

**University of Exeter Managed Internship Schemes**

**Guidance to proving your Right to Work (RTW) in the UK to your Internship Employer**

**To work in the UK, It is a requirement in law that you have the Right to Work (RTW) in the UK, which you must prove to your employer before your start work,** regardless of nationality or duration or work.

**You can prove you have the RTW in the UK by providing your employer with** [Right to Work in the UK document/s](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.exeter.ac.uk%2Fstaff%2Femployment%2Frighttowork%2Fproof%2Fhow%2F&data=04%7C01%7CJ.McCreedie%40exeter.ac.uk%7Cb7b7ee2074744de14d2108d8d4ce8cc9%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C637493330867475670%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=svXGgk0x6RodO5PK04tIZAefpl3BjOEtMjX%2FKlEbWO4%3D&reserved=0).

When interviewing for a job remotely and working remotely, you may not meet your employer in person. In these circumstances your employer make take different approaches to this, so you must ask what their process will be. The following summarises how the different internship schemes require you to prove your RTW in the UK:

**Access to Internships- Widening Participation (A2I WP) Funded Interns - working for the University of Exeter**

* As you are approaching an academic or other professional at the University of Exeter to ask them to create a paid internship, they may be unaware of the RTW requirements, so you will need to take the lead.
* Please show (either by video or in person) your employer your original (not copied) [right to work document/s](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.exeter.ac.uk%2Fstaff%2Femployment%2Frighttowork%2Fproof%2Fhow%2F&data=04%7C01%7CJ.McCreedie%40exeter.ac.uk%7Cb7b7ee2074744de14d2108d8d4ce8cc9%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C637493330867475670%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=svXGgk0x6RodO5PK04tIZAefpl3BjOEtMjX%2FKlEbWO4%3D&reserved=0)..
* Send the employer a coloured scanned copy or a photo of your original [right to work document/s](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.exeter.ac.uk%2Fstaff%2Femployment%2Frighttowork%2Fproof%2Fhow%2F&data=04%7C01%7CJ.McCreedie%40exeter.ac.uk%7Cb7b7ee2074744de14d2108d8d4ce8cc9%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C637493330867475670%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=svXGgk0x6RodO5PK04tIZAefpl3BjOEtMjX%2FKlEbWO4%3D&reserved=0) via email. Please ensure the whole document can be seen i.e. the edges are not cut off or obscured by your fingers; it is in focus; and there is no reflection on the document.

*Please note:*

* *If you have previously been employed by the University and paid through the eClaims system (not main payroll), your Right to Work will still be valid if you have not had a break of 12 months or more since ending your last role.*
* *Retrospective claims on the eClaims system will not be permitted, any work that may have been done prior to evidence of right to work being presented will be treated as voluntary.*
* *Eclaims will upload your RTW on a Monday, so there could be a few days delay before you can create your eClaims profile.*

**Access to Internships- Widening Participation (A2I WP) Funded Interns - working for other UK based organisations**

* As you are approaching an organisation to ask them to create a paid internship, they may be unaware of the RTW requirements, so you will need to take the lead.
* Please show (either by video or in person) your employer your original (not copied) [right to work document/s](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.exeter.ac.uk%2Fstaff%2Femployment%2Frighttowork%2Fproof%2Fhow%2F&data=04%7C01%7CJ.McCreedie%40exeter.ac.uk%7Cb7b7ee2074744de14d2108d8d4ce8cc9%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C637493330867475670%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=svXGgk0x6RodO5PK04tIZAefpl3BjOEtMjX%2FKlEbWO4%3D&reserved=0)..
* Send the employer a coloured scanned copy or a photo of your original [right to work document/s](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.exeter.ac.uk%2Fstaff%2Femployment%2Frighttowork%2Fproof%2Fhow%2F&data=04%7C01%7CJ.McCreedie%40exeter.ac.uk%7Cb7b7ee2074744de14d2108d8d4ce8cc9%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C637493330867475670%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=svXGgk0x6RodO5PK04tIZAefpl3BjOEtMjX%2FKlEbWO4%3D&reserved=0) via email. Please ensure the whole document can be seen i.e. the edges are not cut off or obscured by your fingers; it is in focus; and there is no reflection on the document, for your employers records.

**Student Business Partnership (SBP) - working for other South West businesses**

* The employer has been advised by the Internships Team to ask you to present your RTW at interview (or if not later when you are offered the job), so please show (either by video or in person) them your original (not copied) [right to work document/s](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.exeter.ac.uk%2Fstaff%2Femployment%2Frighttowork%2Fproof%2Fhow%2F&data=04%7C01%7CJ.McCreedie%40exeter.ac.uk%7Cb7b7ee2074744de14d2108d8d4ce8cc9%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C637493330867475670%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=svXGgk0x6RodO5PK04tIZAefpl3BjOEtMjX%2FKlEbWO4%3D&reserved=0).
* If your employer forgets to ask you for the RTW, please remind them.
* Send the employer a coloured scanned copy or a photo of your original [right to work document/s](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.exeter.ac.uk%2Fstaff%2Femployment%2Frighttowork%2Fproof%2Fhow%2F&data=04%7C01%7CJ.McCreedie%40exeter.ac.uk%7Cb7b7ee2074744de14d2108d8d4ce8cc9%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C637493330867475670%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=svXGgk0x6RodO5PK04tIZAefpl3BjOEtMjX%2FKlEbWO4%3D&reserved=0) via email. Please ensure the whole document can be seen i.e. the edges are not cut off or obscured by your fingers; it is in focus; and there is no reflection on the document.
* If you are appointed your manager will keep your RTW evidence on record. If you are not appointed, we have advised your employer to destroy this document.

