Digital immigration status – how to verify right to work

Who can access the digital status service?

‘Digital Immigration Statuses’ are issued to:

- All EU/EEA/Swiss nationals where granted pre-settled or settled status (where resident in the UK before 31 December 2020), or where they require a ‘visa’ to work in the UK, via the Global Talent, Skilled Worker or Tier 5 GAE routes (amongst others). EU/EEA/Swiss nationals will never receive a visa inside their passport or a Biometric Residence Permit (BRP).

- Non-EEA nationals holding a Biometric Residence Permit (BRP). They can access the service using their BRP number. **Note:** where a new arrival of non-EEA national has not yet collected their BRP from the Post Office, they will be unable to access the digital service until they can collect their BRP.

- British Citizens, and EU/EEA/Swiss nationals presenting only a passport/ID card before 30 June 2021, **cannot** prove their right to work via the Digital Immigration System. You can only perform an ‘in-person’ right to work check, seeing their original documents.

As a departmental administrator, how do I use the digital status service?

To undertake a right to work check using the online digital status service, please follow these steps:

1. Employee requests a share code online: [https://www.gov.uk/prove-right-to-work](https://www.gov.uk/prove-right-to-work)

2. Employee provides the share code for the Department/Institution to check their status. The code is only valid for 30 days.

3. The Department can check their status via [https://www.gov.uk/view-right-to-work](https://www.gov.uk/view-right-to-work) using the share code and the employee’s date of birth (which will need to be requested from the individual).

4. For the question ‘What is your company name’, enter: 'University of Cambridge'.

5. You can then view the person’s status and picture online. **Either** perform a video call with the individual or see them in-person at the same time the check is being completed.

6. **Download the checklist**, and verify on the checklist the date/time the check was taken, and that you have seen the person (either by video or in person).

7. Please also request a **scanned copy** of their passport.

8. The checklist and passport can then be uploaded into Web Recruitment as proof of right to work.