

Right to Work Checks

A comprehensive guide for departments

Remote Training

September 2025



Staff
Immigration
Team

Staff Immigration Team

Microphone:

- Due to the number undertaking training, please mute or turn off your mic.

Questions:

- The training will be broken into sections, with a 'pause' at certain points for questions.
- You can type in questions in the chat panel or turn on your mic to ask

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What we do

- Advise departments, colleges and visa holders on:
 - Global Talent, Skilled Worker and Tier 5 process and requirements
 - ILR and British citizenship
 - Right to Work checks
 - Visitor immigration requirements
- Process Skilled Worker and Tier 5 Certificate of Sponsorship applications and hold all data on these visa holders centrally.
- Manage complex cases and matters of non-compliance with external legal input where necessary.
- Support any EU/EEA Frontier worker applications and any staff applying late for the Pre-Settled/Settled status due to reasonable grounds.
- Provide regular training on Global Talent, Skilled Worker, Tier 5, right to work and visitors.
- Represent the collegiate University's comments and concerns with immigration policy to the Home Office.
- Provide assurance to the Audit and Scrutiny Committee on immigration and right to work compliance.

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Legislation and Policy

Legislation

Immigration, Asylum and Nationality Act 2006

- Right to work legislation came into effect on 27 January 1997
- Updated in February 2008
- Updated in May 2014
- Updated in July 2021
- Latest update to the Act – 5th April 2022

Purpose of the legislation

- Make it harder for people with no right to work in the UK to gain or keep employment
- Put the responsibility onto employers to prevent illegal working
- Make it easier for the Home Office to sanction employers who employ illegal workers
- Provide employers with a statutory excuse against sanction

Avoiding discrimination

- RTW checks apply to all nationalities
- Cannot make assumptions of a person's nationality on the basis of name, race, appearance etc.
- **Equality Act 2010**, employers are required to treat all job applicants equally. Home Office advises that a right to work check should be completed for **all** prospective employees, and at the **same stage** of the recruitment process
- The collegiate University risks sanction under the Equality Act if employees/ prospective employees are treated differently on the grounds of race

What is an illegal worker?

A person who is “subject to immigration control” (i.e. requires a visa to work in the UK) and:

- does not hold the necessary visa to work in the UK

Or

- is working in breach of their visa conditions (i.e. in a role in which their visa doesn't cover/ for more hours than their visa permits)

Remember, it the same **offence** to breach the conditions of a visa as it is to work with no immigration status in the UK.

Examples of non-compliance

- Dr A arrived for her first day of employment, but forgot to bring her right to work documents
- The department allowed her to commence work and her right to work was checked the following day

Consequence – no statutory excuse against illegal employment if the documents were later found to be fraudulent because the right to work check was not done before employment commenced.

What should the department have done?

- Sent Dr A home on her first day to get her right to work documents and not allowed her to commence work until a right to work check had been completed
- Consider undertaking right to work checks at interview stage

Examples of non-compliance

- Mr B undertook some casual work for four hours per week during term time. He has a Tier 4 (student) visa
- He is also working 20 hours per week for three colleges
- The department did not ask him to complete a 'Tier 4 Student Employment Declaration' and did not know about his other work

Consequence – illegal employment of a Tier 4 visa holder.

What should the department have done?

Asked Mr B to complete the 'Student Employment Declaration'. This would have identified that the work they were offering was in breach of his visa conditions, **exceeding** 20 hours per week, and for this reason they could not employ him.

Examples of non-compliance

- Mr C was employed as a kitchen porter as a casual worker in a college for 20 hours per week
- He held a Skilled Worker visa to work as a Research Assistant in a private research company

Consequence – Illegal employment of a Skilled Worker visa holder in breach of their visa conditions. Skilled Worker visa holders may only take additional work in job types which would be sponsorable under the Skilled Worker route, work as a kitchen porter is not sponsorable so is not permitted.

What should the college have done?

Checked, with advice from SIT if necessary, whether the work would normally be sponsorable under the Skilled Worker visa route, and as it isn't they should have explained to Mr C that his Skilled Worker visa does not permit this type of work to be undertaken as supplementary employment

Examples of non-compliance

- Mr D commenced employment on 6 January 2014 but a right to work check was not completed until March 2014
- The Home Office contact the University in 2017 to advise that according to their records Mr D does not have the right to work in the UK (they have the ability to cross reference information from NI contributions with visa status)
- It was found that Mr D had presented a fraudulent visa

Consequence – illegal employment of an individual with no right to work in the UK. No statutory excuse because a right to work check was not completed before work commenced.

What should the department have done?

Completed a right to work check before employment commenced. Had this been done, there would be no sanction against the University because the fraudulent document was not obvious.

Consequences of non-compliance

- On-the-spot fines of up to £60,000 for **each** illegal worker
- Up to 2 year prison sentence and/or an unlimited fine
- Financial and reputational loss

A breach from a single college or department (including those who do not have any Skilled Worker or Tier 5 sponsored visa holders) = potentially serious consequences for entire Collegiate University.

Sponsor licenses

The Collegiate University holds 'Premium Sponsor Status' with the Home Office and holds the following licenses

- Skilled Worker – non UK employees to fill skilled roles (approx. 890 visa holders)
- Student Visa (formally Tier 4) – students from overseas (4,988 students)
- Tier 5 – supernumerary researchers and academics coming to collaborate (approx. 190 current sponsored visa holders)

Failure to comply with Right to Work check requirements poses a serious risk to these licences:

- Licences withdrawn - all sponsored workers and students required to leave the University and UK
- Licences downgraded – may retain current visa holders but not sponsor new visa holders
- Prevent the recruitment of international talent (students and employees)

Questions?

Who needs a right to work check?

Who needs a RTW check?

Employees and casual workers

Right to Work check required	Right to Work check not required
Employees paid through payroll	Anybody working entirely overseas
Casual workers paid through payroll	Anybody employed continuously since before 27 January 1997
Tier 5 sponsored visa holders	Self-employed people
Anybody who receives a payslip	Agency workers
Anybody (over 16) on Work Experience	Workers supplied by the Temporary Staffing Service (RTW undertaken by TSS)
Unpaid workers	Volunteers
Examiners (in some circumstances)	
Out tutors arranged by department	

Unpaid worker Vs Volunteering

Volunteering activities;

- Not fulfilling a role normally undertaken by paid staff
- No obligation on the individual to attend at particular times or have set hours – engagement is informal
- No payment, only reimbursement for reasonable travel and meals expenses actually incurred

Consider:

What would happen if the individual didn't turn up for the engagement, would you have to find someone else to cover?

Answer Yes: Unpaid Worker - Undertake Right to Work check

Will the individual have defined hours, attend regular team meetings and receive extensive training?

Answer Yes: Unpaid Worker – Undertake Right to Work check

Who needs an immigration check?

Visitors – where the department has facilitated their entry into the UK

Immigration check required	Immigration check not required
People from overseas who require a visa/immigration stamp to enter as an Academic Visitor	Visitors from within the UK
People from overseas who require a visa/immigration stamp to enter as a Business Visitor (unless coming for one day or less)	Non-UK/Irish nationals who already have permission to be in the UK
People from overseas who require a visa/immigration stamp to enter as a Permitted Paid Engagement visitor	Business Visitors from overseas coming for one day or less

Immigration status check = check, copy, sign, date and retain copy of passport and visa/immigration stamp. Retain copies for duration of visit.

Terminology

List A and List B RTW

The Home Office split right to work checks into two types. Either List A or List B

List A:

- Permanent proof of right to work – no repeat checks required during employment
- British/Irish passport and Indefinite Leave to Remain (ILR) and Settled status visa holders

List B:

- Time limited right to work – a repeat check must be done for **ALL** List B's before the document expires if employment is expected to continue
- Work visa/ Biometric Residence Permit holders i.e. Global Talent, Skilled Worker, Tier 4, Student visa, Tier 5, dependant visa

See <https://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version>

Biometric Residence Permits and vignettes – what's the difference?

Biometric Residence Permit

- BRPs are no longer issued to applicant's, but you may see them in older records.
- BRPs are no longer proof of RTW.
- RTW checks made previously with BRPs are still valid.



Vignette in passport

- Issued to all overseas applicants (unless electronic visa status issued)
- For those coming for more than six months the vignette will be valid for only 90 days – it will then be an eVsa.



