

HOW TO CONDUCT A RIGHT TO WORK CHECK

Right to work checks must be conducted **before** the first day of work. There are four basic steps:

Step 1 – Obtain

Obtain **original** documents from List A or List B – check the [approved list of documents](#)

Step 2 – Check

Check the documents are **genuine** and that the person presenting them is the **prospective employee/visitor** and allowed to do the type of work UEA are offering.

In the presence of the holder you must check:

- **Photographs** and **dates of birth** are consistent with the person's appearance and confirm ID;
- **Expiry dates** of permission to be in the UK have not passed;
- The documents are **genuine** and **undamaged**;
- Supporting documents **verify the reason for name differences** across documents, such as a marriage certificate or deed poll;
- **Work restrictions**, such as restricted working hours for Tier 4 students;
- Check that Tier 4 students have provided semester and vacation dates or a letter from PGR if they are a postgraduate research student.

Step 3 - Copy

Take a **clear copy** of each document which cannot be altered:

- **Passports:** personal details page including photo and signature, and all pages containing any UK immigration stamps – but there is no need to copy the front cover of the passport;
- **Biometric Residence Permits:** copy both sides of the permit;
- **All other documents:** copy the document in full.

Step 4 – Confirm and date

- Evidence you have completed the check by writing on each document “**right to work checked on <DATE>**” and print your name.
- For other documents such as visitor visa's write “**original document checked on <date>**” and print your name.

NB: each page that is copied must be certified

A useful right to work checklist can be found [here](#)