

## FORM TO BE COMPLETED BY EXTERNAL EXAMINERS

Under the Immigration, Asylum and Nationality Act 2006 you will be required to provide evidence that you are legally entitled to live and work in the United Kingdom (UK). Please provide the University with originals of the following documents/ combination of documents and circle the relevant documents you will supply. You should bring these documents to the relevant School before or at the start of the first day of your appointment. If you will not be attending the University on the first day of your appointment, please provide the Academic Development and Quality Enhancement Office (Sussex House, 326) with a scanned copy of these documents at the start of your appointment, with the photo page signed and stamped by your HR department. Following this, on your first day at the University you should bring the originals of these documents to your School for photocopying.

***You will not be allowed to start work or receive any salary payments without these documents/ combination of documents.***

### List A : acceptable documents to establish a continuous statutory excuse (ie ongoing right to work)

<u>ONE</u> single document from the list on the left	OR	<u>TWO</u> of the documents in the specified combination from the list on the right:
<p>A passport showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK</p> <p>A passport or national identity card showing the holder is a national of a European Economic Area (EEA) country, or Switzerland</p> <p>A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a EEA country, or Switzerland</p> <p>A Permanent Residence card issued by the Home Office to the family member of a national of a EEA country, or Switzerland</p> <p>A <b>current</b> 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</p> <p>A <b>current</b> 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</p>		<p>An official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer. (A P45, P60, National Insurance number card, or a letter from a Government agency may be acceptable to demonstrate a person's National Insurance number.)</p> <p><b>AND</b> one of the following documents:</p> <p>A <b>current</b> 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</p> <p>A <b>full</b> birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents</p> <p>A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland</p> <p>An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland</p> <p>A certificate of registration or naturalisation as a British Citizen</p>

**In all cases original documentary evidence must be seen by the University and a copy must be kept by the University.**

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List B :

**Group 1 - documents where a time-limited statutory excuse lasts until the expiry date of leave**

**ONE of the following:**

<p>A <b>current</b> 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.</p>	<p>A <b>current</b> 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.</p>	<p>A <b>current</b> Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-EEA national who is a family member of a national of a EEA country, or Switzerland or who has a derivative right of residence.</p>	<p>A <b>current</b> 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, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.</p>
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**Group 2 – documents where a time-limited statutory excuse lasts for 6 months**

**ONE of the following:**

<p>A Certificate of Application issued by the Home Office under regulation 17(3) or 18A(2) of the Immigration (EEA) Regulations 2006, to a family member of a national of a EEA country, or Switzerland stating that the holder is permitted to take employment which is <b>less than 6 months old together with a Positive Verification Notice</b> from the Home Office Employer Checking Service.</p>	<p>An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question <b>together with a Positive Verification Notice</b> from the Home Office Employer Checking Service..</p>	<p>A <b>Positive Verification Notice</b> 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.</p>
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**In all cases original documentary evidence must be seen by the University and a copy must be kept by the University.**

**FORM TO BE COMPLETED BY EXTERNAL EXAMINERS**

**Name:** .....

*Please sign the appropriate declaration below:*

I am a National of one of the <b>countries listed below</b> and have the right to work in the UK.			
<b>Sign:</b>		<b>Date:</b>	
Austria	Belgium	Bulgaria	Cyprus
Czech Republic	Denmark	Estonia	Finland
France	Germany	Greece	Hungary
Iceland	Ireland	Italy	Latvia
Liechtenstein	Lithuania	Luxembourg	Malta
Netherlands	Norway	Poland	Portugal
Romania	Slovakia	Slovenia	Spain
Sweden	Switzerland	United Kingdom	
<i>Nationals from the countries listed above have free movement and employment rights in the UK.</i>			

I am a National of Croatia and <b>have obtained the relevant registration certificate</b> (purple, blue or yellow) (permission to work), unless I am exempt from this requirement.	<b>Sign:</b>	<b>Date:</b>
I am a National of a <b>country not listed above</b> and require <b>a visa to work in the UK</b> (leave to enter or remain for indefinite or fixed period) or other approval issued by the Home Office.	<b>Sign:</b>	<b>Date:</b>
I am <b>also a student</b> or on a <b>working holiday</b> visa, have a restriction on my right to work in the UK and will not work in contravention of such restriction (including maximum weekly hours permitted). <b>Student visa holders will need to supply original proof of studies and vacation times on letterheaded paper from their University/College. Guidance overleaf.</b>	<b>Sign:</b>	<b>Date:</b>

**FOR OFFICE USE ONLY**

Original documents seen and checked by (name): ..... (signature): ..... Date: .....

Entered on to database\* in the event of restrictions on right to work : **Yes / Not applicable** (signature): ..... Date: .....

(\*Or for casuals / temporary staff - sent information / scans to [human.resources@sussex.ac.uk](mailto:human.resources@sussex.ac.uk) for HR to log onto database)

***N.B When photocopying passports and other travel documents you must copy the personal details page, (including the photo), any other inside cover pages with art/holographic image, and the page endorsing the employees right to remain/work in the UK (if applicable). Additionally – please copy both sides of Biometric Residence Permit cards.***