RIGHT TO WORK IN THE UK

Legal Requirements

The Immigration, Asylum and Nationality Act 2006 came into effect on 29 February 2008. This strengthened the requirement for 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 offering you any work or engagement at UCL. This applies to all applicants, including research students studying at UCL or elsewhere. You will therefore be required to provide evidence of your right to work as part of the application process. In order to satisfy the requirements of UK Visas and Immigration, you will be required to present your original documents in person to the Assessment and Student Records Office. Photocopied or scanned documents sent by fax or email cannot be accepted.

Students with a Tier 4 visa are also required to provide evidence of their academic term and vacation dates.

Copies of your documents will be retained and stored securely on your file. If you are unable to provide suitable documentary evidence of your right to work in the UK, you will not be permitted to invigilate for UCL.

What is Proof?

On the following pages, information is given on what is acceptable proof of your right to work in the UK. For further advice, please contact the Assessment and Student Records Office in the first instance.

LIST A

Documents which show an on-going right to work:

- 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.

- 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**

Documents provided from List B will need to be checked annually.

**Group 1:**

- 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:

- A Certificate of Application which is less than 6 months old issued by the Home Office to or for a family member of a national of a EEA country or Switzerland stating that the holder is allowed to take employment together with a positive verification letter from the Home Office’s Employer Checking Service.

- 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.

- 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.

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