

**University of Exeter Managed Internship Schemes**

**Guidance to Verify Right to Work (RTW) Evidence**

**From 1 October 2022 we are required to conduct RTW checks under the original** [**Home Office rules**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fright-to-work-checks-employers-guide%2Fan-employers-guide-to-right-to-work-checks-6-april-2022-accessible-version%23how-to-establish-a-statutory-excuse-for-right-to-work-checks&data=05%7C01%7Cinternships%40exeter.ac.uk%7C311f7301df9b4a22bed508dab3333c29%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C638019329874194399%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=JP7ssj0UHaGCchnZjqe0XHx%2F3YZ5xriqAiFYDl%2BoE%2BQ%3D&reserved=0) **which mean face to face checks will resume.**

**Right to work checks must take place for British Citizens and International Students and Graduates.**

**Confirming Right to Work for International Students**

For all International Students the process of Right to Work checking has changed. You will now need to take the following:

* Copy of their **Passport** (photo page)
* Take their **Share Code** (which they can [download here](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fview-prove-immigration-status&data=04%7C01%7CA.Hodges3%40exeter.ac.uk%7C5187ad76734e44097b9008d9a9ba0cc7%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C637727438801306624%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=6gNwNcC5ADm6fidP6wiYNlnr%2BLFzYmLw5axuErr3ym4%3D&reserved=0)), go to [this webpage](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fview-right-to-work&data=04%7C01%7CA.Hodges3%40exeter.ac.uk%7C5187ad76734e44097b9008d9a9ba0cc7%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C637727438801316564%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=0IAufjOCAtO1cji%2BxRxmhC6IvlD29wzd4VPj1HhAyFI%3D&reserved=0) and input the code and their date of birth. This will allow you to download their **Status Confirmation**, which will need to be provided in addition to their Passport.

**At Interview RTW Process (Face-to-Face Interviews)**

* When inviting your candidates to interview you will need to ask them to bring their original [RTW documents](https://www.exeter.ac.uk/media/universityofexeter/humanresources/documents/immigrationandrighttowork/List_of_acceptable_documents_06.04.2022.pdf) with them, along with a photocopy of these to leave with you.
* Check original documents face-to-face with the candidate to confirm likeness. Also check the documents are genuine and they have not been tampered with. For online interviews, the candidates can show their original documents to you and email the copies.
* Sign and date all photocopies to confirm originals have been verified. Record on each page “I certify that this is a true copy of the original document”.
* Retain signed and dated photocopies of the RTW documents for the successful candidate only and destroy the photocopies for the unsuccessful candidates. Please wait until the offer has accepted before doing this.

**Once Appointed RTW Process**

* If the RTW verification was not undertaken at interview, it must be undertaken prior to the appointed student or graduate starting work. It is illegal for employees to begin work without this documentation in place. At the university, any work undertaken before RTW is verified will be treated as voluntary work.
* Once the RTW verification has been undertaken please follow the appropriate processes:
	+ For SCP roles employed at the university:

Send the verified copy of the RTW evidence via email to the eclaims team at e-claims@exeter.ac.uk or follow the guidelines [here](https://www.exeter.ac.uk/staff/employment/tempworkers/casual/worker/#a1).

* + For GBP roles employed at the university:

University of Exeter appointments only, please forward the RTW evidence of the appointed graduate, signed and dated to HR by emailing it to humanresources@exeter.ac.uk, stating the vacancy reference in the subject line. It is possible for new joiners to book a slot with our HR Reception desk, (Northcote House, Streatham campus) to have their RTW checked.  Individuals can do this [here](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Foutlook.office365.com%2Fowa%2Fcalendar%2FUniversityofExeterHR%40UniversityofExeterUK.onmicrosoft.com%2Fbookings%2Fs%2FRtdncEeKZ0a2aeDd7UdfsA2&data=05%7C01%7Cinternships%40exeter.ac.uk%7C311f7301df9b4a22bed508dab3333c29%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C638019329874350620%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=DY2ZKU6yZlPucwpaeeF2VuWEtGUbA84oFwZcLHZW76Y%3D&reserved=0).

* + For GBP roles employed by the university and seconded to DCC or The RAMM:

The DCC or RAMM Line Manager cannot forward RTW evidence to the university’s HR department. The graduate will need to present and have verified their RTW evidence again directly with HR. The GBPs will be instructed to make an appointment with HR by emailing humanresources@exeter.ac.uk or call 01392 723413. It is possible for new joiners to book a slot with our HR Reception desk, (Northcote House, Streatham campus) to have their RTW checked.  Individuals can do this [here](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Foutlook.office365.com%2Fowa%2Fcalendar%2FUniversityofExeterHR%40UniversityofExeterUK.onmicrosoft.com%2Fbookings%2Fs%2FRtdncEeKZ0a2aeDd7UdfsA2&data=05%7C01%7Cinternships%40exeter.ac.uk%7C311f7301df9b4a22bed508dab3333c29%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C638019329874350620%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=DY2ZKU6yZlPucwpaeeF2VuWEtGUbA84oFwZcLHZW76Y%3D&reserved=0).

* + For GBP roles employed by another organisation

Please retainverified copy of the RTW document for your records.

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