

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 UK Visas and Immigration in two lists – List A and List B. Where List B documents are provided, the University is required to carry out repeat annual checks every 12 months of where leave to remain expires. An original version of one of the specified documents from List A, or a specified combination of two documents from List B, must be presented before an individual begins work.

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 residence permit**, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national of a European Economic Area country or Switzerland.
- A permanent residence card** issued by the Home Office or the Border and Immigration Agency to the family member of a national of a European Economic Area country or Switzerland.
- A Biometric Immigration Document** issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.
- A passport or other travel document** 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 United Kingdom.

Combination documentation:

Or two of the original documents in the combination below (a) + (b):

| (a) Document | (b) Produced with <u>one</u> of the following: |
|--|---|
| <input type="checkbox"/> An official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer (for example, a P45, P60 or NI number card). | <input type="checkbox"/> An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK. <input type="checkbox"/> A full birth certificate issued in the UK which includes the name(s) of at least one of the holder's parents. <input type="checkbox"/> A full adoption certificate issued in the UK which includes the name(s) of at least one of the holder's adoptive parents. <input type="checkbox"/> A birth certificate issued in the Channel Islands, the Isle of Man or Ireland. <input type="checkbox"/> An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland. <input type="checkbox"/> A certificate of registration or naturalisation as a British citizen. <input type="checkbox"/> A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK. |

List B

One of the following original documents:

- A **passport or travel document** endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
- A **Biometric Immigration Document** issued by the Border and Immigration Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.
- A **residence card or document** issued by the Home Office or the Border and Immigration Agency to a family member of a national of a European Economic Area country or Switzerland.

Combination documentation:

Or two of the original documents in the combination below (a) + (b):

| Options | (a) Document | (b) Produced with |
|---------|--|---|
| 1. | <input type="checkbox"/> A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency. <input type="checkbox"/> IMPORTANT NOTE: Students on a Tier 4 Visa must also obtain a letter from their Higher Education Institution detailing the academic term and vacation times covering the duration of their period of study in the UK. | <input type="checkbox"/> Either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question. <input type="checkbox"/> Or a letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer confirming the same. |
| 2. | <input type="checkbox"/> A certificate of application issued by the Home Office or the Border and Immigration Agency to or for a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment | <input type="checkbox"/> Evidence of verification by the Border and Immigration Agency Employer Checking Service. |
| 3. | <input type="checkbox"/> An Application Registration Card issued by the Home Office or the Border and Immigration Agency stating that the holder is permitted to take employment. | <input type="checkbox"/> Evidence of verification by the Border and Immigration Agency Employer Checking Service. |
| 4. | <input type="checkbox"/> An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question. | <input type="checkbox"/> An official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer. |
| 5. | <input type="checkbox"/> A letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question. | <input type="checkbox"/> An official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer. |