Other terms

Permission to Enter/ Leave to Enter/ Entry Clearance	Home Office terms for individual granted entry to the UK , this will often have an end date specified
Permission to Stay / Leave to Remain	Individual granted an extension to their stay in the UK for a specific period of time
Settlement/ Indefinite Leave to Remain/ Permanent residency	Individual granted permission to remain in the UK without any time limit on their stay Permanent residency - EEA nationals and family members
Dependant	Partner or spouse (married/ civil partner/ cohabiting >2 years) or child of a visa holder, who are permitted to join or remain with the main visa holder
Naturalisation	Legal process of an individual obtaining British nationality

Questions?

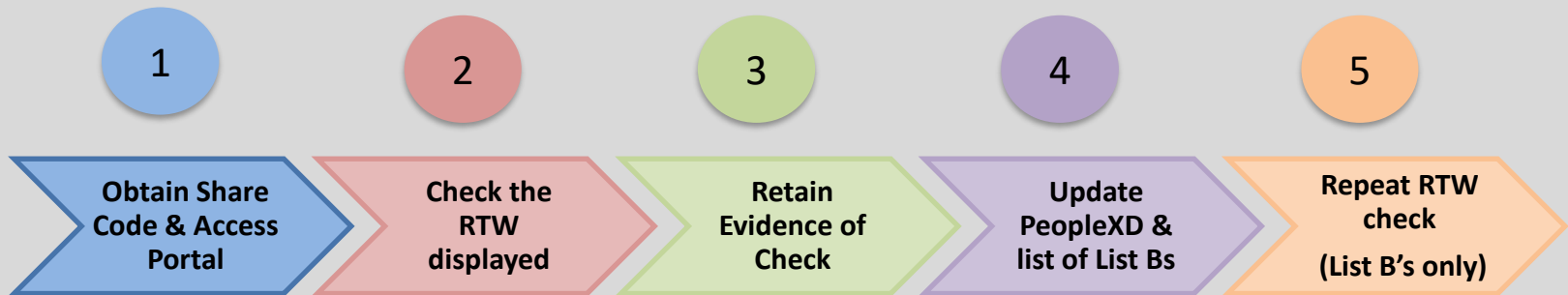
How to complete a right to work check

RTW method

Need to ask individual what RTW they wish to present, then decide if this will be a manual check or an online check.

Use online RTW portal if:	Copy and retain RTW documents if:
<ul style="list-style-type: none">• EU/EEA and Swiss with Settled status• EU/EEA and Swiss with Pre-Settled status• EU/EEA and Swiss with a UK visa• EU/EEA and Swiss with a Frontier Worker Permit• BN(O) visa issued electronically (Hong Kong visa)	<ul style="list-style-type: none">• British Passport• Irish Passport or passport card• Birth Certificates• Visa vignettes in current passports• Certificate of British nationality• Positive Verification Notice (PVN's)• Current Immigration Status Documents or ARC cards

Online RTW portal process



Step 1: Obtain the individuals 'share code' and 'date of birth'

The individual may provide the share code to you directly, or they may choose to send this to you via the service. If they choose to send it to you via the service, you will receive an email from:

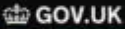
right.to.work.service@notifications.service.gov.uk

The response time to this process is very fast – little or no waiting

Then access the online RTW portal via

[View a job applicant's right to work details - GOV.UK \(www.gov.uk\)](https://www.gov.uk/view-a-job-applicant-s-right-to-work-details)

Enter the share code and date of birth

View a job applicant's right to work

BETA This is a new service - your [feedback](#) will help us to improve it.


Right to work

Erika Mustermann

They can work in the UK.

Details

They can work in any job. There is no limit on how long they can stay in the UK.



Rotate 5

If you employ this person
To avoid a [penalty](#), you must:

- check this looks like the person you meet face to face
- keep a secure copy of this online check (either electronically or in hard copy), for the duration of the employment and for 2 years after

You don't need to do the check again.
Read the [employers' code of practice](#) to find out more about right to work checks.

Details of check

Company name	Date of check	Reference number
Acme Ltd	8 January 2018	WE-NDH5IDD-63

[Print page](#) [Download PDF](#)

[Finish and leave service](#)

Need help using this service? [Get help](#)

Online RTW check:
List A wording

They can work in the UK.

Details

They can work in any job. There is no limit on how long they can stay in the UK.

Step 2: Check the RTW

In the presence of the individual (in person or via live video link), you must check that the photograph on the online right to work check is of the individual presenting themselves for work.

If the details do not refer to the right to work ending, then individual is List A and no further checks required.

If the details specify a date when the right to work is ending, then individual is List B, and their details added to your 'List of List Bs'.

If the details specify any restrictions on the work (limit of hours worked or type of work allowed), the check will indicate this. If you are not sure on the restrictions, please talk to SIT.

Step 3: Retain Evidence of the Check

You must retain evidence of the online right to work check. For online checks, this should be the 'profile' page confirming the individual's right to work. This is the page that includes the individual's photo and date on which the check was conducted. You will have the option of printing the profile or saving it (select pdf option).

This should either be printed out and added to the individuals personnel file or saved electronically and stored with the individuals electronic personnel file.

These checks need to be retained for the length of employment plus two years.

After receiving the online RTW check – delete the share code and date of birth as information no longer needed.

Step 4: update People XD

- Completion is mandatory for all new employees, Tier 5's and casual workers (Data Services enter People XD details for Humanities)
- SIT runs monthly audits from People XD to ensure right to work information is complete. The Key Contact will be notified where significant omissions or errors are found.
- Ensure old right to work records on People XD are closed when adding new visa details.
- Keep up to date list of List B document holders, visa expiry dates and type of visa
- Have demonstrable system for ensuring list is always up to date – use People XD report to monitor right to work
- Use HRIS User Guides: <https://hrsystems.admin.ox.ac.uk/files/righttowork-scenariofactsheetpdf> and <https://hrsystems.admin.ox.ac.uk/files/how-toguide-userdefinedfieldspdf>

PeopleXD UDF

Right To Work

People Management > Employee Search > HELEN DATA (2341975) > Right To Work

Appointment: **NON-EMP AGENCY WORKER** Started

From Date: 01-Jun-2021 To Date:

Right to work type *	Visa issue date	Visa expiry date	RTW undertaken by *	Comments
List B Visa (Other)	31-May-2021	30-May-2022	Tony Test	Test

Right to work type *

List B Visa (Other)

- List A Permanent
- List B Visa (Other)
- List B Visa (Sponsored)
- List B Visa (Student/Restricted Hours)
- N/A started pre 27/01/1997
- Working overseas - RTW not required

Note: Updating a name in RTW field on PeopleXD changes name in system

Right to work type *

List B Visa (Other)

- List A Permanent
- List B Visa (Other)
- List B Visa (Sponsored)
- List B Visa (Student/Restricted Hours)
- N/A started pre 27/01/1997
- Working overseas - RTW not required

University - Changes in PeopleXD

The options for Right to Work Type have been simplified

List A Permanent	British and Irish Nationals, and individuals (EEA and international) with settlement/Settled status /Indefinite Leave to Remain (ILR).
Lisa B Visa (Student/Restricted Hours)	Tier 4/ Student visa holders who are restricted on the amount of hours they can work alongside their studies
Lisa B Visa (Sponsored)	Skilled Worker and Tier 5 (GAE) Sponsored Researchers. If applied but not received, include Positive Verification Response from Employer Checking Service for sponsored visa holders.
Lisa B Visa (Other)	All other visa types where the person has a time limited stay in the UK. For example (but not limited to) Global Talent, Dependant, Tier 5, Youth Mobility, Graduate Visa, and Pre-Settled status.
Working Overseas – RTW not required	Individual will undertake all of their employment outside of the UK.
N/A Started Pre 27/01/1997	Only for use in historical records

Other Fields

From Date	Date RTW was checked
To Date	When entering RTW information, must check if there is a previous RTW information. If so, enter the date the new RTW record was added in the old RTW. This closes the old RTW record down. If the old RTW record is identical to the new RTW record, no need to add the new record
Visa Issue Date	Enter if issue date listed on RTW record
Visa Expiry Date	Must be entered if RTW record List B. If List A, leave blank
RTW Undertaken by	Name of individual who undertook the RTW check
Comments	Other information if required

Step 5: repeat check (List B only)

Only required if extending contract beyond expiry date of visa

Applies to with 'List B' status

No repeat checks for those with List A status

Process:

- Identify those with List B status at least 3 months in advance of their visa expiring
- Maintain contact with a worker through the visa application process
- Undertake additional steps if the new visa is not obtained before their visa expires

Outcome:

- Ensures that a new visa is received/ worker is in the process of applying for a new visa before the existing visa expires
- Undertake right to work check on new visa
- Update list of List B's and PeopleXD

Step 5: repeat check (List B only)

3
months

before visa expires, contact worker to check they plan to extend their visa or apply for ILR.

