

UNIVERSITY OF SUSSEX: Immigration, Asylum and Nationality Act 2006

Before starting any employment at the University, all individuals are required to provide evidence that they hold the legal right 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 provide, and complete the declaration on page 4 of this document. **For HR issued-contracts:** you should bring these documents to the Human Resources Office, Sussex House, Room 338 **OR for casual/temporary workers:** *please bring these documents to the responsible right to work document checker in the School/Division* before the first day of your appointment.

You will not be permitted to start work or receive any salary payments without providing this evidence

List A : acceptable documents to establish a continuous statutory excuse (i.e. 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 current 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 current 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>AND one of the following documents:</p> <p>A current 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 full 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

Copies must be stored securely by the University for the duration of work, and for 2 years after work has ended

List B :

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

ONE of the following:

<p>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.</p>	<p>A current 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 current 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 current 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, 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.</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 less than 6 months old together with a Positive Verification Notice 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 together with a Positive Verification Notice from the Home Office Employer Checking Service..</p>	<p>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.</p>
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Information of Student Visa (Tier 4) Holders

1. For all students with a Certificate of Acceptance of Studies and registered to study at the University of Sussex

- For all **contracted employees** the Human Resources Division will check your student registration and current status, and will liaise with the relevant department of Academic Registry who will provide confirmation of status and any changes to your status.
- For all **casual and temporary employees**, recruiting/line managers will check your student registration and status with Human Resources Division.
- For guidance on **maximum weekly hour restrictions** during term time and holiday periods for undergraduate, postgraduate and doctoral students please see the University guidance on: <http://www.sussex.ac.uk/academicregistry/academic-registrars-office/compliance/working>
- **Weekly hours should always be calculated over a Monday to Sunday period**, as per UKVI guidance. This applies even if any employer issues hours on a different weekly rota.
- **If a student is working in more than one area within the University**, HR will notify the relevant managers so they are aware of this.

2. For all students with a Certificate of Acceptance of Studies and registered to study at any other University / College / School

- The University will need original written proof of your studies and vacation times of your educational institution. Human Resources will provide you with the format and information required (HRcompliance@sussex.ac.uk).

As well as your passport and biometric residence permit, this proof of your studies is required **before you can start any work at the University**.

If you are a casual/temporary employee – this letter will need to be supplied to your recruiting / line manager or the school/division right to work with your proof of right to work documents before you are given permission to start any work at the University.

It is the student visa holders responsibility to ensure they do not work in breach of their visa conditions, including maximum weekly hours.

Important – if you withdraw from your studies either temporarily or permanently, your right to work will cease at this time, and you should not undertake any work during a period of study withdrawal/intermission.

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Name:

Employee - Please sign the appropriate declaration below and return this to the document checker:

I am a National of one of the countries listed below and have the right to work in the UK.			
Sign:		Date:	
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	
Nationals from the countries listed above have free movement and employment rights in the UK			

I am a National of Croatia and have obtained the relevant registration certificate (purple, blue or yellow) (permission to work), OR I am exempt from this requirement as per Home Office rules.	Sign:	Date:
I am a National of a country not listed above and require a visa to work in the UK (leave to enter / remain for either an indefinite OR fixed period) OR other approval issued by the Home Office.	Sign:	Date:
I am a National of a country not listed above but do not require a visa to undertake specific permitted work in the UK (<i>External Examiners/Supervisors or Guest Lecturers using the Permitted Paid Engagement visa category for qualifying countries</i>)	Sign:	Date:
I am a National of a country not listed above and also a Tier 4 student or on a working holiday 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). Important Non-University of Sussex - Student visa holders will need to supply original evidence of studies and vacation times on letter-headed paper from their University/College. Guidance overleaf.	Sign:	Date: