



Right to work check at King's College London

Kings College London is obliged to prevent illegal working in the UK by undertaking right to work checks **before** all employees start work at King's. This requirement applies to new hires and previous employees returning to King's.

The right to work process is managed by the HR Operations team. If you have any specific queries, please contact them by [email](#).

Why do we obtain right to work checks?

All employers in the UK are expected by the Home Office to actively prevent illegal working.

Conducting a right to work check correctly prior to employment provides King's with a statutory excuse.

A statutory excuse provides a legal defence if an employee is found to be working illegally. This means that King's is protected from a financial penalty of up to £60,000 per employee and other sanctions which might affect our ability to sponsor overseas students and staff.

The statutory excuse expires either when;

1. An employee leaves King's
2. Their visa expires or;
3. Their UKVI Positive Verification Notice expires¹.

It is mandatory therefore that we repeat the right to work check when an employee re-joins King's, their visa or Positive Verification Notice expires.

¹ If a visa national cannot show their documents or online status, you must ask the Home Office to check their right to work status using the [employers checking service](#). The Home Office will send you a Positive Verification Notice to confirm that the employee has the right to work. The Positive Verification Notice is valid for six months.

When do we conduct a right to work check?

To establish a statutory excuse, we must carry out the right to work check at least one week before commencement of employment.

- a manual right to work check
- a right to work check using Identity Document Validation Technology (IDVT) via the services of an Identity Service Provider (IDSP) (British and Irish citizens only) – King's are partnered with TrustID
- a Home Office online right to work check (non-British and non-Irish citizens)

Where a right to work check has been conducted using the services of an IDSP on British and Irish citizens, a continuous statutory excuse will have been established and there is no requirement to see the documents listed below or to carry out a follow up check.

Where a right to work check has been conducted using the Home Office online service, the information is provided in real-time directly from Home Office systems and there is no requirement to see the documents listed below.

Biometric Residence card holders are required to evidence their right to work using the Home Office online service only. Kings College London will not accept physical Biometric Residence cards for a right to work check even if it shows a later expiry date.

Acceptable documents for proving right to work in the UK

Kings College London adapts the list of accepted documents published by the Home Office which can be found [here](#).

When carrying out a manual right to work check, you must obtain original documents from either List A or B

List A

Acceptable documents to establish a continuous statutory excuse

1. **A passport** (current or expired) showing the holder is a **British citizen** or a citizen of the UK and Colonies having the right of abode in the UK.
2. **A passport or passport card** (in either case, whether current or expired) showing that the holder is an **Irish citizen**.
3. **A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man**, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain

under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.

4. **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.
5. **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, 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.
6. **A birth or adoption certificate issued in the UK**, 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.
7. **A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland**, 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.
8. **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.

List B

List B- Group 1 – documents where a time-limited statutory excuse lasts until the expiry date of permission to enter or permission to stay

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.** This includes a current passport endorsed with a stamp showing an individual has been granted leave to enter and there are no work-related conditions attached. If, under the conditions of the individual's leave, work was restricted or prohibited the endorsement placed in the individual's passport would explicitly set that out as a condition.
2. **A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.**
3. **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.

List B-Group 2 – documents where a time-limited statutory excuse lasts for six months

1. **A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.**
2. **A Certificate of Application** (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. **A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules or Appendix EU to the Immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.**

4. **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.
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.