Ask them to keep you updated.

Complete RTW check on new visa (if available) following steps 1-4, and update Core HR and list of List B's.

Approx
2 weeks

before visa expires, if worker has not received new visa:

- Seek and retain evidence application has been submitted: Home Office acknowledgement letter (if not available - proof of postage)
- **If they have not submitted a visa application – remind them they must apply before their visa expires**

Step 5: repeat check (List B only)

Visa
expires

If worker has not received new visa:

- Obtain Home Office acknowledgment letter, if this has not been received, request proof of postage
= extends permission to work for 28 days

If worker has made the application to the Home Office after their visa expired, they will not have the right to continue to work whilst the application is pending – contact SIT

21 days

after visa has expired, new visa still not received:

- Ensure you have copy of Home Office acknowledgement email – Case ID number will be required
- Submit request to the Employer Checking service to confirm pending application:

<https://www.gov.uk/government/publications/employer-checking-service-form-check-employees-right-to-work>

Step 5: repeat check (List B only)

28 days

after expiry of visa receive from the Employer Checking Service (ECS):

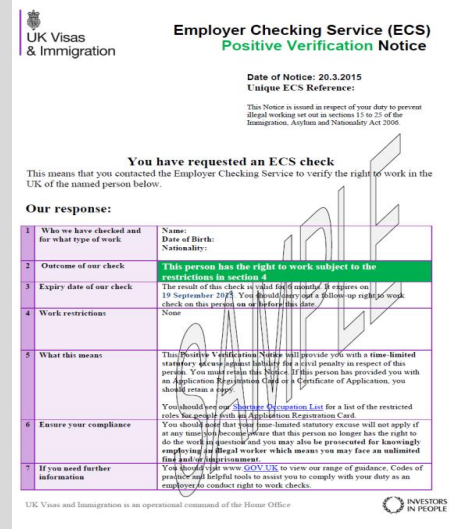
Positive verification – right to work will continue for six months whilst awaiting new visa.

Negative verification – **contact SIT immediately**

6 months

within 6 months of the positive ECS being obtained;

- Complete RTW check on **new** visa once received
- Update list of List B's with new information



UK Visas & Immigration

Employer Checking Service (ECS)
Positive Verification Notice

Date of Notice: 20.3.2015
Unique ECS Reference:

This Notice is issued in respect of your duty to prevent illegal working set out in sections 15 to 21 of the Immigration, Asylum and Nationality Act 2006.

You have requested an ECS check
This means that you contacted the Employer Checking Service to verify the right to work in the UK of the named person below.

Our response:

1 Who we have checked and for what type of work	Name: Date of Birth: Nationality:
2 Outcome of our check	This person has the right to work, subject to the restrictions in section 2.
3 Expiry date of our check	The result of this check is valid for 6 months. It expires on 19 September 2015. You should carry out a follow-up right to work check on this person on or before this date.
4 Work restrictions	None
5 What this means:	This Positive Verification Notice will provide you with a time-limited statutory defence against liability for a civil penalty in respect of this person. You must retain this Notice. If this person has provided you with an Application for Settlement Card or a Certificate of Application, you should retain a copy. You should also see the Employer's Checklist for a list of the restricted roles. You should also see the Employment Restrictions Card . You should note that this time-limited statutory defence will not apply if at any time you become aware that this person no longer has the right to do the work in question and you may also be prosecuted for knowingly employing an illegal worker which means you may face an unlimited fine and imprisonment.
6 Ensure your compliance	You should also see the Employer's Checklist to view our range of guidance. Codes of practice and helpful tools to assist you to comply with your duty as an employer to conduct right to work checks.
7 If you need further information	

UK Visas and Immigration is an operational command of the Home Office

INVESTORS IN PEOPLE

Step 5: repeat check (example)

Dr G's Tier 2 visa expires on **1 January 2024**

Action:

1. Contact Dr G approx. **1 October 2023**, she confirms she intends to apply for a visa extension in late November
2. In **early December** Dr G confirms she has submitted the visa application but has not received the outcome
3. Dr G provides Home Office acknowledgement letter dated **29 November 2023**. This is valid proof of right to work up to **28 January 2024**.
4. On/shortly before **21 January 2024**, contact Dr G to check whether she has received her new visa. She still hasn't
5. Complete the Employers Checking Services form on the Home Office website (no later than 21 January 2024) and await response
6. On **27 January** a Positive Verification Notice is received from the Home Office. This is valid as proof of right to work until **27 July 2024**
7. Keep in regular contact with Dr G to check if she has received her new visa.
8. On **4 February 2024** Dr G confirms she has received her new visa and brings it in for the department to do a right to work check
9. The department completes the check and updates list of List Bs

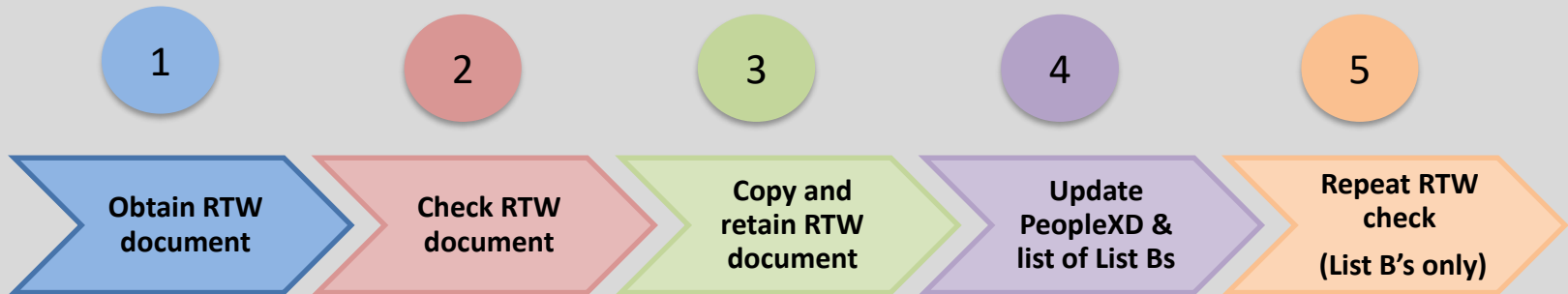
Questions?

BREAK

**The training will resume
in approx. 5 minutes**

Making a 'manual' RTW check

Right to work ‘manual’ process



Use the Right to Work Checklist to ensure you follow all of the required steps in full
<https://hr.admin.ox.ac.uk/standard-compulsory-checks>

Step 1: obtain document(s)

- Undertake prior to employment commencing and complete correctly – you can't go back at a later date to rectify
- Only documents on List A or List B are acceptable
- Worker must present original document(s) in person – photocopies and electronic copies not acceptable
- Those who work remotely should have an initial visit to Oxford to present their right to work documents
- In exceptional circumstances, a right to work check can be conducted via Teams/video link BUT the worker must send their original documents (passport, visa etc.) to the department before the right to work check via video link is conducted. This is not recommended

Step 2: check document(s)

You are not expected to be an expert but should reject a document if it is “reasonably apparent” that it is not genuine/ does not belong to the holder:

Consider

- Photographs and DOB consistent across documents and inline with the appearance of the holder
- Has the document been tampered with;
 - Pages missing, or out of alignment
 - Substitution of photograph, personal details
- Does the print or paper quality look poor?



Step 2: check document(s)

Check:

- ✓ Visa in date and permits work in question
(Note Student (Tier 4) restrictions on hours, and Skilled Worker and Tier 5 restrictions on type of work)
- ✓ Passports must be **current** (in date & not cancelled) except:
 - For UK and EEA nationals
 - For those with an EEA Family Permits/ Residence Card
- ✓ Any difference in name – ask for further original documentation (i.e. marriage/civil partnership certificate, deed poll)

Not sure? Ask SIT

Step 3: copy and retain document(s)

- Passports - copy all pages with photo, expiry date, nationality, DOB, signature, visa, biometric details
- All other documents – copy in full - both sides
- Ensure copies are clear - photograph and details are legible

Sign, print name and include this declaration to confirm originals seen:

“The date on which this right to work check was made [insert date]”

- Retain for duration of employment/engagement, plus two years after employment/engagement ends
- Data protection - copies must be held securely
- Keep copy of right to work documents attached to inside front cover of Personnel files so that documentation can be found easily during an audit

Step 4: update CoreHR/People XD

- Follow same process as with an 'online check'

Step 5: repeat check (List B only)

- Follow same process as with an 'online check'

Questions?

