



ST CATHERINE'S COLLEGE

RIGHT TO WORK CHECKLIST

Employee name Department...

Type of check (initial or repeat) Date of check

Step 1: Obtain document

Tick **one** document/ specified combination of documents from **either** List A **or** List B

List A documents: permanent proof of right to work (no repeat check required)

- A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office, to the family member of a national of a European Economic Area country or Switzerland.
- A **current** 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 UK, or has no time limit on their stay in the UK.
- 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.
- 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.
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **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.
- 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.
- 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 documents: limited proof of right to work (Repeat check required before document expiry)

- 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.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A **current** 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.
- 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.

List B Group 2: limited proof of right to work. (Repeat check required within six months)

- 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 **less than 6 months** old **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
- 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.
- 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.

- Original document presented (copies are not acceptable)

- Employee/ worker seen in person

The Home Office employer's guide to acceptable right to work documents can be found at the following link:

<https://www.gov.uk/government/publications/acceptable-right-to-work-documents-an-employers-guide>

Step 2: Check document

- Any photographs are consistent with the appearance of the person
 - Any dates of birth are consistent with the appearance of the person
 - Any visa/ leave to remain endorsement is not expired
 - Any visa / leave to remain endorsement shows that the person can do the work on offer
- For Tier 4 student visa holders **one** of the following has been checked, copied and retained (tick **one**):
- Printout from the student's education institutions website or other material published by the institution confirming its timetable (term and vacation dates) for the student's course of study. You must also check the web link to confirm it is genuine. OR
 - A letter or email addressed to the student from their education institution confirming term time dates for the student's course. OR
 - A letter addressed to the department from the education institution confirming term time dates for the student's course.
- For Tier 4 student visa holders, a completed 'Tier 4 Student Employment Declaration' confirming that the student is not working anywhere else in excess of their permitted hours, and the work on offer will not mean that they exceed their permitted hours¹.
 - The document(s) appears genuine, has not been tampered with, and appears to belong to the holder²
 - Further documents have been obtained, copied and retained to explain any difference in name across documents (e.g. marriage certificate, deed poll, decree absolute).

¹ Student visa holders may work 10 or 20 hours per week during term time (depending on the type of course they attend; the student visa usually notes work restrictions) and full-time during vacations.

² "Reasonably apparent" means if an individual, who is untrained in the identification of false documents, examining it carefully, but briefly, and without the use of technological aids, could reasonably be expected to realise that the document in question is not genuine.

Step 3: Copy and retain document

- Document has been copied in its entirety (except passports)
- For passports, the following parts have been copied:
 - Expiry date
 - Nationality
 - Date of birth
 - Signature
 - Biometric details
 - Photograph
 - Visa/ leave to remain expiry date
 - Any page indicating the holder has entitlement to do the work on offer
- Each photocopied page has been signed and dated by the person doing the check with their name clearly printed on the copy.
- The right to work check has been recorded in CORE (not applicable to colleges)
- For Tier 2 and Tier 5 visa holders, a copy of the right to work check documentation has been sent to the Staff Immigration Team
- The right to work check documentation is held securely and will be held for the duration of employment and for a further two years after employment ends

Step 3: Repeat check

- List A document obtained, checked, copied and retained – repeat check not required. Retain documents for duration of employment and for further two years after employment ends.
- List B Group 1 document obtained, checked, copied and retained – repeat check required before expiry of visa/document.
- List B Group 2 document obtained, checked, copied and retained – repeat check required within six months of Home Office Positive Verification Notice.

Date repeat check required by (visa expiry date / positive verification notice expiry date)

It is recommended that you use outlook calendar or another diary system to set a reminder to complete the repeat right to work check in time.

- Expiry reminder set

RTW check completed by Signature

Position Department