Acceptable Documents under the Immigration, Asylum and Nationality Act 2006

YOU MUST PROVIDE EITHER ONE DOCUMENT FROM LIST A OR A COMBINATION OF TWO DOCUMENTS FROM LIST B

LIST A

1. A passport showing that you are a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.

2. A passport or national identity card showing that you are a national of the European Economic Area or Switzerland.

3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, Border and Immigration Agency or UK Border Agency to a national of a European Economic Area country or Switzerland.

4. A permanent residence card issued by the Home Office, Border and Immigration Agency or UK Border Agency to the family member of a national of a European Economic Area country or Switzerland.

5. A Biometric Immigration Document issued by the UK Border Agency which indicates that you are allowed to stay indefinitely in the United Kingdom, or have no time limit on your stay in the United Kingdom.

6. A passport or other travel document endorsed to show that you are exempt from immigration control, are allowed to stay indefinitely in the United Kingdom, have the right of abode in the United Kingdom, or have no time limit on your stay in the United Kingdom.

7. An Immigration Status Document issued by the Home Office, Border and Immigration Agency or UK Border Agency to you with an endorsement indicating that you are allowed to stay indefinitely in the United Kingdom or have no time limit on your stay in the United Kingdom. If you provide this document to us, it is essential that you also submit an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

8. A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of your parents. If you provide this document to us, it is essential that you also submit an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

9. A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of your adoptive parents. If you provide this document to us, it is essential that you also submit an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

10. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland. If you provide this document to us, it is essential that you also submit an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

11. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland. If you provide this document to us, it is essential that you also submit an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.
12. A certificate of registration or naturalisation as a British citizen. If you provide this document to us, it is essential that you also submit an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

13. A letter issued to you by the Home Office, Border and Immigration Agency or UK Border Agency which indicates that you are allowed to stay indefinitely in the United Kingdom. If you provide this document to us, it is essential that you also submit an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

In the case of a passport or other travel document, the following parts must be photocopied or scanned - a copy of the front cover, showing country of issue and any page containing the holder’s personal details. In particular, any page that provides details of nationality, his or her photograph, date of birth, signature, date of expiry or biometric details; and any page containing UK Government endorsements.

If you have provided one of these documents there is no need to provide any further documents contained in List B.

LIST B

If you choose to provide us with the following documents, we are required to contact you on an annual basis to obtain a further copy.

1. A passport or travel document endorsed to show that you are 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.

2. A Biometric Immigration Document issued to you by the UK Border Agency which indicates that you can stay in the United Kingdom and are allowed to do the work in question.

3. A work permit or other approval to take employment issued by the Home Office, Border and Immigration Agency or UK Border Agency. If you provide this document to us, it is essential that you also submit either a passport or another travel document endorsed to show that you are allowed to stay in the United Kingdom and are allowed to do the work in question, or a letter issued either to yourself, your current employer or the University as your prospective employer by the Home Office, Border and Immigration Agency or UK Border Agency confirming the same.

4. A certificate of application issued by the Home Office, Border and Immigration Agency or UK Border 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 which is less than 6 months old. If you provide this document to us, it is essential that you also provide evidence of verification by the UK Border Agency Employer Checking Service.

5. A residence card or document issued by the Home Office, Border and Immigration Agency or UK Border Agency to a family member of a national of a European Economic Area country or Switzerland.

6. An Application Registration Card issued to you by the Home Office, Border and Immigration Agency or UK Border Agency stating that you are permitted to take employment. If you provide this document to us, it is essential that you also submit evidence of verification by the UK Border Agency Employer Checking Service.

7. An Immigration Status Document issued to you by the Home Office, Border and Immigration Agency or UK Border Agency with an endorsement indicating that you can stay in the United Kingdom, and are allowed to do the type of work in question. If you
provide this document to us, it is essential that you also submit an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

8. A letter issued to you, your current employer or the University as your prospective employer by the Home Office, Border and Immigration Agency or UK Border Agency which indicates that you can stay in the United Kingdom and are allowed to do the work.

Documents which are not acceptable:

Under the UKBA immigration regulations, we are unable to accept the following documents as evidence of your right to work in the UK:

- a Home Office Standard Acknowledgement Letter or Immigration Service Letter (IS96W) which states that an asylum seeker can work in the UK;
- a temporary National Insurance Number beginning with TN, or any number which ends with the letters from E to Z inclusive;
- a permanent National Insurance number when presented in isolation;
- a driving licence issued by the Driver and Vehicle Licensing Agency;
- a bill issued by a financial institution or a utility company;
- a passport describing the holder as a British Dependent Territories Citizen which states that the holder has a connection with Gibraltar;
- a short (abbreviated) birth certificate issued in the UK which does not have details of at least one of the holder’s parents;
- a licence provided by the Security Industry Authority;
- a document check by the Criminal Records Bureau;
- a card or certificate issued by the Inland Revenue under the Construction Industry Scheme.