Right to Work documents for manual check

- List A (permanent)
- List B (time-limited)

List A document 1

British passport

- **NOTE** there are **6** different types of British nationality but the only British passport accepted by itself is where Nationality is listed as '**British Citizen**'
- **Other types** of British nationals (such as '*British National (Overseas)*', '*British Subject*', '*British Overseas Citizen*' etc. **do not have automatic rights to live and work in the UK** and will need a visa to work (List B)
- Some can be endorsed with entitlement to **Right of Abode** in the UK but this must be in a valid passport (List A)



- Other types rarely seen but do come up so be careful to read Nationality & **don't assume British passport = British citizenship & if unsure or have any doubts contact SIT**

List A document 2

Irish Passport of Passport Card (current or expired)

Free to live and work in the UK
without restriction.

If a card, copy both sides.



List A document 3

A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK (ILR), has the right of abode in the UK, or has no time limit on their stay in the UK, or is a family member of an EEA national allowed to stay indefinitely:

- Must be in a valid passport
- Usually in the form of a sticker in the passport



List A document 4


A birth or adoption certificate:

- issued in the UK, Channel Islands, the Isle of Man or Ireland

**together with an official document
giving the person's permanent National
Insurance number and name**

- Short birth certificates are valid for this purpose.
- Evidence of the National Insurance Number must be in the form of an official document (i.e. a National Insurance Card, letter from HMRC, P45 or P60)

[illegible]



Revenue

© 2004 MFL Software

Details of employee leaving work

Copy for new employer

P4: Part 4

Other name for: _____

1 Previous MFL Reference

2 Employee National Insurance number

3 Name (surnames)

4 Leaving date

5 Tax code at leaving date Y is the default

6 Last date on which benefits were paid

7 Last date on which benefits were received

8 Pension up to 31 June 05

9 Pension after 31 June 05

10 Total pay to date

11 Total pay to date

12 Total pay to date

13 Total pay to date

14 Total pay to date

15 Total pay to date

16 Total pay to date

17 Total pay to date

18 Total pay to date

19 Total pay to date

20 Total pay to date

21 Total pay to date

22 Total pay to date

23 Total pay to date

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40 Total pay to date

41 Total pay to date

42 Total pay to date

43 Total pay to date

44 Total pay to date

45 Total pay to date

46 Total pay to date

47 Total pay to date

48 Total pay to date

49 Total pay to date

50 Total pay to date

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94 Total pay to date

95 Total pay to date


96 Total pay to date

97 Total pay to date

98 Total pay to date

99 Total pay to date

100 Total pay to date

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> CERTIFIED COPY Purport to the Births and </div> <div style="text-align: center;">  OF AN ENTRY Deaths Registration Act 1953 </div> <div style="text-align: center;"> BAW </div> </div>		
BIRTH		Entry No. 9
Registration district Newham Subdivision Newham		Administrative area London Borough of Newham
CHILD		
1. First and last names January 2012 Newham University Hospital Plaitow		
2. Name and surname 		A. Sex Male
FATHER		
3. Place of birth 		4. Occupation
MOTHER		
5. Name and surname 		
6. Place of birth 		7. Occupation
8. Date of birth 		9. Date of marriage (if different from mother's surname)
10. Usual address of different from place of birth's birth 		
INFORMANT		
11. Name and surname (if not the mother or father) 		12. Qualification Midwife
13. Usual address (if different from that in 10 above) 		
14. I certify that the particulars entered above are true to the best of my knowledge and belief		Signature of informant
15. Date of completion February 2012		16. Signature of registrar
17. Name given after registration, and surname 		Deputy Registrar

Certified to be a true copy of an entry in a register in my custody.
S. James (Deputy)

Date **2.12.**

*Registration Registrar
 *This use without date not apply

BYNOTE: NO NOTIFICATION: THERE ARE OFFENSES RELATING TO FALSIFYING OR ALTERING A CERTIFICATE AND USING OR POSSESSING A FALSE CERTIFICATE. "CROWN COPYRIGHT"

WARNING: A CERTIFICATE IS NOT EVIDENCE OF BIRTH.

YL 602488

1 & 2 ELIZ. 2 CH. 20

CERTIFICATE OF BIRTH



Name and Surname Mabel Coulson

Sex Girl

Date of Birth Fourth November 1910

Place of Registration Asen

of District

Birth (Sub-district) Duddesm

I, Joe Davidson Deputy Superintendent Registrar for the Registration District of Widmer do hereby certify that the above particulars have been compiled from an entry in a register in my custody.

Witness my hand this 4th day of July 1969.

CAUTION—Any person who (1) falsifies any of the particulars on this certificate, or (2) uses a falsified certificate as true, knowing it to be false, is liable to prosecution.

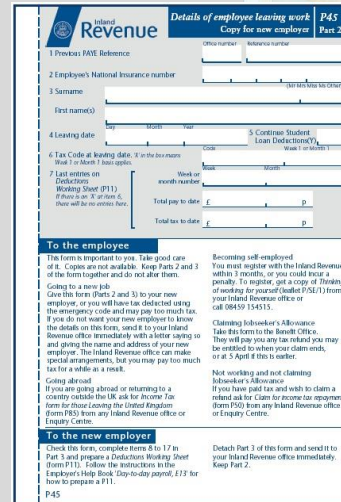
Joe Davidson
Superintendent Registrar.

27/4/69

List A document 5

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:

- A certificate of Registration is an A4 certificate describing the holder as a British Citizen
- Evidence of the National Insurance Number must be in the form of an official document (i.e. a National Insurance Card, letter from HMRC, P45 or P60.)



Inland Revenue Details of employee leaving work Copy for new employer P45 Part 2

1 Previous PAYE Reference (Official number) Reference number

2 Employer's National Insurance number (See back for details)

3 Surname First name(s)

4 Leaving date (Day Month Year) 5 Continue Student Loan Deductions (Yes / No)

6 Tax Code at leaving date (X in the box means that a Month 1 basis applies)

7 Last entries on Working Sheet (P11) (If Month 1 or 2 of Month 1, there will be no entries here)

Work or month number

Total pay to date £ P

Total tax to date £ P

To the employee

The form is important to you. Take good care of it. Copies are not available. Keep Parts 2 and 3 of the form together and do not alter them.

Going to a new job

Give this form (Parts 2 and 3) to your new employer, or you will have to deduct using the emergency code and may pay too much tax. If you do not want your new employer to know the details on this form, send it to your Inland Revenue office immediately with a letter saying so and giving the name and address of your new employer. The Inland Revenue office can make special arrangements, but you may pay too much tax for a while as a result.

Going abroad

If you are going abroad or returning to a country outside the UK, ask for Revenue Tax form for those leaving the United Kingdom (form P60) from any Inland Revenue office or Enquiry Centre.

To the new employer

Check this form, complete items 6 to 17 in Part 3 and prepare a Deductions Working Sheet (form P11). Follow the instructions in the Employer's Help Book (Day-to-day payroll, 117 for how to prepare a P11).

P45

Recommencing self-employed

You must register with the Inland Revenue within 3 months, or you could incur a penalty. To register, get a copy of Thinking of working for yourself (leaflet P5617) from your Inland Revenue office or call 0800 554515.

Claiming Inland Revenue Allowance

Take this form to the Benefit Office. They will pay you any tax refund you may be entitled to when your claim ends, or at 5 April if this is earlier.

Not working and not claiming Inland Revenue Allowance

If you have paid tax and wish to claim a refund ask for Claim for income tax repayment (form P50) from any Inland Revenue office or Enquiry Centre.



