

## Providing Proof of Eligibility to Work in the UK – Guidance for External Examiners

Along with all UK employers Keele University is required to establish the entitlement of new employees and casual workers to take up employment in the UK. Any offer of employment or casual work would therefore be conditional upon the prospective employee providing the necessary documentation to prove entitlement to work in the UK and right to carry out the type of work offered. All external examiners must confirm their eligibility to work in the UK. This is a legal requirement.

External examiners are asked to engage with Human Resources to enable a Right to Work check to be completed. The check can be done in one of three ways:

- (i) For those that hold a current British/Irish passport there is the remote online service via our supplier Credas,
- (ii) Those with an e-status can provide a Share Code to complete their check using the online Home Office Checking Service or,
- (iii) Should a document from the list of acceptable documents (attached) be provided a face to face meeting on campus to complete the check in person will be required.

Please note that the University is not able to offer any work or process any payments until the Right to Work check is completed. For any queries relating to Right to Work contact HR on +44 (0)1782 731816.

Please provide the required document(s) as listed below. You can provide a document(s) from either **List A** or **List B**. Please note that where **List A** documents are provided, you will not be required to provide any further proof of eligibility to work in the UK during your employment with Keele. Where documents are provided from **List B**, you will be required to provide evidence of your eligibility to work in the UK, in accordance with the guidance below, until you are able to provide a document from List A. Additional, follow-up checks are required with List B documents as these documents show that there are restrictions on the length of time the holder can stay in the UK.

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### List of Acceptable Right to Work Documents – from November 2022

List A (no repeat check required unless break in period of engagement)	
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. <b>*Please indicate if you are using a current passport.</b>
2.	A passport or passport card (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 <b>current</b> 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.
5.	A <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 UK, or has no time limit on their stay in the UK, <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.
6.	A birth or adoption certificate issued in the UK, <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 (Includes a full birth certificate issued by UK diplomatic mission (British Embassy or British High Commission))

7	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
8	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
<b>List B Group 1 (repeat check is required before document expiry)</b>	
1	A <b>current</b> 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. (This includes a current passport endorsed with a stamp showing an individual has been granted leave to enter and there are no work-related conditions attached. If, under the conditions of the individual's leave, work was restricted or prohibited the endorsement placed in the individual's passport would explicitly set that out as a condition.)
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 to the Jersey Immigration Rules, Appendix EU(J) to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3	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 UK, 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 a previous employer
<b>List B Group 2 (repeat check required within six months)</b>	
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 EU Settlement Scheme) on or before 30 June 2021 <b>together with a Positive Verification Notice</b> 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, <b>together with a Positive Verification Notice</b> from the Home Office Employer Checking Service.
3	A document issued by the Bailiwick of Jersey or 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 to the Jersey Immigration Rules or Appendix EU(J) to the Immigration (Bailiwick of Guernsey) Rules 2008 <b>together with a Positive Verification Notice</b> 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, <b>together with a Positive Verification Notice</b> 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.

#### For those issued with an eVisa

If you have been issued with an eVisa please email your share code that is denoted with 'W' to the person who has contacted you regarding your Right to Work check.

You must ensure that you only supply a valid share code, expired share codes will not be accepted.

Upon supplying your share code you are also providing permission for Keele University to use the Home Office Online Checking Service to establish your Right to Work.