Right to work from 1 October 2022

Do any of the following circumstances apply:
- Existing employee, employed before 1 May 2004; or
- Existing employee moving departments within the University; or
- Returning employee with no break in service (a 'break' is more than 7 days, must include a Saturday and a Sunday); or
- Visitor to the University engaged for less than 30 days in a six month period; or
- Volunteer at the University where engaged for less than 30 days in a Term; or
- Under 17 years of age.

If working/carrying out activity overseas, contact Global Mobility

Is the job/visit in the UK?

Yes

No

Are they in the UK?

Yes

No

Are they here on a Visitor visa?

Yes

No

Are they British/Irish?

Yes

No

Are they from the EEA (see note 1 below) or Switzerland?

Yes

No

 REQUIRED
- Current/expired passport; or
- Birth cert & NI number

PROCESS
(1) Person provides date of birth & share code from "Prove your right to work to an employer"; (2) Hold video call with permission holder or see them in person; (3) Check status at "Checking a job applicant's right to work"; (4) Download online status; (5) Add to copy "The date on which this right to work check was made: [DATE and TIME]" + signature & printed name.

 REQUIRED
- Online status
- Copy passport for payroll

PROCESS

Notes:
(1) Austria, Belgium, Bulgaria, Croatia, Rep of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.
(2) If the individual is coming to the UK for 6 months or less, they will not have a digital status. The entry clearance vignette should cover the length of their stay so please follow Stage 1 instructions (please contact HR Compliance if vignette does not cover entire stay).

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