|  |
| --- |
| RIGHT TO WORK CHECKLIST |

|  |
| --- |
| **General** |
| Please follow the ‘Right to Work Checklist – Guidance Notes’ when completing a Right to Work Checklist, which can be found on the [HR A-Z of forms webpage](https://www.ed.ac.uk/human-resources/a-to-z-of-forms)Repeat right to work checks (RTW) are not required when current employees are transferring or taking additional roles within the University.  |
| **APPLICANT & POST DETAILS** |
|

|  |  |
| --- | --- |
| Name: Click or tap here to enter text. | Nationality: Click or tap here to enter text. |
| School: Click or tap here to enter text. | Division/Section: Click or tap here to enter text. |
| Vacancy Ref No:  | Click or tap here to enter text. |
| **Please select relevant type of check:** | Choose an item. |
| Current University of Edinburgh Student?  |  Choose an item. |

 |
| **Which method of Right to Work check has been completed?** |
| Digital Identity Verification Document (IDVT) check on current UK/Irish passport or passport card – [**Complete section 1**](#one) |
| In-person physical document check – [**Complete section 2**](#two) |
| Online share code check – [**Complete section 3**](#three) |
| Application for Certificate of Sponsorship – [**Complete section 4**](#four) |
| Employer Checking Service – See accompanying guidance document section 2 |
| **SECTION 1** |
| **IDVT** | **Checked** |
| PDF document confirming IDVT verification |[ ]
| **Please now complete** [**Section 5**](#five) |  |
| **SECTION 2** |
| Check the University website for a full up-to-date list of acceptable [List A](https://www.ed.ac.uk/sites/default/files/atoms/files/list_a_v280223_0.docx) and [List B](https://www.ed.ac.uk/sites/default/files/atoms/files/list_b_v18-10-23.docx) RTW documents |
| **In-person physical document check (select one)** | **Checked** |
| List A document – ongoing right to work in the UK (e.g. UK/Irish passport) |[ ]
| List B Group 1 document – time limited right to work (e.g. Vignette visa) |[ ]
| List B Group 2 document – time limited right to work, 6 months maximum (e.g. ECS check\*) |[ ]
| \*To request an Employer Checking Service (ECS) check, please submit a Service Request titled ‘ECS Check Requested’ under the category ‘Right to Work’. You must obtain the individual’s permission to carry out the check and include confirmation of this in the request. |
| **COPIES TO BE TAKENNOTE: All copies must be good, clear copies, ie clear photograph of person, readable dates etc.** |
| **Where a passport is provided, the following parts of the individual’s passport MUST be copied:** | **Copied** |
| Outside front cover |[ ]
| All pages containing individual’s personal details e.g. photograph, signature, date of birth, etc. |[ ]
| All pages containing UK Government stamps or endorsements which allow the individual to do the type of work being offered. |[ ]
| Any other relevant documents should be copied in their entirety |[ ]
| **Please now complete** [**Section 5**](#five) |  |
| **SECTION 3** |
|  **Online share code check** | **Checked** |
| Home Office PDF document confirming the individual has permission to work in the UK. |[ ]
| Confirmation of visa type (e.g. BRP, Home Office account screenshot, or confirmation email) |[ ]
| Proof of UK arrival (if applicable) |[ ]
| Letter from sponsor confirming SOC code (only applicable if supplementary employment) |[ ]
| **Please now complete** [**Section 5**](#five) |
| **SECTION 4 - APPLICATION FOR CERTIFICATE OF SPONSORSHIP** |
| If the individual you wish to make a job offer to does not have a current entitlement to work in the UK, they will need to secure a visa which permits work. Information is available on the [HR Immigration webpages](https://www.ed.ac.uk/human-resources/international-staff-work-uk/additional-permission-work). The University may be able to sponsor the individual to work in the UK by applying for a certificate of sponsorship. Further information is available on the HR Immigration [sponsorship webpages](https://www.ed.ac.uk/human-resources/international-staff-work-uk/additional-permission-work/university-sponsorship/skilled-worker).NOTE: When the individual secures their visa, a right to work check must be completed before they start work following the right to work check process and using this checklist.  |
| Documentation required | **Checked** |
| Verified copies (originals must be seen where possible) of the relevant pages of the individual’s passport |[ ]
| NOTE: When the individual secures their visa, a right to work check must be completed **before** they start work. |
| **Please now complete** [**Section 5**](#five) |
