

### Ambassador Guide

#### Why will I be asked to evidence my right to work in the UK?

As an employer, the University has a duty to prevent illegal working by conducting right to work document checks for all perspective staff.

We are required to verify that the person has the right to work in the UK and keep copies of original documentation.

#### Which documents are acceptable?

List A and List B (see below) detail the documentation which can be accepted by employers to evidence a person's right to work in the UK. These lists are maintained by the Home Office.

To ensure you have the correct documentation please carefully read List A and List B.

Please note; if you have a Biometric Residence Permit or if you are an EU national who has been granted Settled Status, an online right to work check can be conducted instead of a manual check. If you wish for an online right to work check to be undertaken instead, please contact your employing Department/Division before your first day as this will need to be undertaken in advance.

#### Can you accept an expired passport?

We can only accept expired UK and Irish passports.

Documents provided by all other nationals must be current.

If you have a visa sticker (vignette) in your passport, this must be held in your current passport. If the visa is held in an expired passport you will be required to apply for a Biometric Residence Permit before commencing employment.

#### What will happen if I do not have a document from List A or List B?

It is essential that you hold the correct current documentation. If you are unable to produce a document listed, work cannot be offered.

If you believe you may not hold the correct documentation, please contact your Divisional/Central HR team as soon as possible.

#### Further information can be found at:

University of Kent Staff Immigration website: <http://www.kent.ac.uk/human-resources/immigration/right-to-work/index.html>

Home Office Employer Right to Work Guidance:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/999119/FINAL\\_Employers\\_Guide.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999119/FINAL_Employers_Guide.pdf)

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**List A – Acceptable documents to establish a continuous statutory excuse**

1. **A passport (current or expired)** 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 passport card (current or expired)** showing that the holder is a national of the Republic of Ireland.
3. **A current document issued by the Home Office** to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
4. 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 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.
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 birth or adoption certificate issued 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.
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 document issued by the Home Office to a family member of an EEA or Swiss citizen**, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question.
4. **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 to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
5. **A document** issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, which has been verified as valid by the Home Office Employer Checking Service, 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 to the Immigration (Bailiwick of Guernsey) Rules 2008, on or before 30 June 2021.
6. **A frontier worker permit** issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.
7. **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.

## List B

### **Group 2 – documents where a time-limited statutory excuse lasts for six months**

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 on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. **A document** issued by the Bailiwick of Jersey or the Bailiwick of Guernsey 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 to the Immigration (Bailiwick of Guernsey) Rules 2008 on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. **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.
4. **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.