

1. REQUEST FOR RIGHT TO WORK

Ahead of the engagement it is a requirement that the University verifies your 'right to work' documentation with you.

Verification of documentation can take place through one of the following options:

- By generating and sharing a [Home Office digital immigration status](#) (if applicable) via a 'share code' and verifying via video link/ in- person on campus. Please note that a BRP is no longer accepted as right to work documentation.
- For those without a Home Office digital immigration status, verification of original documentation i.e., UK/Irish passport, can take place in person on campus or by submitting an In-date UK/Irish passport to our IDVT (Identification Validation Technology Provider, Trust ID) and with a follow up verification video call. Information and guidance regarding IDVT can be found [here](#) and right to work documentation options can be found [here](#).

Please let me know how you wish to demonstrate your 'right to work'.

Thank you

xxx

Privacy Notice: [Privacy - Job Opportunities at the University of Lincoln](#)

2. FOLLOW UP SHARECODE VIDEO CALL

Thank you for forwarding your UKVI sharecode. We now need to arrange a follow up video call to complete a 'likeness check'.

It is this activity that provides the University with a 'statutory excuse', and I would be grateful if you could confirm your availability for a video call on xxx.

Kind regards

3. FOLLOW UP IDVT VIDEO CALL

I am pleased to confirm that your 'right to work' validation has been successfully returned and we now need to arrange a follow up video call to complete a 'likeness check'.

It is this activity that provides the University with a 'statutory excuse', and I would be grateful if you could confirm your availability for a video call on xxx.

Kind regards

SKILLED WORKER VISA HOLDER – Supplementary employmeny

4. REQUEST FOR EVIDENCE OF A CERTIFICATE OF SPONSORSHIP

Thank you for undertaking your 'right to work check' video call with me earlier today. I note from your digital screen that you are sponsored to work on a skilled worker visa by another employer. As I am sure you will be aware, 'supplementary employment' is permitted under this route, but only under the criteria listed here:

- Be either a job on the [Shortage Occupation List](#); **or** A job in the same profession and at the same professional level as the work for which the Certificate of Sponsorship was assigned. **And,**
- Be for no more than 20 hours per week; and
- Be conducted outside of the normal working hours for which the Certificate of Sponsorship was assigned.
- Sponsored colleagues must not undertake Supplementary Work with the University until all required additional checks have been made.

As part of a right to work check before any supplementary work commences, you will need to provide a letter from your sponsor employer confirming:

- You are still working for your sponsor;
- The job description and occupation code of your sponsored employment (if your supplementary employment is not in a shortage occupation);
- Your normal working hours

You will also need to confirm if you are undertaking any other supplementary employment to ensure that you will not be undertaking more than 20 hours a week in total of supplementary employment.

Once we have this and can confirm that the above criteria has been met we will be able to advise when the engagement with the University can go ahead.

STUDENT VISA HOLDERS

5. REQUEST FOR EVIDENCE OF TERM DATES

Thank you for undertaking your 'right to work check' video call with me earlier today. I note from your digital screen that you have 'Student Visa Holder' permissions. As such we are required to also have the following documentation ahead of confirming a start date:

A letter from your study institution stating:

- The programme of study
- Confirmation of term dates
- Current study status