

October 2019 – July 2020 CTE Right to Study Check Guidelines:

1. Overview and objectives

The following guidance is relevant for both School Direct and Uni-led PGCE applicants.

At the point of interview (or before the issue of an offer where documents are not available at interview), the DBS Identification document check takes place. For SD this check is generally undertaken by the partner school staff and for Uni-led this check is undertaken by CTE staff. The DBS ID check and Right to Study “cross-check” are combined where possible as in most cases the identification documentation provided for DBS checks also demonstrates the applicant’s right to study.

The key objective of the ‘right to study cross-check’ alongside the DBS ID check is to ensure that the nationality details as included in the applicant’s application are supported by the identification they provide at interview. Please note that the University’s Student Immigration and Compliance team are responsible for checking right to study for those with nationalities that would normally require permission to study (or work) in the UK. As long as the nationality details in the application are correct, this will be followed up accordingly by this team.

Where it is not possible to ascertain that the details in the application are correct from the documentation presented at interview, a right to study cross-check condition will be applied to the student’s offer, should their interview be successful. This will require the applicant to produce documents to evidence their nationality as per their application form to either the Partner School or the Centre for Teacher Education for a ‘right to study cross-check’ to be undertaken.

NOTE THAT OVERSEAS FEE ASSESSMENT CRITERIA EXTENDING BEYOND NATIONALITY AND RIGHT TO STUDY IN THE UK. IF ANY STUDENT IS UNCLEAR OR IN DISAGREEMENT ABOUT THEIR FEE STATUS THEY SHOULD CHECK THIS VIA PG ADMISSIONS AS SOON AS POSSIBLE AND ALWAYS PRIOR TO COMPLETING ONLINE ENROLMENT FOR THE COURSE.

2. Guidance for CTE Admissions staff on the right to study ‘cross-check’ and offer condition.

For the 20-21 entry cycle, the condition for a “right to study” check should only be for those applicants who meet all three of the following:

- a) whose application is for University-led or School Direct Training (ie. Not SDS) AND
- b) whose nationality on their application form is H/EU (ie. [British or EEA/Swiss national](#)) and not International AND
- c) whose DBS ID documents don’t prove their nationality as stated on their application form.

Applicant Condition text:

“In order to meet this condition of your offer, you must provide proof of your Nationality (as stated in your application form) in person to the Centre for Teacher Education. This will typically be by producing a valid passport from the Country from which you are a National but could also be a Birth Certificate or alternatively a National Identity Card for some EU Nationals. If this condition is in relation to an offer for School Direct Training, you may wish to provide this to your Lead School who have been authorised to carry out document checks on behalf of the University.”

c) Biometric Residential Permit or Biometric Residence Card

The Nationality is given on the back of the card (the side without the photograph). An image and further information on this can be found on p.8 of the .gov.uk document here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/441957/employers_guide_to_acceptable_right_to_work_documents_v5.pdf

Note that the BRP only needs to be in date when you are checking it as (as long as the Nationality details in the application are correct) the applicant will have to apply for further visa permissions to study for the duration of their course with the University. You can confirm with the student that they know what they need to do in order to arrange this.

d) British National with no passport:

If an applicant states that they are a British national but do not have a passport, they can evidence their nationality (and right to study) by producing BOTH of the following:

- a British Birth (or Adoption) Certificate
AND
- an official letter or document from a Government agency (such as HMRC) showing their name and National Insurance number.

What is the procedure for a “right to study cross-check”?

Check that the Identification provided is in agreement with the nationality details on the student application form. Where this is the case, take a scan of the documentation to save in the student’s compliance folder. This should be the photo page of the passport or a scan of the relevant sides of the aforementioned multi-page documents.

If you are unsure or feel that the nationality on the application form still can’t be confirmed, make it clear to the applicant that you are taking copies to refer to a senior colleague for checking and escalate to Jenni Smith or Cara Pearson in the first instance who will be able to advise or refer/escalate as necessary.