British Nationality Act 1981
Certificate of naturalisation
as a
BRITISH CITIZEN

The Secretary of State, in exercise of the powers conferred by the British Nationality Act 1981, hereby grants this certificate of naturalisation to the person named below, who shall be a
BRITISH CITIZEN
from the date of this certificate

Full name

Name at birth if different

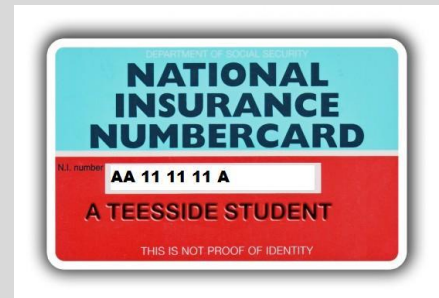
Date of birth 17 JULY 1971

Place and country of birth TORONTO, CANADA

Issued on the direction of the Secretary of State
HOME OFFICE LONDON

Waste No. [redacted] Date 12th August 2011
Hence No. [redacted] Section 6 (2)
BRITISH CITIZEN

This certificate does not certify the accuracy of the personal particulars, which are those supplied by the person who made the application.
Any unauthorised alteration may render this certificate invalid.



NATIONAL INSURANCE NUMBERCARD

N.I. number **AA 11 11 11 A**

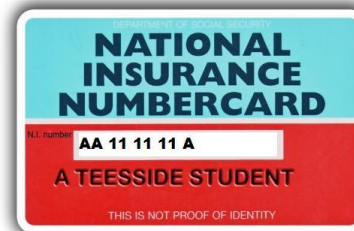
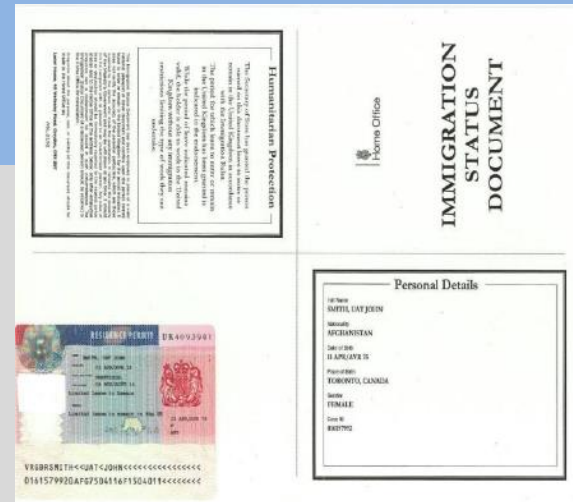
A TEESSIDE STUDENT

THIS IS NOT PROOF OF IDENTITY

List A document 6

A current Immigration Status Document issued 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, 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:

- Rarely seen but still some in circulation
- Evidence of the National Insurance Number must be in the form of an official document (i.e. a National Insurance Card, letter from HMRC, P45 or P60.)



Inland Revenue Details of employee leaving work Copy for new employer P45 Part 2

1 Previous PAYE Reference

2 Employee's National Insurance number

3 Surname

4 First name(s)

4 Leaving date

5 Continue Student Loan Deductions?

6 Tax Code at leaving date. If it is the same as the one on the last return, it is not necessary to fill in this box.

7 Last return on Deductions Working Sheet (P11) If there is an 'X' or 'N' on line 6, there will be no return here.

8 Total tax to date

To the employee

The form is important to you. Take good care of it. Copies are not available. Keep Parts 2 and 3 of the form together and do not alter them.

Going to a new job: Give the form (Parts 2 and 3) to your new employer, or you will have tax deducted using the emergency code and may pay too much tax.

If you do not want your new employer to know the details on this form, send it to your Inland Revenue office immediately with a letter saying so and giving the name and address of your new employer. The Inland Revenue office can make special arrangements, but you may pay too much tax for a while as a result.

Going abroad: If you are going abroad or returning to a country outside the UK ask for a new tax form or those leaving the United Kingdom from P85 from any Inland Revenue office or Enquiry Centre.

Not working and not claiming Inland Revenue's Allowance: If you have paid tax and wish to claim a refund ask for a Claim for Income Tax repayment (form P50) from any Inland Revenue office or Enquiry Centre.

To the new employer


Check Part 3 of this form and send it to your Inland Revenue office immediately. Keep Part 2.

P45

List A document 7

A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has been granted unlimited leave to enter or remain together with a Positive Verification Notice from the Home Office.

**EXPECTED TO BE VERY RARELY
ENCOUNTERED – PLEASE TALK TO SIT**

 **Employer Checking Service (ECS)**
Positive Verification Notice

Date of Notice: 20.3.2015
Unique ECS Reference:


This Notice is issued in respect of your duty to prevent illegal working set out in sections 15 to 21 of the Immigration, Asylum and Nationality Act 2008.

You have requested an ECS check
This means that you contacted the Employer Checking Service to verify the right to work in the UK of the named person below.

Our response:

1 Who we have checked and for what type of work	Name: Date of Birth: Nationality:
2 Outcome of our check	This person has the right to work subject to the restrictions in section 4
3 Expiry date of our check	The result of this check is valid for a period of 18 months from 19 September 2015. You should carry out a follow up right to work check on this person on or before this date.
4 Work restrictions	None
5 What this means	This Positive Verification Notice will provide you with a time limited statutory defence against liability for a civil penalty in respect of this period. You must retain this Notice. If this person has provided you with an Application Registration Card or a Certificate of Application, you should retain a copy. You should see our Statutory Exemption List for a list of the restricted roles. You comply with an Application Registration Card.
6 Ensure your compliance	You should note that the time limited statutory defence will not apply if at any time you become aware that this person no longer has the right to do the work in question and you may also be prosecuted for knowingly employing an illegal worker which means you may face an unlimited fine and/or imprisonment.
7 If you need further information	You should visit gov.uk to view our range of guidance. Codes of practice and helpful tools to assist you to comply with your duty as an employer to conduct right to work checks.

UK Visas and Immigration is an operational command of the Home Office.

 **INVESTORS
IN PEOPLE**

List B document 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:

- Vignette (sticker) in the passport
- Some permits/visas contain restrictions on the type of work that the holder can do, and/or, the place that they are permitted to work (e.g. Skilled Worker and Tier 5)
- Some permits/visas contain restrictions on the number of hours the holder is permitted to work (e.g. Tier 4/Student Visa)
- Other types of visa include Global Talent, Tier 5 YMS, Tier 4 DES, PBS dependant, spouse, UK Ancestry
- Passport and visa must be current



List B document 2

A Certificate of Application issued to an EEA/Swiss national or family member stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office.

- EEA nationals or family member who have applied for Pre-Settled status before 1st July 2021 will still be able to work while the application is being considered.
- The Certificate of Application must be no more than six months old and must be verified by the Home Office 'Employers Checking Service' before the person can commence employment.
- Employers checking service
<https://www.gov.uk/government/publications/employer-checking-service-form-check-employees-right-to-work>



Home Office

UK Visas and Immigration
Permanent Migration
PO Box 200
Liverpool
L2 0QV
Tel: 0870 606 7799
Fax: 0251 232 2909
Email: enquiries@ukvisas.com
Web: www.gov.uk/ukvisas/immigration

Address: _____ Our Ref: _____
Case ID: _____
Your Ref: _____ Your Ref: _____
Date: 04 June 2014

Dear Sir/Madam,

Re: _____

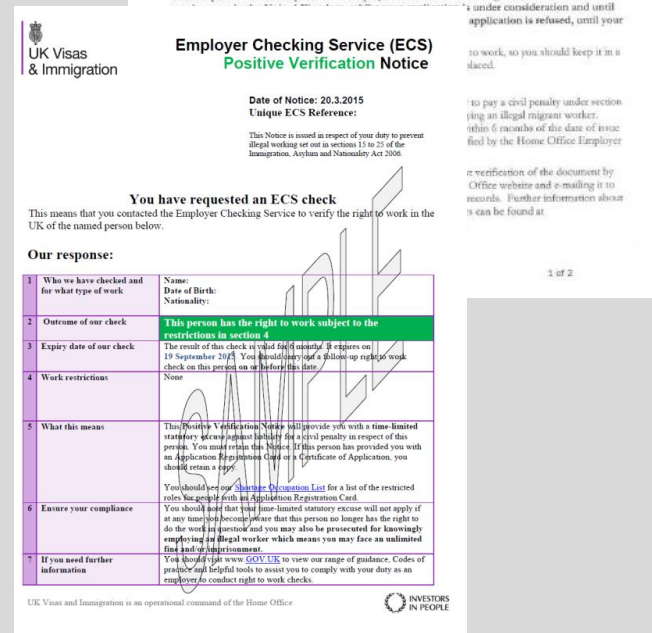
CERTIFICATE OF APPLICATION

Thank you for your application for a Residence Card/Permanent Residence Card/Determinative Residence Card. We will make a decision on the application as soon as we can and, in any event, within the next 6 months.