**Student Campus Partnership (SCP) - working for the University of Exeter**

* The employer will ask you to present your RTW at interview (or if not later when you are offered the job), please show (either by video or in person) them your original (not copied) [right to work document/s](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.exeter.ac.uk%2Fstaff%2Femployment%2Frighttowork%2Fproof%2Fhow%2F&data=04%7C01%7CJ.McCreedie%40exeter.ac.uk%7Cb7b7ee2074744de14d2108d8d4ce8cc9%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C637493330867475670%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=svXGgk0x6RodO5PK04tIZAefpl3BjOEtMjX%2FKlEbWO4%3D&reserved=0).
* If your employer forgets to ask you for the RTW, please remind them.
* Send the employer a coloured scanned copy or a photo of your original [right to work document/s](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.exeter.ac.uk%2Fstaff%2Femployment%2Frighttowork%2Fproof%2Fhow%2F&data=04%7C01%7CJ.McCreedie%40exeter.ac.uk%7Cb7b7ee2074744de14d2108d8d4ce8cc9%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C637493330867475670%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=svXGgk0x6RodO5PK04tIZAefpl3BjOEtMjX%2FKlEbWO4%3D&reserved=0) via email. Please ensure the whole document can be seen i.e. the edges are not cut off or obscured by your fingers; it is in focus; and there is no reflection on the document.
* If you are appointed your manager will send it to eClaims to attach to your record. If you are not appointed this document will be destroyed.

*Please note:*

* *If you have previously been employed by the University and paid through the eClaims system (not main payroll), your Right to Work will still be valid if you have not had a break of 12 months or more since ending your last role.*
* *Retrospective claims on the eClaims system will not be permitted, any work that may have been done prior to evidence of right to work being presented will be treated as voluntary.*
* *Eclaims will upload your RTW on a Monday, so there could be a few days delay before you can create your eClaims profile.*

**Graduate Business Partnership (GBP) - working for other South West businesses**

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* Send the employer a coloured scanned copy or a photo of your original [right to work document/s](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.exeter.ac.uk%2Fstaff%2Femployment%2Frighttowork%2Fproof%2Fhow%2F&data=04%7C01%7CJ.McCreedie%40exeter.ac.uk%7Cb7b7ee2074744de14d2108d8d4ce8cc9%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C637493330867475670%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=svXGgk0x6RodO5PK04tIZAefpl3BjOEtMjX%2FKlEbWO4%3D&reserved=0) via email. Please ensure the whole document can be seen i.e. the edges are not cut off or obscured by your fingers; it is in focus; and there is no reflection on the document.
* If you are appointed your manager will keep your RTW evidence on record. If you are not appointed, we have advised your employer to destroy this document.

**Graduate Business Partnership (GBP) - working for the University of Exeter**

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* Send the employer a coloured scanned copy or a photo of your original [right to work document/s](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.exeter.ac.uk%2Fstaff%2Femployment%2Frighttowork%2Fproof%2Fhow%2F&data=04%7C01%7CJ.McCreedie%40exeter.ac.uk%7Cb7b7ee2074744de14d2108d8d4ce8cc9%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C637493330867475670%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=svXGgk0x6RodO5PK04tIZAefpl3BjOEtMjX%2FKlEbWO4%3D&reserved=0) via email. Please ensure the whole document can be seen i.e. the edges are not cut off or obscured by your fingers; it is in focus; and there is no reflection on the document.
* If you are appointed your manager will send it [humanresources@exeter.ac.uk](mailto:humanresources@exeter.ac.uk) to attach to your main payroll TRENT HR record. If you are not appointed this document will be destroyed.

**Graduate Business Partnership (GBP) - working for the University of Exeter and seconded to Devon County Council/Exeter City Council/Royal Albert Memorial Museum**

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* If your employer forgets to ask you for the RTW, please remind them.
* Only University staff can verify the RTW evidence of its own staff members, so once you are appointed you will need to send a coloured scanned copy or a photo of your original [right to work document/s](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.exeter.ac.uk%2Fstaff%2Femployment%2Frighttowork%2Fproof%2Fhow%2F&data=04%7C01%7CJ.McCreedie%40exeter.ac.uk%7Cb7b7ee2074744de14d2108d8d4ce8cc9%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C637493330867475670%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=svXGgk0x6RodO5PK04tIZAefpl3BjOEtMjX%2FKlEbWO4%3D&reserved=0) via email to internships@exeter.ac.uk. Please ensure the whole document can be seen i.e. the edges are not cut off or obscured by your fingers; it is in focus; and there is no reflection on the document, and request an appointment for a member of the team to have a video call with you to view the original document.
* The Internships Team will then forward the verified RTW evidence to [humanresources@exeter.ac.uk](mailto:humanresources@exeter.ac.uk) to attach to your main payroll TRENT HR record.