

# ELIGIBILITY TO WORK IN THE UK

NATIONALITY	RIGHT TO WORK IN THE UK
<p>United Kingdom*, Austria, Belgium, Bulgaria, Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland.</p>	<p>If you are a national of one of these countries, you can live and work in the UK without restriction <b>subject to you providing the evidence from List A</b> below.</p>
<p>All other countries including Croatia</p>	<p><b>You must provide the appropriate evidence from List A or List B below to confirm that you have the right to live and work in the UK.</b></p> <p>If you require sponsorship to carry out the work in question, an assessment will be made by the University to establish whether sponsorship can be offered for the role. If the University is able to offer sponsorship, your offer of employment is made on the condition that the University is granted permission by UKVI to employ you, that you are granted entry clearance/leave to remain in the UK on this basis and that you provide us with the appropriate evidence as set out in List B below prior to the commencement of work.</p>
<p><b>NATIONAL INSURANCE NUMBER</b></p>	
<p>You will need to apply for a National Insurance Number if you do not already have one. This can be done by following the instructions in the following link: <a href="https://www.gov.uk/apply-national-insurance-number">https://www.gov.uk/apply-national-insurance-number</a></p>	

**Your employment will be conditional upon your continued eligibility to live and work in the UK. You must not take up employment until your original documents have been checked and copied by the University.**

\*There are 6 different types of British nationality. British citizenship, British overseas territories citizen, British overseas citizen, British subject, British national (overseas) and British protected person. Only individuals with British citizenship have the automatic right to work in the UK. If you fall within one of the other categories you must produce further evidence as set out in List A or B to evidence your right to work in the UK.

## EVIDENCE TO PROVE ELIGIBILITY TO WORK IN THE UK

**LIST A – provides a continuous statutory excuse for the full duration of employment. Repeat right to work checks are not required**

1	A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom
2	A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland
3	A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland
4	A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
5	A <b>current</b> 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 United Kingdom, or has no time limit on their stay in the United Kingdom
6	A <b>current</b> passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
7	An <b>current</b> 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 United Kingdom or has no time limit on their stay in the United Kingdom, <b>together with</b> an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer
8	A <b>full</b> birth or adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents or adoptive parents, <b>together with</b> an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer
9	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, <b>together with</b> an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer
10	A certificate of registration or naturalisation as a British citizen, <b>together with</b> 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 – Group 1 – provides a time limited statutory excuse which expires when the person’s permission to be in the UK and undertake the work in question expires. A follow-up check should be carried out when the document evidencing permission to work expires**

1	A <b>current</b> passport endorsed to show that the holder is allowed to stay in the United Kingdom and is currently allowed to do the type of work in question
2	A <b>current</b> Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the person named in it can currently stay in the United Kingdom and is allowed to do the work in question *
3	A <b>current</b> 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
4	A <b>current</b> 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 United Kingdom, and is allowed to do the type of work in question, <b>together with</b> an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or previous employer

\* Changes to visa process for non-EEA nationals seeking entry to the UK for more than six months: upon making a successful application for leave to enter the UK, the individual will be issued with a Biometric Residence Permit (BRP) and required to collect the same within 10 days of their first arrival in the UK from a designated Post office branch. Their passport will be endorsed with a short validity (travel) vignette instead of a visa - which will be valid for 30 days from the expected date of travel provided by the individual - to enable travel to the UK and to collect the BRP. If the individual needs to start work before collecting the BRP, they will be able to evidence their right to work by producing the short validity (travel) vignette in their passport which must be current. In these circumstances, the BRP must be checked and copied before the vignette expires to provide a statutory excuse.

Please read the following leaflet issued by UKVI for full details:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/414184/v\\_8\\_overseas\\_BRP\\_leaflet\\_-\\_signed\\_off\\_v\\_2\\_with\\_correct\\_image.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/414184/v_8_overseas_BRP_leaflet_-_signed_off_v_2_with_correct_image.pdf)

**List B – Group 2 – provides a time limited statutory excuse which expires 6 months from the date specified in the Positive Verification Notice. A follow up check must be carried out when this notice expires**

1	A Certificate of Application issued by the Home Office under regulation 17 (3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is <b>less than 6 months old together with a Positive Verification Notice</b> from the Home Office Employer Checking Services
2	An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, <b>together with a Positive Verification Notice</b> from the Home Office Employer Checking Service
3	A <b>Positive Verification Notice</b> issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the United Kingdom and is permitted to do the work in question

