

### Staff Guide

#### 1. Introduction

Through a scheduled implementation, from March 2015, non EEA nationals entering the UK for more than six months will be required to apply for a Biometric Residence Permit (BRP) for collection after arrival.

Non EEA nationals will be issued with a 30-day vignette in their passport (valid from the intended travel date). This will allow the migrant to travel and enter the UK for a short period, during which time they must collect the BRP from a Post Office. It is expected that migrants will collect their BRP within 10 days of arrival.

#### 2. Implementation

##### Phase 1 – 18 March 2015

- Pakistan

##### Phase 2 – Mid April 2015

(estimated, subject to the exact date legislation comes into force)

- |              |             |               |                       |
|--------------|-------------|---------------|-----------------------|
| • Armenia    | • Estonia   | • Laos        | • Portugal            |
| • Bangladesh | • Finland   | • Libya       | • Republic of Ireland |
| • Bhutan     | • Germany   | • Maldives    | • Spain               |
| • Burma      | • Gibraltar | • Malta       | • Sri Lanka           |
| • Cambodia   | • Iceland   | • Nepal       | • Sweden              |
| • China      | • India     | • Netherlands | • Thailand            |
| • Cyprus     | • Indonesia | • North Korea | • Vietnam             |
| • Denmark    | • Italy     | • Norway      |                       |

##### Phase 3 – 31 May 2015

- |                    |                      |                    |                        |
|--------------------|----------------------|--------------------|------------------------|
| • Afghanistan      | • Dominican Republic | • Malaysia         | • St Lucia             |
| • Ascension Island | • Egypt              | • Mongolia         | • Singapore            |
| • Australia        | • Falkland Islands   | • New Zealand      | • South Korea          |
| • Bahamas          | • Fiji               | • Nigeria          | • Taiwan               |
| • Bahrain          | • Guyana             | • Oman             | • Trinidad & Tobago    |
| • Barbados         | • Iran               | • Papua New Guinea | • United Arab Emirates |
| • Bermuda          | • Jamaica            | • Philippines      | • USA                  |
| • Brunei           | • Japan              | • Qatar            | • Yemen                |
| • Canada           |                      | • St Helena        |                        |
| • Cayman Islands   |                      |                    |                        |

##### Phase 4 – 31 July 2015

- Rest of World

EEA countries are listed because non-EEA nationals who are resident in EEA countries can apply for a visa in the UK Embassy.

### **3. What does this mean for right to work in the checks?**

Migrants who are eligible to work in the UK are strongly encouraged to collect their BRP before they start work. However, if they need to start work prior to collecting their BRP they will be able to evidence their right to work by producing the short validity vignette in the passport. This will be an acceptable form of right to work in the UK documentation and will provide us with a statutory excuse for 30 days.

Before the 30 day vignette expires, we will need to carry out a follow up check and request the BRP.

### **4. What does this mean for Schools and departments checking documentation?**

From March 2015, individuals may begin to produce a 30 day vignette as evidence of their right to work in the UK.

From July 2015, non EEA individuals who have newly arrived in the UK will produce either a 30 day vignette or a BRP.

Where ever possible, individuals should be encouraged to collect their BRP prior to commencing employment. This will reduce the need to carry out a follow up check and avoid employment issues should the individual breach these new requirements and have sanctions imposed by the Home Office.

The 30 day vignette and BRP will confirm work restrictions placed on the individual. It is essential these are checked and permission to work is confirmed before employment commences.

### **5. Who will carry out the follow up checks?**

Human Resources will monitor and carry out all required follow up checks. A BRP must be produced for employment to continue after the expiry of the 30 day vignette.

### **6. Further information**

Home Office information and guidance can be found [here](#). This includes images of a BRP and the checks employers should carry out.

If you are in any doubt regarding a person's right to work or the documentation that has been produced, please contact Emma Milton, HR Immigration Advisor. Employment should not commence until permission to work in the UK has been confirmed and an acceptable right to work check has been conducted.