



PROOF OF RIGHT TO WORK IN THE UK LIST OF ACCEPTABLE DOCUMENTATION

To comply with the Asylum and Immigration Act 1996 (as amended at 1 May 2004), before you begin working for Agenca Ltd, you must supply original documentation proving that you have a right to work in the United Kingdom (UK). This may be either:

- **ONE** document from List 1, below; or
- **TWO** documents from List 2, below, which must include a document giving your permanent National Insurance (NI) number and name; or
- **TWO** documents from List 3, below, which must include a work permit or other approval to take employment that has been issued by Work Permits UK.

The appropriate original documentation should be supplied as soon as possible to the person who sent you this letter. Copies are not acceptable so, if you are unable to deliver your documentation in person, you are advised to use recorded delivery. In this case, please indicate whether you require documents to be returned immediately, or if you would prefer to collect them when you start work. If you have any queries about this process, or about the documentation required, please contact the person who sent you this letter.

List 1

- A passport showing that you are a British citizen, or have a right of abode in the UK.
- A national passport or national identity card showing that you are a national of a European Economic Area (EEA) country [1](#) or of Switzerland.
- A residence permit issued by the UK showing that you are a national of an EEA country [1](#) or of Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that you have a current right of residence in the UK as the family member of a national of an EEA country [1](#) or of Switzerland who is resident in the UK.
- A passport or other travel document endorsed to show that you can stay indefinitely in the UK, or have no time limit on your stay.
- A passport or other travel document endorsed to show that you can stay in the UK, and that, if you do not have a work permit, you are allowed to do the type of work that the University is offering you.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that you are permitted to take employment.

List 2

- A document giving your permanent National Insurance Number and name. This could be: a P45 or P60 issued by a previous employer, a National Insurance card, or a letter from a relevant Government Agency ². *(Please note that temporary NI numbers (beginning with TN), and numbers ending in a letter from E to Z inclusive, are not valid for this purpose.)*

TOGETHER WITH ANY ONE OF THE FOLLOWING:

- A full birth certificate issued in the UK, which includes the names of your parents.
- A birth certificate issued in the Channel Islands, the Isle of Man, or Ireland.
- A certificate of registration or naturalisation stating that you are a British Citizen.
- A letter issued to you by the Home Office indicating that you can stay indefinitely in the UK, or have no time limit on your stay.
- An Immigration Status document issued to you by the Home Office with an endorsement indicating that you can stay indefinitely in the UK, or have no time limit on your stay.
- A letter issued to you by the Home Office indicating that you can stay in the UK and that you are allowed to do the type of work that the University is offering you.
- An Immigration Status document issued to you by the Home Office with an endorsement indicating that you can stay in the UK and that you are allowed to do the type of work that the University is offering you.

Note that if for any reason the name given on the two documents that you supply is not identical, you will also need to supply a third original document to explain the reason for the difference. This could be a marriage certificate, divorce document, deed poll, adoption certificate, or statutory declaration.

List 3

- A work permit or other approval to take employment that has been issued by Work Permits UK.

TOGETHER WITH EITHER OF THE FOLLOWING:

- A passport or other travel document endorsed to show that you are able to stay in the UK and can take the work permit employment in question.
- A letter issued to you by the Home Office confirming that you are able to stay in the UK and can take the work permit employment in question.

¹ As from 1 May 2004, the following countries are part of the EEA: Austria, Belgium, Cyprus, *Czech Republic, Denmark, *Estonia, Finland, France, Germany, Greece, *Hungary, Iceland, Ireland, Italy, *Latvia, *Lithuania, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, *Poland, Portugal, *Slovakia, *Slovenia, Spain, Sweden, United Kingdom. If you are a national of one of the eight countries marked with an asterisk and you start working in the UK after 1 May 2004, you must register with the Home Office under the Workers Registration Scheme within one month of starting employment with Agenca. Without this your contract will be terminated

² Relevant agencies for this purpose are: the Inland Revenue, the NI Contributions Office, or the Department for Work and Pensions (or the old Benefits Agency, Contributions Agency or Employment Service, or the Northern Ireland equivalents).