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 All documents relating to a migrant whom UCL sponsor must be kept throughout the period that UCL sponsors them and until:

- one year has passed from the date on which we end sponsorship of the migrant, or
- the date on which a compliance officer has examined and approved them, if this is less than one year after we end the sponsorship of the migrant.
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.