

ANNEX 1

If you present documentation from this list further checks will be required on the expiry date detailed in the documentation if employment is to continue beyond that date.

1. A 1. A

	received.
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.



- o a job which is in an occupation listed in Appendix Immigration Salary List – if the occupation is later removed from this list, the worker must finish that employment; **or**
- o for Skilled Workers only, a job which is in an eligible SOC 2020 occupation code listed in Table 1, 2 or 3 of Appendix Skilled Occupations

or we will ask you to participate in a TEAMS/Video call whilst we conduct the check. We are required to do this under Home Office rules to ensure that the photograph in the online right to work check is a photograph of yourself

- 2) **If you have not been issued your immigration status digitally by the Home Office and have a physical Biometric Residence Card (BRC), Biometric Residence Permit (BRP) or a Frontier Worker Permit (FWP)** you will need to obtain a share code from: <https://www.gov.uk/prove-right-to-work>
To do this you will need one of the following:
 - x Your biometric residence permit number
 - x Your biometric residence card number
 - x Your passport or national identity card
- 3) You will need to provide the University with your 'share code' and your date of birth which allows us to access your information online. Your share code will

It is possible for the University to undertake a digital (online) right to work check for British & Irish Citizens who hold a **current (in date) British or Irish passport (or Irish passport card)**. If you wish to use your in-date passport/passport card for this purpose please let us know and we will then provide you with a link to undertake the check on line.

For British & Irish Citizens who don't have an in-date passport or Irish passport card you will need to have your 2 chosen documents checked manually in person by presenting the originals of the documentation.