

## Right to work in the UK Verification Coversheet

In line with the Immigration, Asylum and Nationality Act 2006, we require a copy of a document confirming the External Examiners right to work in the UK. See below for further guidance.

Please complete and return this form, along with attached verified copy of documents to [exexadmin@city.ac.uk](mailto:exexadmin@city.ac.uk) in Student & Academic Services – who will provide copies to HR with payment form as evidence of the right to work before payment is made.

<b>Name of External Examiner</b>	
<b>Name of person responsible for ID check</b>	
<b>Date</b>	

### What type of ID copy is attached?

Scanned version provided by External Examiner ahead of their first visit		Original document	
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**Please tick what type/s of verified ID have been copied and attached from the table below.**

Passport (UK)		HO/UKVI issued National Identity Card (UK)	
Proof of Settled status (EEA & Swiss)		Proof of pre-settled status (EEA/Swiss)	
Passport (HO/UKVI issued permanent residence doc (EEA & Swiss)		Residence card (EEA/Swiss)	
Passport (HO/UKVI) issued family permanent residence doc (EEA & Swiss)		Passport/Travel document with LLR (Any)	
UKBA issued biometric immigration doc with ILR (Any)		UKVI issued biometric immigration document with LLR (Any)	
Passport/Travel document with ILR (Any)		Passport with endorsement/ stamp for LLR and work permit (Any)	
HO/UKVI issued immigration status with ILR (Any)		HO/UKVI issues certificate of application (EEA & Swiss)	
Birth certificate (UK)		HO/UKVI issued family/ holder residence document (EEA & Swiss)	
Adoption certificate (UK)		HO/UKVI issued application registration card (Any)	
Birth certificate (Channel Island/Isle of Man/Ireland)		HO/UKVI issued immigration status doc allowing work (Any)	
Adoption certificate (Channel Island/Isle of Man/Ireland)		HO/UKVI issued letter allowing work (any)	
Registration/Naturalisation certificate (UK)		HO/UKVI issued Identity Card (Any)	
HO/UKVI issued letter with ILR (Any)		Letter from HO/UKVI stating LLR and work permit (Any)	

*HO = Home Office  
EEA = European Economic Area  
UKVI = United Kingdom Visas and Immigration*

*ILR = Indefinite leave to remain  
LLR = Limited leave to remain*

A full list of acceptable documents is available [here](#).

**Please refer to lists A and B on pages 14 and 15.** Please photocopy all the relevant documents and sign and date to verify the copy is a true reflection of what has been presented.

Photocopies of passports should include:

- The front cover
- All the pages which give the (potential) employee's personal details, including photograph and signature.
- Any visa/endorsement which allows the (potential) employee to do the type of work they have been offered.

Photocopies of identity cards should include the front and back of the card.

The proof of ID documents should be verified on or before the first day the External Examiner works. They can provide a scanned copy ahead of their first visit for the designated School/Institution person to verify, but the original documents would need to be seen during the first visit. Please complete this cover sheet for both types of copies. The copies should be signed (with the name of the signatory printed underneath) and dated.

If there are any questions concerning the documents produced by new/future employees verifying their right to work in the UK, Advice should be obtained from the HR department immediately.

**Please note, this documentation is required before payment can be made to the External Examiner**

July 2021