UK Visas & Immigration Documents | List A & B

The University of London has a legal responsibility to ensure that all its employees and workers have the legal right to live and work in the UK.

Documents which demonstrate an individual’s right to work in the UK are published by the UK Home Office. Documents in List A provide proof a person has a permanent right to work in the UK.

Documents in List B documents can be accepted for a person who has a temporary right to work in the UK. With documents from List B, the University will be required to conduct a follow-up check, prior to the expiry date.

Right to work checks must be carried out on all potential employees. Right to Work eligibility must be proven before a potential employee can be issued with contract documentation or start work. Original documents must be provided, copies are not acceptable.

List A

One of the following original documents:

☐ A passport showing that 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 that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area 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 which indicates 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 United Kingdom, has the right of abode in the United Kingdom, 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 staying in the UK, together with an official document giving the person’s permanent National Insurance Number and their named issued by a Government Agency or a previous employer.

☐ A full Birth or Adoption Certificate issued in the UK, which indicates the name(s) of at least one of the holder’s parents or adoptive parents, 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 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 Naturalization 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 and 2

Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave:

- A current passport to show that the holder is allowed to stay in the United Kingdom and is 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 United Kingdom 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 an 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.

Group 2 – Documents where a time-limited statutory excuse lasts for 6 months

- A Certificate of Application issued by the Home Office under Regulation 17(3) or 18A (2) of the Immigration (EEA) Regulations 2006, to a family member of a national of an 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 is issued by the Home Officer 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.