Eligibility to work in the UK

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| Nationality  | Right to work in the UK |
| United Kingdom\* and Ireland | You can work in the UK without restriction subject to you providing the evidence from **List A** below. |
| All other countries  | You must provide the appropriate evidence from **List A or List B** below to confirm that you have the right to work in the UK, **or** an online right to work check **must** be conducted if you hold either a Biometric Residence Card/Permit, Frontier Worker Permit, eVisa, or hold EU pre-settled or settled status. |
| 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 you are granted entry clearance/leave to remain in the UK on this basis and that you allow us to carry out an online right to work check prior to your commencing in post. |
| **Tier 4 (General)/Student visa holders –** in addition to **an online right to work check being carried out,** you must also provide one of the following pieces of evidence dated before the commencement of employment confirming your academic term and vacation dates (covering the whole of course, or on an annual basis provided it is current at the time of employment):* printout from the website of your education institution setting out timetable for your course of study;
* copy of a letter or email addressed to you from your educational institution confirming term time dates for your course; or
* letter addressed to UoB from the education institution confirming term time dates for your course; or
* Confirmation that the course has completed.
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| **If you cannot provide your documentation** as you have either: ​* submitted an in time application to the Home Office to extend or vary your permission to be in the UK; or​
* made an appeal or an administrative review against a decision on that application; ​or
* you present other information indicating you are a long-term resident of the UK who arrived in the UK before 1988​

we must obtain a positive verification (PVN) as evidence of right to work from the [Employer Checking Service](https://www.gov.uk/employee-immigration-employment-status) (ECS). You will need to provide evidence of submission of the application such as application reference number, proof of postage or UKVI acknowledgment letter to carry out the check.​Employment cannot commence until we have received a PVN from UKVI. |

**Your employment will be conditional upon your continued eligibility to live and work in the UK. You must not take up employment until a right to work check has been conducted by the University.**

**\*** A British citizen or a citizen of the UK and Colonies having the right of abode in the UK has the automatic right to work in the UK. The following categories of persons do not have the automatic right to work in the UK: British Overseas Citizens; British National (Overseas); British Dependent Territories Citizen; British Overseas Territories citizen; British subject and British protected person. If you fall into these categories you must provide evidence of your right to work in the UK.

# online right to work check

A right to work check must be carried out online if you have:

* a current Biometric Residence Permit/Card
* Settled Status under the EU Settlement Scheme
* Pre-settled status under the EU Settlement Scheme
* status issued digitally under the points-based immigration system
* a Frontier workers permit
* a British National Overseas (BNO) visa

- You must:

* + Complete the online "[Prove your right to work to an employer](https://www.gov.uk/prove-right-to-work)" form
	+ This will allow you to view your own Home Office right to work record and generate a “share code”. The “share code” must begin with the letter ‘W’
	+ Provide the checker with your date of birth and “share code” which is valid for 90 days
	+ Provide soft copies of your documentation (or inform the checker this does not apply to you i.e. you have settled or pre-settled status)

- The checker (hiring manager):

* + Uses the Home Office [online right to work checking service](https://www.gov.uk/view-right-to-work) to view your record by entering your “share code” and date of birth on screen
	+ Checks that the photograph via the online right to work check is of you (this can be done via a live video call) and that you have the correct permission to commence work
	+ Retains a clear copy of the response provided by the online right to work check (this page includes your photo and date on which the check was conducted).

# 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**

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| 1 | A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK. |
| 2 | A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen. |
| 3 | A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the **Home Office Employer Checking Service**, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules. |
| 4 | A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK. An endorsed expired passport presented with a new passport is not acceptable. |
| 5 | A current 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 UK, or has no time limit on their stay in the UK, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer (this does not include Biometric Residence Permits/Cards or Frontier Worker Permits). |
| 6 | A birth or adoption certificate issued in the UK, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer. |
| 7  | A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** 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 certificate of registration or naturalisation as a British citizen, **together with** 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**

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| 1 | A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question. |
| 2 | A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the **Home Office Employer Checking Service**, showing that the holder has been granted limited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules. |
| 3 | A current 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 UK, and is allowed to do the type of work in question, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer (this does not include Biometric Residence Permits/Cards or Frontier Worker Permits). |

**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**

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| 1 | A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) **on or before 30 June 2021 together with a Positive Verification Notice** from the Home Office Employer Checking Service. |
| 2 | A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, **together with** a Positive Verification Notice from the Home Office Employer Checking Service. |
| 3 | A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules or Appendix EU to the Immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules **together with** a Positive Verification Notice from the Home Office Employer Checking Service. |
| 4 | An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with** a Positive Verification Notice from the Home Office Employer Checking Service.  |
| 5 | A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question. |