



**VERIFYING  
YOUR IDENTITY AND  
ENTITLEMENT  
TO WORK IN THE UK**

**Guidance Notes for new appointees**



## **Summary**

The University is legally required to confirm that all new appointees are eligible to work in the UK.

Before you take up a post at Ulster you must confirm your eligibility to work within the UK by attending a 'New Start' session prior to taking up your post and producing relevant original documents in order to confirm your identity and entitlement to work in the UK.

**FOR HOLDERS OF A UK OR IRISH PASSPORT THIS WILL BE A RELATIVELY SIMPLE PROCESS AND YOU WILL ONLY BE REQUIRED TO PRODUCE YOUR PASSPORT TO PROVE YOUR ENTITLEMENT TO WORK IN THE UK.**

The University will already have written to you in regard to other documentation required (e.g. certificates to verify your academic qualifications).

You are required to produce All of these documents prior to taking up employment, and in all cases you are required to produce original documents. These documents must be inspected prior to the start date indicated on your contract of employment.

### **NB: DOCUMENTS PRODUCED WITH A DIFFERENT NAME**

**If your documents have a different name to the one you are currently using you are required to produce a further document to explain the reason for this e.g. a marriage certificate, a divorce decree, a deed poll or statutory declaration.**

Details of the time and venue of the 'New Start' sessions are attached, please see – Appendix 2. If you have difficulty attending one of these sessions prior to the start date indicated in your contract please contact your HR Business Partner.

## **NEW APPOINTEES WHO HAVE ENTITLEMENT TO WORK IN THE UK**

Border and immigration regulations stipulate the documents which employers must check in order to determine and confirm eligibility to work in the UK.

If you are entitled to work in the UK you must produce either one of the documents from the single document list or two documents from the combined document list.

### **Single Documents**

Any of the following documents are accepted to demonstrate you are entitled to work in the UK:

- A passport showing the holder to be a British citizen or a citizen of the United Kingdom and Colonies. Holders of passports showing nationality of the UK and Colonies will only be acceptable if they show 'the holder has the right of abode in the UK.'
- Passports or national identity cards showing that the holder to be a national of a country within the European Economic Area (EEA) or Switzerland<sup>1</sup>.
- A resident permit, registration certificate or documents certifying or indicating permanent residency 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 a family member of a national of a European Economic Area country or Switzerland.
- A Biometric Immigration Document issued by the Home Office to a holder which indicates that the person named is allowed to stay indefinitely in the UK, or have no time limit on their stay in the UK.
- A passport or other travel documents 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.

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<sup>1</sup> The EEA includes nationals from the following countries (and Swiss nationals) who can enter and work in the UK without restriction: Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxemburg, Malta, Netherlands, Norway, Portugal, Spain and Sweden Czech Republic, Estonia, Hungary, Latvia, Lithuania Poland, Slovakia, Slovenia, Bulgaria and Romania. There are some restrictions on certain countries i.e. nationals from Croatia.

### **Combined Document List**

If you are unable to provide any of the documents from the above list you may present a combination of at least two original documents from the following list:

- An official document issued by a previous employer or government agency which contains the permanent National Insurance number and name of the person (e.g. P.60, P45, National Insurance number card or a letter from a government agency).

### **And one of the following documents**

- An immigration status document issued by the Home Office to the holder with an endorsement indicating that the person named is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.  
**Or**
- A full birth certificate issued in the UK which includes the name(s) of at least one of the holder's parents.  
**Or**
- A full adoption certificate issued in the UK which includes the name(s) of at least one of the holder's adoptive parents.  
**Or**
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland. (To provide details of one of the holder's parents)  
**Or**
- An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland. (To provide details of at least one of the holder's adoptive parents).  
**Or**
- A certificate of registration or naturalisation as a British Citizen.  
**Or**
- A letter issued by the Home Office to the holder which indicates that the person named is allowed to stay indefinitely in the UK.

### **NEW APPOINTEES WITH LIMITED ENTITLEMENT TO WORK IN THE UK**

Where you have only limited entitlement to work in the UK the process is a little more complex and you should discuss the matter in detail with the University's Human Resources Department well before you are due to start employment.

Source: Home Office Employers Guide on Preventing of illegal working in the UK – October 2013  
Updated: January 2014.