|  **SECTION 5 – Identity check** |
| Visual checks should be made, either in-person or via video call, to satisfy yourself the document belongs to the person who has presented themselves for work, including the following: | **Checked** |
| Photographs are consistent with the appearance of the individual |[ ]
| Dates of birth listed are consistent with the appearance of the individual |[ ]
| Expiry dates have not passed (in case of UK/Irish nationals expired passports can be accepted for in-person checks) |[ ]
| NOTE: if documents presented have different names, a third document should be requested to explain the reason for this e.g. a marriage certificate, divorce document, deed poll, adoption certificate or statutory declaration. |
| Please complete the following:* **If the individual has a Tier 4/Student visa please now complete** [**Section 6**](#six) **and** [**Section 7**](#seven)
* **For all other categories, please now complete** [**Section 7**](#seven)
 |
| **SECTION 6 - COMPLETE SECTION 6A, 6B OR 6C, DEPENDING ON THE STUDENT’S CIRCUMSTANCES** |
| **SECTION 6A - ADDITIONAL CHECKS FOR UNIVERSITY OF EDINBURGH STUDENTS THAT HOLD A STUDENT VISA** |
| **The following checks must be made if the individual is a Student visa holder, studying at the University of Edinburgh.** | **Checked** |
| Using EUCLID, print the immigration overview screen. Guidance is available [here](https://www.ed.ac.uk/sites/default/files/atoms/files/euclid_tier_4_guide_v1.3.docx)NOTE: EUCLID immigration overview screen prints must be taken within 28 days of the employment start date. A repeat EUCLID screen print will be required if a student leaves their employment with the University and then re-starts at a later date. |[ ]
| Check with [Student Immigration Compliance Team](https://www.ed.ac.uk/student-administration/immigration/contact-us) by completing the ‘Staff Enquiry Form’ if the student’s matriculated status is anything other than:* ‘fully matriculated’, ‘interrupted (thesis submitted)’, ‘interrupted (corrections received)’, ‘continuing student not yet matriculated’ or
* record shows they are not currently sponsored.
 |[ ]
| Check the student’s visa to confirm the hours they are permitted to work per week.  |[ ]
| [University semester dates](http://www.ed.ac.uk/news/semester-dates) from the University website for the academic term covering the duration of their period of study in the UK for which they will be employed; |[ ]
| **SECTION 6B - ADDITIONAL CHECKS FOR NON-UNIVERSITY OF EDINBURGH STUDENTS THAT HOLD A STUDENT VISA** |
| **Obtain written confirmation from their place of study (on headed paper or identifiable email address) to confirm the following:** | **Checked** |
| Student status; course/qualification and duration of course |[ ]
| Term/vacation dates for the academic term covering the duration of their period of study in the UK for which they will be employed; (alternatively these can be printed from the HEI’s website if accessible) |[ ]
| **SECTION 6C – ADDITIONAL CHECKS FOR PHD STUDENTS WHO HAVE COMPLETED THEIR STUDIES** |
| * Written confirmation from the PhD supervisor confirming that the PhD has been completed or;
* Written confirmation from the institution confirming that the PhD has been awarded or;
* A PhD certificate or;
* UoE students only - EUCLID immigration overview screen shows status ‘Interrupted (corrections received)’ or ‘Successfully achieved an award’

Please note that a student visa holder cannot be employed in a full-time permanent (i.e. open-ended) post unless they have completed their studies and made an application for a Skilled Worker or Graduate visa. Evidence of this is required. |[ ]
| **SECTION 7 - DATE RIGHT TO WORK CHECKS TAKEN AND DETAILS OF PERSON UNDERTAKING CHECKS** |
| **Initial Check undertaken by:** Click or tap here to enter text. |
| **Date:** Click or tap to enter a date. |
| **Second check undertaken by (if applicable):** Click or tap here to enter text. |
| **Date:** Click or tap to enter a date. |

**FORM SUBMISSION**

**New starters and repeat right to work checks:** Please upload to Document Records in People and Money.  To do this see ‘Uploading Employee Data’ in the following [guidance](https://www.edweb.ed.ac.uk/files/atoms/files/pm-_1132-_school_or_department_admin_guide-how_to_search_view_and_upload_employee_data.pdf)

**ECS checks:** Raise a Service Request titled ‘ECS Check Requested’ under the ‘Right to Work’ category and attach the documentation.

**For new starter/current staff on a Sponsored Researcher Temporary Worker (previously Tier 5) visa:** Raise a Service Request under the ‘Right to Work’ category and attach the documentation.