**Verifying your right to work - important guidance for all candidates**

**Why are you being asked to bring evidence of your right to work to interview?**

The Immigration, Asylum and Nationality Act 2006 requires employers to check documents to establish a person's eligibility to work in the UK and compliance with any restrictions. Under the Act we are required to check your eligibility to work in the UK **before** you start work. We therefore ask all candidates to bring proof of their right to work to interview and a copy will be taken.

If you are successful at interview this documentation will be kept on your personnel file. If you are not successful the documentation will be shredded and securely disposed of. If you forget to bring this documentation you will be asked to bring the original to UCL before an offer can be made and contract sent.

**What if I don’t physically attend for interview?**

In a few exceptional cases this will not be possible e.g. where a telephone interview has taken place. Under these circumstances the original documents should be brought to UCL to be checked at a later date (but prior to commencing work) if you are due in the country shortly. A contract will not be issued until the documentation has been checked.

**What is Proof?**

**Official Documentation  
LIST A -** Acceptable documents to establish a continuous statutory excuse

Single documentation:

* A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
* A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
* A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
* A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
* A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home
* Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
* A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.

Combination documentation:

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

**LIST B**

Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave

* A current 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 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 UK and is allowed to do the work in question.
* 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.
* 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

* 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 less than 6 months old together with a Positive Verification Notice \*.
* 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\*.

\*NB: UCL will request a Positive Verification Notice from the Home Office Employer Checking Service.

**Certificates of Sponsorship (CoS)**

If you do not have automatic permission to work in the UK you may still be able to apply for a Tier 2 General visa under the points based immigration system.

If you meet the following criteria, UCL may offer you a CoS. This, along with confirmation of your competence in English and maintenance requirements will be considered by UK Visas and Immigration when considering your entry clearance / leave to remain in the UK.

Criteria for issuing a CoS:

* The job is on the [**shortage occupation list**](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/308513/shortageoccupationlistapril14.pdf)
* It passes the Resident Labour Market [**Test**](https://www.ucl.ac.uk/human-resources/working-ucl/employment-contract-administration-team/immigration) (RLMT)
* The job is at National Qualifications Framework (NQF) level 6 or PhD level on the [**Standard Occupational Classification**](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/303033/CoP_-_Apr_14_V0_6.pdf) code list.
* Minimum salary level £30,000 or the ‘appropriate rate’ for the job you’re offered - whichever is higher. You can check the [**appropriate rate for the job you are offered**](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-j-codes-of-practice-for-skilled-work) or as specified on the relevant [**occupational code**](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/303033/CoP_-_Apr_14_V0_6.pdf)

For more detailed information about working in the UK please go to the UK Visas and Immigration website [**Work visas**](http://www.ind.homeoffice.gov.uk/workingintheuk/) or visit the Right to Work ‘frequently asked questions’ page on the [**UCL website**](https://www.ucl.ac.uk/human-resources/working-ucl/employment-contract-administration-team/immigration).