

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. Eligibility to work in the UK will have to be checked in person for all external examiners upon appointment. As external examiners do not normally attend the University immediately upon their appointment, the following process will apply:

- 1) all new external examiners are asked to return to Quality Assurance photocopies of documentation verifying their eligibility to work in the UK (as detailed below);
- 2) original documents are then checked when new external examiners attend the school induction and/or examination board.

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.

LIST A DOCUMENTS – documents which show an ongoing right to work

1. 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 United Kingdom and Colonies having the right of abode in the United Kingdom; or
2. 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; or
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; or
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; or
5. 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 United Kingdom, or has no time limit on their stay in the United Kingdom; or
6. A current 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; or
7. 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 United Kingdom, or has no time limit on their stay in the United Kingdom, together with an official document giving the person's permanent National Insurance number and their name issued by a previous employer or Government agency (e.g. NI Card/P45/P46); or
8. A full 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, together with an official document

giving the person's permanent National Insurance number and their name issued by a previous employer or Government agency (e.g. NI Card/P45/P46); or
9. 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 previous employer or Government agency (e.g. NI Card/P45/P46); or
10. 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 previous employer or Government agency (e.g. NI Card/P45/P46); or

LIST B DOCUMENTS – documents which show a right to work for a limited period of time

Group 1 – Documents where a time-limited statutory excuse lasts until expiry date of leave
1. A current passport endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question; or
2. 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 United Kingdom and is allowed to do the work in question; or
3. 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 EEA country or Switzerland or has a derivative right of residence; or
4. 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 previous employer or Government agency.
Group 2 – Documents where a time-limited statutory excuse lasts for 6 months
5. 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 allowed to take employment which is less than 6 months old together with a Positive Verification Notice* from the Home Office Employer Checking Service; or
6. An Application Registration Card (ARC) 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's Employer Checking Service ; or
7. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicated that the named person may stay in the UK and is permitted to do the work in question.

*A Positive Verification Notice is official correspondence from the Home Office Employer Checking Service which confirms that a named person has permission to undertake the work in question);

Group 1 documents:

- If you produce a document in LIST B, Group 1, you will be required to complete a follow up check at the point that permission expires in order to demonstrate an ongoing right to undertake the work in question.
- Please note that an application or appeal must be made before your permission to be in the UK, and the work in question expires, in order to be deemed 'in-time' and valid.

Group 2 documents:

- If you provide documentation listed in Group 2 and the University receives a Positive Verification Notice from the Employer Checking Service, then you will be required to complete a further check upon its expiry (usually 6 months from the date specified in the Positive Verification Notice).