stored securely within their department.

3. Tier 2 and Tier 5 of the Points Based System

3.1 For workers or employees that UCL sponsors under Tier 2 or Tier 5 of the Points Based System, the below timeframes apply for retaining Certificates of Sponsorship.

3.2 If the migrant is sponsored for less than one year, the documents must be kept for:

- The duration the migrant is sponsored; or
- Until a compliance officer has examined and approved them, whichever is the shorter period.

3.3 If the migrant is sponsored for one year or more, the documents must be kept:

- For one year; or
- Until a compliance officer has examined and approved them, whichever is the shorter period.
4. Recording Absences

4.1 Departments must retain a record of migrants’ absences.

4.2 A list of additional documents that must be retained by UCL can be found on the Government website.

4.3 These documents include: relevant pages of the passport, biometric residence permit or purple registration certificate, a copy of the migrant’s National Insurance number, a history of the migrant’s contact details, a copy of the migrant’s contract, specific evidence in relation to the resident labour market test, pay information, and information on skills and qualifications.