

Acceptable Right To Work Documents

Acceptable documents	Notes
Valid UK passport	<i>Expired UK/EEA Passport can be used as a proof of Right to Work in the UK</i>
Valid EEA passport	
Valid Passport (non UK and non EEA) and valid visa	<p><i>Please note we only accept a valid visa in a valid passport unless leave is granted as a family member of an EEA National</i></p> <p><i>If you have a Tier 4 student visa, you need to provide two documents from your school, college or university:</i></p> <ul style="list-style-type: none"> • <i>A letter confirming that you are a student and details of the course you are attending; and</i> • <i>Confirmation of your term dates provided by your educational institution covering the duration of the course or the current academic year as a minimum.</i> <p><i>If you have a Tier 2 visa you will need to additionally provide the following:</i></p> <ul style="list-style-type: none"> • <i>A copy of your statement of Certificate Of Sponsorship, or</i> • <i>A letter from your Sponsor HR department detailing where you work, your job title and details of your role.</i>
<p>A Valid Biometric Residence Permit</p> <ul style="list-style-type: none"> • Biometric Residence Permit must be in date regardless of the type of leave granted. 	<p><i>If you have a Tier 4 student visa, you need to provide two documents from your school, college or university:</i></p> <ul style="list-style-type: none"> • <i>A letter confirming that you are a student and details of the course you are attending; and</i> • <i>Confirmation of your term dates provided by your educational institution covering the duration of the course or the current academic year as a minimum.</i> <p><i>If you have a Tier 2 visa you will need to additionally provide the following:</i></p> <ul style="list-style-type: none"> • <i>A copy of your statement of Certificate Of Sponsorship, or</i> • <i>A letter from your Sponsor HR department detailing where you work, your job title and details of your role.</i>
A full birth certificate issued in the UK, Channel Islands or the Republic of Ireland.	<i>Your birth certificate must include the name of at least one of your parents.</i>
A full adoption certificate issued in the UK.	<i>Your adoption certificate must include the name of at least one of your adoptive parents.</i>

<p>If you are a Croatian National:</p> <ul style="list-style-type: none"> • Your valid passport and • A 'Blue Registration Certificate' or • A 'Purple Registration Certificate' or • A 'Yellow Registration Certificate' indicating you are a student or • An 'EEA Registration Certificate'. 	<p><i>A purple certificate must indicate that 'Supplementary Employment' is permitted and is accompanied by:</i></p> <ul style="list-style-type: none"> • <i>A copy of your statement of Certificate Of Sponsorship, or</i> • <i>A letter from your Sponsor HR department detailing where you work, your job title and details of your role.</i> <p><i>A yellow certificate must be accompanied by two documents from your school, college or university:</i></p> <ul style="list-style-type: none"> • <i>A letter confirming that you are a student and details of the course you are attending;</i> and • <i>A copy of your timetable, so that we can confirm your study periods</i>
<p>A certificate of application that is under 6 months old and has been issued by the Home Office</p> <p>or;</p> <p>An Immigration Status Document containing a photograph issued by the Home Office or UKBA, stating that you are allowed to remain in the UK and undertake the work applied for.</p>	
<p>Marriage/Civil Partnership certificate</p>	<p><i>These documents need to be produced if your name is not the same on all of the other documents</i></p>