

Approved list of Documents to Demonstrate Entitlement to Work in the UK

The following documents are acceptable evidence of the right to work in the UK. You must present **original, valid documents before your first day of work** for one of the criteria listed within List A or List B.

List A

These documents demonstrate a continuous right to work in the UK

- A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK
- A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- 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.
- 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.
- 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.
- 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.
- A birth (short or long) 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.
- 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: Group 1

These documents demonstrate a right to work in the UK until the expiry date of leave

- 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.

- 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.
- 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.
- A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
- 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

These documents evidence a right to work in the UK for 6 months

- A Certificate of Application issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area 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.
- 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.
- 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.

ADDITIONAL GUIDANCE

UK, Swiss and Selected EEA Nationals

- Citizens of the UK, Switzerland or the countries below have the right to work in the UK without restriction on the provision of acceptable documents from List A:
 - Austria, Belgium, Bulgaria, Croatia, 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.

Non-EEA family members of EEA Nationals

- Non-EEA family members of EEA Nationals will normally need a Residence Card in order to demonstrate their right to work in the UK. Further information can be found here <https://www.gov.uk/apply-for-a-uk-residence-card/overview>

ADDITIONAL INFORMATION FOR STUDENTS

UK, Swiss and EEA Students

- You must provide acceptable documents in accordance with List A.

Tier 4 Visa Holders

- If you are a student on a Tier 4 visa you must provide acceptable documents in accordance with List B and:
 - provide evidence of your semester and vacation dates;
 - if you are a postgraduate research student provide a letter from the PGR office outlining your working periods and annual leave arrangements;
 - must not fill a permanent or full time vacancy;
 - must not work more than 20 hours a week during semester time;
 - if you are a postgraduate research student must not work more than 20 hours a week unless you are on an approved period of annual leave or have been awarded your qualification;
 - must comply with all conditions and requirements associated with your visa.