|  |  |
| --- | --- |
|  | Compliance Team**HR Division** |
| UC_black_white  |
|  |  |

|  |
| --- |
|  **Compliance Team** **Greenwich House** **Madingley Road** **Cambridge CB3 0TX** |
|   |
|  |
|  **Tel: 01223 768808** |
|  **Email: complianceteam@admin.cam.ac.uk** |
|  |

Dear Sir/Madam,

Under rules introduced by UK Visas and Immigration (UKVI) in May 2014, all employers in the UK are required to conduct an ‘Employer Check’ for all current employees whose visas will be expiring and who will be making a new visa application in order to continue working in the UK. The Employer Check provides us with confirmation that your visa application is being progressed, which in turn provides us with the evidence we need to ensure that you still have the legal right to work in the UK and that you can continue working for us whilst your visa application is being processed.

Prior to undertaking the check, we have to confirm to UKVI that you have given your consent for the Employer Check to be carried out and that you have given your permission for your personal information to be shared with UKVI for these purposes (although these details should already be held by the UKVI) and for UKVI to share information back with us about the status of your application.

I would be grateful if you would sign below to confirm we have your permission to submit an Employer Check to the UKVI. **Please return this signed letter to the Compliance Team at the same time you return your visa application evidence.**

Further information on the Employer Checking service can be found on the UKVI webpages:

<https://www.gov.uk/check-job-applicant-right-to-work>

---------------------------------------------------------------------------------------------------------------------------------------

**Employee Acceptance**

I give my permission to the Compliance Team to submit an Employer Check to UKVI in order for them to confirm my ongoing right to work in the UK.

|  |  |
| --- | --- |
| Signed: |  |
| Printed Name: |  | Date: |  |