Please do not telephone or make enquiries about the progress of the application before you hear from us unless a passport or other document is needed urgently, as this drains resources from making decisions.

We advise you not to make any non-urgent travel plans until we have decided your application and returned your passport(s) or travel document(s).

You are permitted to accept offers of employment in the United Kingdom, or to continue in



UK Visas & Immigration

**Employer Checking Service (ECS)
Positive Verification Notice**

Date of Notice: 20.3.2015
Unique ECS Reference: _____

This Notice is issued in respect of your duty to prevent illegal working set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006.

You have requested an ECS check

This means that you contacted the Employer Checking Service to verify the right to work in the UK of the named person below:

Our response:

1 Who we have checked and for what type of work	Name: _____ Date of Birth: _____ Nationality: _____
2 Outcome of our check	This person has the right to work subject to the restrictions in section 4
3 Expiry date of our check	The result of this check is valid until 19 September 2015. It expires on 19 September 2015. You should carry out a follow-up right to work check on this person on or before this date.
4 Work restrictions	None
5 What this means	This Positive Verification Notice will provide you with a time-limited statutory defence against liability for a civil penalty in respect of this person. You must retain this Notice. If this person has provided you with an Application Registration Card or a Certificate of Application, you should retain a copy. You should see our Sharepoint Guidance List for a list of the restricted roles you cannot use in Application Registration Card.
6 Ensure your compliance	You should note that the time-limited statutory defence will not apply if at any time you become aware that this person no longer has the right to do the work in question and you may also be prosecuted for knowingly employing an illegal worker which means you may face an unlimited fine and imprisonment.
7 If you need further information	You should visit www.gov.uk to view our range of guidance. Codes of practice and helpful tools to assist you to comply with your duty as an employer to conduct right to work checks.

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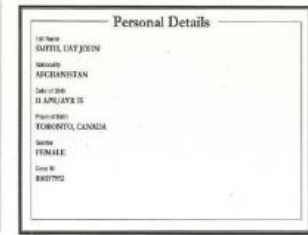
INVESTORS
IN PEOPLE

1 of 2

List B document 3

A current Immigration Status Document containing a photograph issued 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:

- This is usually a paper document containing a vignette indicating the holder's immigration status
- These are no longer issued (since 2012) but some may still be in circulation
- Evidence of the National Insurance Number must be in the form of an official document (i.e. a National Insurance Card, letter from HMRC, P45 or P60.)



HM Revenue & Customs Details of employee leaving work **P45**
Copy for new employer **Part 2**

1 Previous PAYE Reference

2 Employee's National Insurance number

3 Surname

First name(s)

4 Leaving date

5 Continue Student Loan Deduction

6 Date of leaving date, if the business does not apply

7 Week or month number

8 Total pay to date

9 Total tax to date

employee

It is important to you. Take good care of it. It is not available. Keep Part 2 and 3 together and do not alter them.

a new job

or you will have to deduct using your code and may pay too much tax.

not work your new employer to know

on this form, send it to your Inland Revenue office immediately with a letter saying so

g the name and address of your new

The Inland Revenue office can make arrangements, but you may pay too much

as a result.

road

going abroad or returning to a

within the UK, ask for Income Tax

use Leaving the United Kingdom

3 from any Inland Revenue office or

entire.

new employer

Check this form, complete items 8 to 17 in Part 3 and prepare a Deduction Working Sheet (form P11). Follow the instructions in the Employer's Help Book (day-to-day paper), 111, for how to prepare a P11.

newly self-employed

You must register with the Inland Revenue within 3 months, or you could incur a penalty. To register, get a copy of 'Thinking of working for yourself' (leaflet P56/1) from your Inland Revenue office or call 08459 154515.

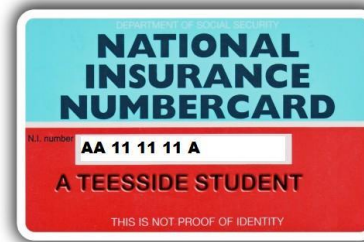
Claiming Individual's Allowance

Take this form to the South Office. They will pay you any tax refund you may be entitled to when your claim ends, or at 5 April if this is earlier.

Not working and not claiming Individual's Allowance

If you have paid tax and wish to claim a refund ask for Claim for income tax repayment (form P50) from any Inland Revenue office or Enquiry Centre.

P45



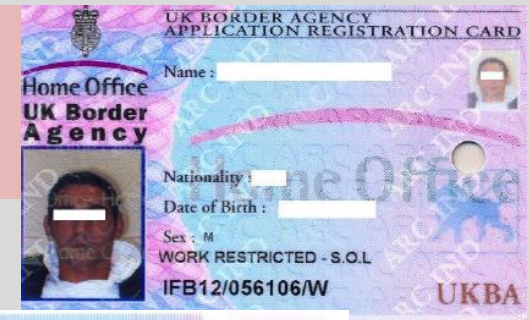
List B document 4

An Application Registration Card stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office:

- Issued to Asylum applicants
- The holder may have restrictions on the type of work they can do and/or the number of hours they can work
- The ARC must be verified by the 'Employers Checking Service' before the person can commence employment

<https://www.gov.uk/government/publications/employer-checking-service-form-check-employees-right-to-work>

BEFORE ENGAGEMENT –GET ADVICE FROM SIT



UK Visas & Immigration

Employer Checking Service (ECS) Positive Verification Notice

Date of Notice: 20.3.2015
Unique ECS Reference:

This Notice is issued in respect of your duty to prevent illegal working set out in sections 11 to 15 of the Immigration, Asylum and Nationality Act 2006.

You have requested an ECS check.

This means that you contacted the Employer Checking Service to verify the right to work in the UK of the named person below:

Our response:

	Name:
1 Who we have checked and for what type of work	Nationality:
2 Outcome of our check	This person has the right to work subject to the restrictions in section 4
3 Expiry date of our check	The result of this check is valid for 18 months. It expires on 18 September 2015. You should carry out a follow up right to work check on this person on or before this date.
4 Work restrictions	None
5 What this means	This Positive Verification Notice will provide you with a time-limited statutory defence against liability for civil penalty in respect of this person. You must enter the Unique ECS Reference on your Application for a Certificate of Application, you should retain a copy.
6 Ensure your compliance	You should use our Employer's Guidance List for a list of the restricted roles. See guidance for more information. You should also ensure that this person no longer has the right to do the work in question and you may also be prosecuted for knowingly employing an illegal worker which means you may face an unlimited fine and imprisonment.
7 If you need further information	You should go to www.gov.uk to view our range of guidance. Codes of practice and helpful tools to assist you to comply with your duty as an employer to conduct right to work checks.

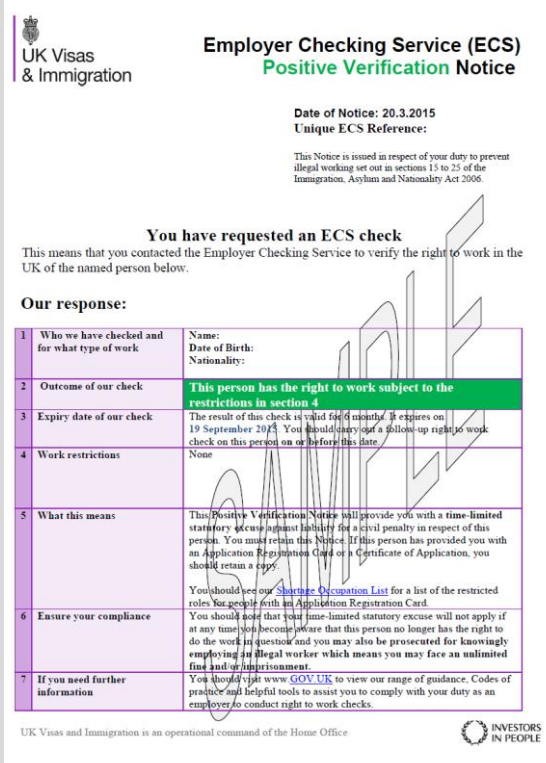
UK Visas and Immigration is an operational command of the Home Office

INVESTORS IN PEOPLE

List B document 5

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:

- Issued when an employer cannot re-check right to work of an existing worker because the person's passport and visa are with the Home Office in relation to an outstanding application or appeal
- Positive Verification Notice valid for six months
- Employers checking service
<https://www.gov.uk/government/publications/employer-checking-service-form-check-employees-right-to-work>



UK Visas & Immigration

Employer Checking Service (ECS)
Positive Verification Notice

Date of Notice: 20.3.2015
Unique ECS Reference:

This Notice is issued in respect of your duty to prevent illegal working set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006.

