

Frequent/notable documentation issues

The table below details common issues with regard to right to work checks where certain documents are presented, and what you should do in those circumstances.

Type of document presented	Action required
<p>Expired Passport</p>	<p>For UK and EU passports – We <u>can</u> accept as proof of right to work, but you must be satisfied that the details contained within the passport are consistent with the appearance of the individual.</p> <p>For non-EU passports – We <u>cannot</u> accept a valid visa/stamp inside an expired passport.</p> <p>Where an expired passport with a valid visa is held, the individual must apply to UK Visas and Immigration (UKVI) to 'transfer' their visa to a new Biometric Residence Permit. More details of this process can be found on the UKVI website.</p> <p>In these circumstances, please contact the Compliance Team, who will conduct an Employer Checking Service check, which (once the outcome is received) will permit the individual to work pending the issuance of their visa transfer.</p> <p>Note: The only exception is for those individuals holding an EEA Residence Card/EEA Permanent Residence Card or Accession Worker Card), where a valid EEA Card inside an expired passport <u>can</u> be accepted.</p>
<p>Evidence of Croatian citizenship</p>	<p>Croatia joined the EU on 1 July 2013 and Croatian nationals are able to move and live freely in any Member State of the EU. They do not need permission to reside legally in the UK, however they do not have the automatic right to work in the UK.</p> <p>Croatian nationals must first obtain 'worker authorisation' prior to taking up employment in the UK, unless an exemption applies. See the guidance on the HR Immigration webpages for</p>

	<p>further details.</p> <p>In all cases, whether an exemption applies or not, prior to employment of a Croatian national, departments/institutions are required to see an acceptable document as proof of right to work in line with the documents in List A or List B.</p> <p>Note: Where a Croatian national is employed by the University of Cambridge and has completed 12 months of employment, they are not required to obtain another document confirming they are exempt from worker authorisation, even if that document has expired.</p>
<p>30 day Short Term Vignette inside passport</p>	<p>On March 2015, the UK government phased out the issuing of visas from outside the UK. Instead, overseas applications are now issued a 30 day short term vignette inside their passport which they use to gain entry to the UK and then collect their Biometric Residence Permit (BRP) from a local UK Post Office. Further information is available on the UKVI website.</p> <p>We <u>can</u> accept the 30 day vignette inside the passport as evidence of right to work in the UK provided work starts before the expiry of the vignette. The individual is permitted to continue working even if the vignette expires, but <u>must</u> make efforts to obtain their BRP from the Post Office as soon as possible.</p>
<p>Evidence of pending visa application</p>	<p>It is possible to employ someone who is already in the UK and has a pending visa application.</p> <p>In these circumstances, the individual will not have possession of their passport or visa/BRP because they will have submitted them to UKVI as part of their visa application.</p> <p>Please contact the Compliance Team, who will conduct an Employer Checking Service check, which (once the outcome is received) will permit the individual to work pending the outcome of their visa application.</p> <p>Compliance will require evidence of the pending application and will seek the individual's written permission to undertake the check.</p>

Tier 4 student visa/BRP (<u>not</u> Doctorate Extension Scheme)	Where a department/institution wishes to appoint an individual holding a Tier 4 student visa (who is not switching to Tier 2), they must also complete the HR35 form at the same time as checking right to work before employment. Please see the HR Immigration webpages for full details.
EU National Identity Card	We <u>can</u> accept an EU national identity card as proof of right to work in the UK. For online examples of genuine documents, visit the website of the Public Register of Authentic identity and travel Documents Online (PRADO).