Right to Work Hub
For Colleges offering paid work to current Oxford students

<u>Before</u> the student begins work, ask the question:

'Has the student registered with the Right to Work Hub?'

Yes – Search the [Right to Work Hub](#) for the student.

- If status is List B, ensure any visa restrictions are compatible with the work being offered.
- Take a screenshot for your college records, you don't need to undertake your own right to work check.
- Repeat the search if you engage the student to undertake further/additional work.
- For student visa holders limited to 20 hours of work per week, inform the Student Visa Monitoring Service. Send details of the engagement to collegetier4@admin.ox.ac.uk.

To request access to the Right to Work Hub – College Portal, email rtw@admin.ox.ac.uk with your Oxford username.

No – Ask the student to email rtw@admin.ox.ac.uk providing:

> **Referral information**
>
> - Full Name
> - Student No. or Oxford Username (SSO)
> - College offering work
> - Expected start date (if known)
> - Answers to the following questions:
>   a) Are you a visa holder?
>   b) If no, are you an EU national (or dependant) who has been granted Settled or Pre-Settled status?

Alternatively, you can refer the student on their behalf, copying them in.

The Right to Work Hub team will liaise with the student to carry out the right to work check. Once the check is complete, the student is registered with the Right to Work Hub and will display in your searches.

Students are expected to inform colleges once their registration is complete.

For further information visit the [Staff Immigration website](#)