You have requested an ECS check
This means that you contacted the Employer Checking Service to verify the right to work in the UK of the named person below.

Our response:

1 Who we have checked and for what type of work	Name: Date of Birth: Nationality:
2 Outcome of our check	This person has the right to work subject to the restrictions in section 4
3 Expiry date of our check	The result of this check is valid for 6 months. It expires on 19 September 2015. You should carry out a follow-up right to work check on this person on or before this date.
4 Work restrictions	None
5 What this means	This Positive Verification Notice will provide you with a time-limited statutory excuse against liability for a civil penalty in respect of this person. You must retain this Notice. If this person has provided you with an Application Registration Card or a Certificate of Application, you should retain a copy. You should see our Shortage Occupation List for a list of the restricted roles for people with an Application Registration Card.
6 Ensure your compliance	You should note that your time-limited statutory excuse will not apply if at any time you become aware that this person no longer has the right to do the work in question and you may also be prosecuted for knowingly employing an illegal worker which means you may face an unlimited fine and imprisonment.
7 If you need further information	You should visit www.gov.uk to view our range of guidance, Codes of practice and helpful tools to assist you to comply with your duty as an employer to conduct right to work checks.

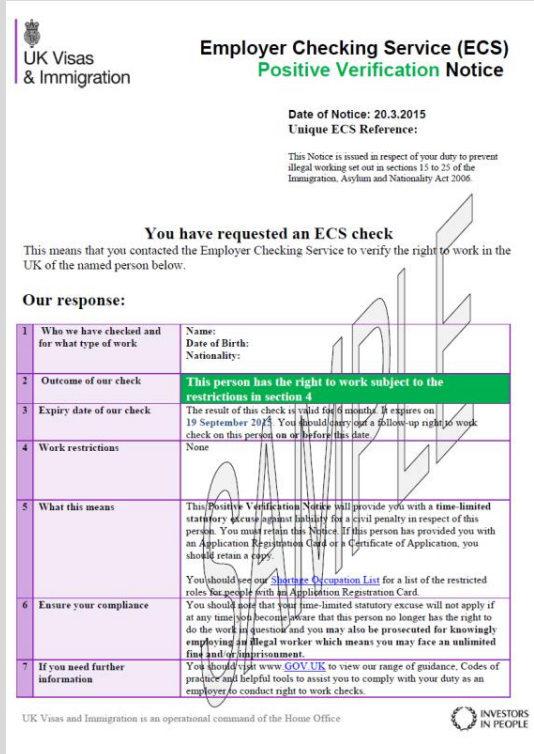
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INVESTORS
IN PEOPLE

List B document 6

Either a document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has been granted limited leave to enter OR has made an application to leave to enter or remain AND ALSO with a Positive Verification Notice from the Home Office.

**EXPECTED TO BE VERY RARELY
ENCOUNTERED – PLEASE TALK TO SIT**



UK Visas & Immigration

Employer Checking Service (ECS)
Positive Verification Notice

Date of Notice: 20.3.2015
Unique ECS Reference:

This Notice is issued in respect of your duty to prevent illegal working set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006.


You have requested an ECS check

This means that you contacted the Employer Checking Service to verify the right to work in the UK of the named person below.

Our response:

1 Who we have checked and for what type of work	Name: Date of Birth: Nationality:
2 Outcome of our check	This person has the right to work subject to the restrictions in section 4
3 Expiry date of our check	The result of this check is valid for 6 months. It expires on 19 September 2015. You should carry out a follow-up right to work check on this person on or before this date.
4 Work restrictions	None
5 What this means	This Positive Verification Notice will provide you with a time-limited statutory excuse against liability for a civil penalty in respect of this person. You must retain this Notice. If this person has provided you with an Application Registration Card or a Certificate of Application, you should retain a copy. You should see our Shortage Occupation List for a list of the restricted roles for people with an Application Registration Card. You should note that your time-limited statutory excuse will not apply if at any time you become aware that this person no longer has the right to do the work in question and you may also be prosecuted for knowingly employing an illegal worker which means you may face an unlimited fine and imprisonment.
6 Ensure your compliance	You should visit GOV.UK to view our range of guidance, Codes of practice and helpful tools to assist you to comply with your duty as an employer to conduct right to work checks.
7 If you need further information	

UK Visas and Immigration is an operational command of the Home Office

 INVESTORS
IN PEOPLE

Validity of passports

- Expired British and Irish passports are acceptable
- All vignettes – paper visas - (including ILR, Global Talent, Skilled Worker, Tier 4/ Student) must be presented in a valid passport as proof of right to work.
- Those who have a visa in an expired passport must apply to have the visa transferred to an Evisa to then be able to provide a sharecode for an online RTW check

Transferring a visa

- Those who have an Indefinite Leave to Remain visa in an old passport will need to apply using the 'NTL No Time Limit' application at <https://www.gov.uk/transfer-visa>

Those who have a limited visa (such as Tier 4, Tier 1, dependant etc.) will need to apply using the 'TOC Transfer of Conditions' form at <https://www.gov.uk/transfer-visa>

Once they have applied to transfer their visa, use the Employers Checking Service form at <https://www.gov.uk/government/publications/employer-checking-service-form-check-employees-right-to-work> to request a Positive Verification Notice as proof of right to work until their new visa arrives

- Must not employ until you have received and checked either the new visa or a Positive Verification Notice
- If relying on a Positive Verification Notice – must complete a new right to work check on the new visa once received and before the PVN expires (usually six months)

Not sure?

Ask us!

Questions?

RTW process for different employee / worker categories:

- Employing students with Tier 4/Student Visas
- Skilled Worker restrictions
- Examiners
- Joint appointments
- Casual payroll process

Employing students with Tier 4 and Student Visas

- All students with Tier 4/Student visas who are working (including in fixed term and casual roles) must have a right to work check before the work starts. These steps are still required if using the new Casual Payroll System
- All Tier 4/Student visas have restrictions on hours that can be worked
- Visas in out of date passports are not acceptable proof of right to work. Can apply to have visa transferred to Biometric Residence Permit using new passport
- All students coming for more than six months may have been issued with a temporary visa and then have an eVisa.
- Graduate visas are work visas. No restrictions on hours. Do not need to seek evidence of term and vacation dates or the Student Employment Declaration.

Tier 4/Student visa restrictions on hours

Undergraduate and Postgraduate Taught students:

- Normally work to term dates
- Usually restricted to 20 hours per week during term time (no restrictions during vacations)

Graduate Research students:

- Have year round study commitments
- Generally should not work in excess of 20 hours per week
- Where a graduate student (who is a Tier 4/Student visa holder) wishes to work beyond 20 hours per week, they must provide written permission from their supervisor. Template supervisor permission letter at <http://www.admin.ox.ac.uk/personnel/recruit/preempcheck/compulsorychecks/righttpwork/addstudent/>

OR evidence to show they have completed their studies, for example for Oxford DPhil student granted leave to supplicate

For non-Oxford PGR Tier 4/Student visa holders – check their terms of study (will need written permission from the HEI that they can work and that they are on vacation and have no study commitments if you want to employ them in excess of 20 hrs per week)

RTW check for Tier 4/Student visa holders

Right to work check comprises three parts:

1. Complete a online RTW check as normal
2. Seek and retain evidence of term and vacation dates (even if working under 20 hours) – check whether they are currently on vacation (and can therefore work full time) or term time (and therefore they are restricted on the number of hours they can work per week). Different evidence required for UG/PGT and PGR
3. Ask student to complete ‘Student Employment Declaration’ and ensure work on offer will not breach maximum permitted hours. Continue to monitor hours worked to ensure they are not employed in breach of their visa restrictions

Note 1: Add your Tier 4/Student visa holder to your list of List B’s

Note 2: Tier 4/Student visa holders can never be ‘self employed’

Evidence of term date (Tier 4/Student)

Evidence of term and vacation dates for **UG/PGT**:

- Printout from the student's education institution's website or other material published by the institution confirming its term and vacation dates for the student's course of study. You must also check the web link to confirm it is genuine, OR
- A letter or email addressed to the student from their education institution confirming term time dates for the student's course, OR
- A letter addressed to the department from the education institution confirming term time dates for the student's course

Evidence of term and vacation dates for **PGR**:

