

Proof of Eligibility to Work

As part of your offer of employment we need to see evidence of your right to work in the UK. Please therefore arrange to meet with HR or your Department to provide us with one original document from List A or B, at your earliest opportunity. This is a legal requirement, therefore if you do not provide us with the necessary documentation you will, unfortunately, be unable to take up your position at the University. Please do not send valuable documents in the post, these need to be presented in person.

If you do not have one of the documents from list A or B your appointment will be conditional upon the University sponsoring you under Tier 2 of the Points Based System. Further information on this and other visa requirements can be found below.

List A contains the range of documents which we can accept for a person who has a permanent right to work in the UK.

List B contains a range of documents which we can accept for a person who has a temporary right to work in the UK.

List A	
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 UK and Colonies having the right of abode in the UK.
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.
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.
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.
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 UK, or has no time limit on their stay in the UK.
6	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.
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 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.
8	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.
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 Government agency or a previous employer.
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 Government agency or a previous employer.

List B	
Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave	
1	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.
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 UK and is allowed to do the work in question.
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 European Economic Area country or Switzerland or who has a derivative right of residence.
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 Government agency or a previous employer.
Group 2 – Documents where a time-limited statutory excuse lasts for 6 months	
1	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 Notice² from the Home Office Employer Checking Service.
2	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.
3	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.

Certificate of Sponsorship (Tier 2) -

As mentioned above if you do not have eligibility to work in the UK, your appointment will be conditional upon the University sponsoring you under Tier 2 of the Points Based System. General information on Tier 2 of the points based system is available on the UK Visas and Immigration web site <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/tier2/general/>. Please note there is a separate application procedure and form depending on whether you are making the visa application from within the UK or from outside. You will need to be granted both a Certificate of Sponsorship and Entry Clearance/Leave to Remain, before you can take up employment with the University. A member of HR staff will be in touch with you shortly to advise you on this process.

Tier 4 and Yellow Registration Certificate holders-

Non EEA International students (Tier 4 visa holders), and nationals of Croatia studying in the UK who hold a Yellow Registration Certificate are subject to restrictions when undertaking paid employment. Please ensure you read the information on the Human Resources web site and speak to your Department or HR if you have any queries.

http://www2.warwick.ac.uk/services/humanresources/newpolicies/student_workers