

**Right to Work Checklist**

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| --- | --- |
| Name (first and last name) |  |
| Start date |  |
| Which list have you used to check right to work\* | List A / List B |
| Which documents have you checked  |  |
| I confirm the photographs are consistent with the appearance of the person | Yes/No |
| The date of birth listed is consistent across documents and with the appearance of the person | Yes/No |
| The expiry dates for limited leave to enter or remain in the UK have not passed | Yes/No |
| (For students) I have obtained, copied and attached details of their academic term and vacation times covering the duration of their period of study in the UK for which they are employed  |  |
| The endorsements (e.g. visas) show the person is able to do the type of work you are offering |  |
| Is an ATAS certificate required?(Please see Appendix 1) | Yes/No |
| The documents are genuine, have not been tampered with and belong to the holder |  |
| Name of Accountable Officer or their nominee completing check |  |
| Department |  |
| Date of initial check |  |
| Imposter check verification\* | I certify this to be a true likeness of **{insert individual's name}** and that this document is certified to be a true copy of the original seen by me, [**PRINT NAME**] [**DATE**]. |
| Signature of person checking |  |

\*An Imposter check is required for all online checks done via a share code and ID checks through a digital identity service provider (YOTI). The Imposter check confirms the online/digital check photograph is a true likeness of the prospective employee. You can do this either face to face or via a video call.

\*To provide the College with a legal defence against a charge of engaging an illegal worker you need to check original documentation from a specific list of acceptable documents (List A or List B). If you are not familiar with the lists please read the guidance (Preventing Illegal Working) which can be found on shared drive or access the online training course on Moodle ([Preventing illegal working - Royal Holloway, University of London](https://www.royalholloway.ac.uk/humanresources/organisationdevelopment/yourdevelopment/learninganddevelopment/courses/leadershipandmanagement/preventingillegalworking.aspx)).

Original documents should be scanned and provided to HR once you have signed the copy confirming that the original documentation has been seen, your name and date of the check. For a passport or travel document you will need to scan any pages providing the holder’s personal details, nationality, photograph, date of birth, signature, date of expiry and biometric details and any pages containing UK Government endorsements’ showing the person is allowed to work in the UK and carry out the work you are offering. If the individual is unable to present a passport or travel document you must photocopy or scan all other documents in full, including both sides of a Biometric Residence Permit. If you have been given documents with different names please ensure that you have you asked for and taken further documents to explain why e.g. a marriage certificate.If you know that the person is already working for the

College you may contact HR to gain confirmation that the necessary documentation is held on file and is in date. This should then be confirmed on the Hourly Paid Teaching Staff form.

**You are also required to verify and take a copy of the ATAS certificate (where applicable) and right to work documentation before sending all of them to HR. In order to be legally compliant, this has to be done before they can enter any research facility and/or undertake any work.**

For student workers this form needs to be saved to the shared student workers drive accompanied by right to work documentation and other paperwork. For other workers and employees please send the checklist with the relevant form to HR Operations at hroperations@rhul.ac.uk.

**Please note**: From 1 July 2021 we will no longer be able to accept passports or national identity cards for EU, EEA, or Swiss citizens as proof of their right to work in the UK (exuding Irish citizens). Applicants will need to provide a share code which will confirm if they have settled or pre-settled status which will need to be checked against the governments website: [https://www.gov.uk/view-right-to-work](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fview-right-to-work&data=04%7C01%7CRachel.Tribe%40rhul.ac.uk%7Ccf8379e9920f447d270308d933eebd73%7C2efd699a19224e69b601108008d28a2e%7C0%7C0%7C637597922745981261%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=MY1Vb7rfCtFInKMkc2LHt4EJLtnVCs2nLwo5FhLIras%3D&reserved=0). For more information please contact the HR Operations Team.

**Appendix 1**

The Academic Technology Approval Scheme (ATAS) has been expanded to include international researchers in order to protect UK research from exploitation and ensure that higher education institutions do not inadvertently develop, support or advance foreign military programmes of concern.

With effect from Friday 21 May 2021, all new employees undertaking research activities at PhD level or above in one of the [Academic Subjects/Fields of Research](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-atas-academic-technology-approval-scheme-atas)  will be required to obtain an ATAS certificate before they can apply for their visa (Skilled worker, TIER 5 - Government Authorised Exchange) to work in the UK. In addition to this, Visiting academics and researchers will need to obtain an ATAS certificate before they can commence their research and enter the facilities at the College. Existing employees will be required to obtain an ATAS certificate following a change of role to a different research area or extension to contract (if they did not previously require an ATAS certificate). Applicants are encouraged to apply for their ATAS certificate at least three months before their application for further leave to remain in the UK.

**The**[ATAS application system](http://www.academic-technology-approval.service.gov.uk/)**is now open for international researcher applications.**

The new regulations apply to all non-UK nationals except for those who are nationals of EU countries, the European Economic Area (EEA), Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland or the United States of America. The country of residence does not affect the requirement.

The main subject areas are

* Subjects allied to Medicine
* Biological Sciences
* Veterinary Sciences
* Physical Sciences
* Mathematical and Computer Sciences
* Engineering
* Technologies

**Further information about ATAS can be found here -** [www.gov.uk/guidance/academic-technology-approval-scheme](http://www.gov.uk/guidance/academic-technology-approval-scheme)**.**

The full list of applicable Standard Occupation Classification (SOC) codes are listed below –

*•2111 Chemical scientists\*
• 2112 Biological scientists and biochemists\*
• 2113 Physical scientists\*
• 2114 Social and humanities scientists\*
• 2119 Natural and social science professionals not elsewhere classified\*
• 2150 Research and development managers\*
• 2122 Mechanical engineers
• 2123 Electrical engineers
• 2124 Electronics engineers
• 2127 Production and process engineers
• 2129 Engineering professionals not elsewhere classified
• 2311 Higher education teaching professionals\*
• 3111 Laboratory technicians
• 3112 Electrical and electronics technicians
• 3113 Engineering technicians
• 3114 Building and civil engineering technicians
• 5235 Aircraft maintenance and related trades*