- For PGR students who do not work to term dates, print the second section titled "Periods during your course when your hours of work are unrestricted" on the Student Paid Employment Guidelines at:
<https://www.ox.ac.uk/students/visa/during/work>
- For non-Oxford PGR Tier 4/Student visa holders – check their terms of study (will need written permission from the HEI that they can work and that they are on vacation and have no study commitments if you want to employ in excess of 20 hrs per week)

Employment declaration (Tier 4/Student)

Student Employment Declaration :

- Check if the student is working and ensure the combination of hours will not take them in excess of their permitted hours during term time
- Link to form
<http://www.admin.ox.ac.uk/personnel/recruit/preempcheck/compulsorychecks/righttpwork/addstudent/>

Skilled Worker - Supplementary employment

The supplementary employment must be:

- a permitted type of work that could be sponsorable under the Skilled Worker visa route (*salary thresholds don't apply it's just about the type of work*) – see next slide
- no more than 20 hours per week
- outside hours of main role & does not interfere with main role

More information: <https://staffimmigration.admin.ox.ac.uk/supplementary-employment-and-studying>

Supplementary employment *(continued)*

Originally Skilled Worker supplementary employment could only be work of the same type under the same job code

4 April 2024 rules changed to permit supplementary employment in any Skilled Worker sponsorable job codes (***administrative roles, bar work, working as a waiter or kitchen porter, for example, not permitted***)

New 22 July 2025 rules changes – Skilled Worker sponsorable job codes split into skilled *RQF 6* and lower skilled *RQF 3 - 5* (mostly support roles):

- Continuously held Skilled Worker visas since **before 22 July 2025** supplementary employment still possible in ***any sponsorable job codes (RQF 6 & RQF 3 – 5)***;
- New Skilled Worker visa holders **from 22 July 2025** supplementary employment ***only permitted in RQF 6 job codes, or same job code as their main role***. So RQF 3 – 5 roles as supplementary employment only if same job code as main role.

SIT, or other employer, will determine the relevant job code & resulting RQF level

Since April 2024 changes no longer any need to report teaching as additional duty.

Employing Tier 5 visa holders in supplementary work

- Youth Mobility Scheme visa holders may work unrestricted
- For employment of all other Tier 5 categories, contact SIT as different rules may apply
- Tier 5 Sponsored Researchers can undertake ‘supplementary employment’ for up to 20 hours per week but for them the rules have not changes and this must be the same type of work as their main activities which is research & possibly some lectures/ teaching

Employing Tier 5 visa holders in supplementary work

Conduct a manual or online RTW check for a Tier 5 Sponsored Researcher visa holder;

1. obtain a copy of the CoS, along with other RTW documents
2. Check the details of the CoS to ensure it is the same type of work, and confirm their research visit is continuing
3. Retain a copy of the CoS and RTW check documents

Tier 5 Sponsored Researchers visiting the Collegiate University may teach for a department under the supplementary work condition but only if their CoS includes giving lectures on their research.

If lectures are not included, it can be added by SIT, but the request must come from their sponsoring department or college, their funder must agree, and must be for teaching to be undertaken within the Oxford collegiate university.

If in doubt, ask SIT!

Examiners

1. Taught Degrees Team receive examiner and assessor nominations as normal
2. Taught Degrees Team will check whether RTW information is required
3. Taught Degrees Team will contact department to request completion of an adapted version of casual payroll form where RTW is required and it is not already completed on People XD
4. Department completes the form and returns to the Taught Degrees Team
5. HRIS Data Services complete the RTW information on PeopleXD

Examiners

Postgraduate exam boards:

- Examiners and assessors who are not University employees and are working on PGT examination boards are to be paid as self-employed – no right to work checks required
- Students holding Tier 4/Student visas are not allowed to work on postgraduate examination boards as their visas do not allow them to be self-employed

Undergraduate exam boards:

- Examiners and assessors working on UG exam boards who are not University employees will be paid through casual payroll
- Right to work checks must be carried out and recorded before work commences
- Tier 4/student visa-holders working as UG assessors must complete a Student Employment Declaration Form to confirm they are not working in excess of the hours permitted on their visa and a copy of their term dates taken
- Details of Tier 4/Student visa-holders working as examiners must also be added to departments' lists of List B visa holders

Joint appointments

- Right to work check is typically completed and held by the college/department/division with whom the majority contract is held BUT
- Communicate with college/department/division to agree who has responsibility for the initial right to work check and repeat checks (for List B's)
- Where the right to work check is held elsewhere (e.g. college/Divisional Office) seek a copy for your records
- Record in People XD where the original copy is held

Casual Payroll Process

- Department enters workers information into PeopleXD (including details of right to work) **in addition to conducting a RTW check as normal**
- SIT check that worker has their 'Right to Work' details entered into People XD. If not entered, payment will be delayed
- System calculates all Student (Tier 4) hours worked each week across all departments. If any work is over 20 hours in any week, SIT will investigate payment. If information on these payments is not available to show that the student is allowed to work more than 20 hours, payment will be delayed.

Casual Payroll Process

If Tier 4 students will be working over 20 hours in any week, they are required to email Tier4casualpayments@admin.ox.ac.uk in advance of their work, the following information:

For non Oxford, undergraduate/postgraduate taught student

Name, student number, course and the weeks in which the work exceeds 20 hours during vacation, and confirmation that they are not required to study in these weeks.

For all postgraduate research student

Name, student number, course and the weeks in which the work exceeds 20 hours AND a scanned copy of the letter from their doctoral supervisor providing the dates that they are 'on holiday' from their research studies **OR**

Evidence they have completed their course of study, for example leave to supplicate letter for Oxford students, or letter from HEI for non Oxford students.

If this information is not provided, payment will be delayed

Repeat engagements of casuals

List A :

- May rely on the **previous** right to work check **if** you retained copies of the previous right to work check and the check was carried out less than 15 months ago

List B :

- Must complete a new right to work check before each new engagement commences. This applies to all List B document holders (Global Talent, Skilled Worker, Tier 4, Tier 5, dependant, spouse etc.)
- Some visas carry restrictions on hours/ types of work and you need to check that the new engagement does not breach those restrictions
- The visa holder's status may have changed (e.g. they may have changed from a dependant to a student in which case they will have new restrictions on their visa)

Casuals - sharing right to work data

Departments and colleges can rely on each other's RTW checks for casual workers if the following conditions are met prior to undertaking work:

- The casual worker is List A
- The department/college which has a RTW of the casual worker sends a copy of the scanned RTW to the department engaging the worker (Note: an email with RTW information or confirmation of the RTW is not sufficient, and departments/college may not always agree to provide a copy)
- Check the details and keep the RTW copy on file along with details of where the original RTW check is held

A department **cannot** use copies of RTW if:

- The casual worker has a List B visa. A right to work check must be completed for each engagement
- They are an employee - a full right to work check is required

Main problems encountered

- Time limited visas & ILR in expired passports
- Skilled Worker visa holders wanting to undertake casual work in a type of role which is not sponsorable
- Evidence of term & vacation dates not included in right to work documents for Tier 4 students
- Obtaining letters to show evidence of working outside of term dates for Tier 4 graduate research students
- Right to work records on Core HR not being closed down
- Not keeping an up to date list of List B document holders

Useful documents

That can be found on the SIT website

- Immigration and Right to Work Roles and Responsibilities
- Right to Work checklist (use optional)
- HRIS Guide – Maintaining Right to Work data
- Employer checking service guide
- Visitors from overseas guide
- Overseas visitor communication leaflet
- Skilled Worker/Tier 5 visa holder communication leaflet

In relation to students:

- Tier 4 Student Employment Declaration
- Graduate Student template letter to confirm vacation period for a Tier 4 student

Summary and process

- **Right to work required for all employees, casuals and Tier 5 – before work starts**
- Raise with staff who take on casuals the importance of alerting HR before any work is agreed so that right to work checks can be arranged
- Immigration checks required for Academic, Business and PPE visitors - before visit starts if department has facilitated entry
- Ensure demonstrable processes are in place to record and monitor right to work – the Home Office may expect to see this
- Keep an up to date list of List B document holders and expiry dates – include Tier 5s and casuals
- Ensure PeopleXD is up to date at all times
- Be mindful of the significant risk to the collegiate University, sponsored students and colleagues of non compliance. Right to work is closely monitored by the Audit and Scrutiny Committee for this reason

Contact Staff Immigration Team with any questions

Questions?