

Applies to:

Skilled Worker Visa holders who applied outside of the UK and have received an Entry Clearance Vignette in their passport

We are looking forward to welcoming you to the University.

As you are joining us from overseas, there are some things you will need to do before you commence employment. Please ensure that you have completed the following checks before your start date.

Entry Clearance Check

Thank you for providing a scanned copy of your entry clearance vignette (sticker) within your passport.

We are required to check your date of entry to the UK. This will normally be in the form of an ink stamp on your entry clearance vignette, however, there are some instances where you may not receive an entry stamp on arrival to the UK, for example when using the ePassport Gates. If your vignette is not stamped on arrival you will need to evidence your entry to the UK in another way, such as your travel tickets or boarding passes.

Please provide your HR contact with an electronic copy of either:

- ❖ Your stamped entry clearance vignette within your passport
or
- ❖ Your travel tickets/boarding passes showing entry to the UK.

Right to Work Check

As you have an eVisa we are usually able to complete a right to work check prior to you travelling to the UK. If a right to work check has not yet been completed, please [obtain a share code](#) from the Home Office webpage and send that through to your HR contact as soon as possible, who will arrange a right to work check via video call with you.

I cannot obtain a Share Code prior to my start date

If you are not able to obtain a share code, please let your HR contact know as soon as possible.

Please note:

- ❖ **We are required to complete a right to work check before you can commence employment. *If you are unable to complete a right to work check before your arranged start date, your start date will be changed to the next working day after the check has been undertaken.***
- ❖ **Your employment with the University will remain subject to you holding a continuous right to work in the UK for your role. This may mean that you are required to apply for a new visa at a future date.**

Additional Information as a Sponsored Employee

As your sponsor under the points-based immigration system we ask you to note the following:

- ❖ A requirement of your Certificate of Sponsorship is that you must ensure your manager has access to your movements at work (by keeping an up-to-date electronic diary, or other agreed mechanism) and has authorised any absences from work. If you are absent from work without authorisation for more than ten working days, we are obliged to notify the UK Visas and Immigration.

- ❖ You must also ensure that you make Human Resources aware of any changes to your personal details including marital status, home address, personal email address, landline and mobile number.

Migrant Responsibilities Form

Please read through the [Migrant Responsibilities Form](#) which outlines the above in more detail. Please return a signed copy of this form before your start date.

Staff Member Guidance

Once you have your University log in details you will be able to access the [Skilled Worker & Tier 2 Visas - Staff Member \(Visa Holder\) Guidance](#) which provides information you may require throughout your employment with us.