

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 your visit. Please ensure that you have completed the following checks before your visit start date.

#### **Entry Clearance Check**

Thank you for providing confirmation of your entry clearance to the UK.

We are required to check your date of entry to the UK. This will normally be in the form of an ink stamp in your passport, however, there are some instances where you may not receive an entry stamp on arrival to the UK.

**If you have been issued an entry clearance vignette (sticker in your passport)**, please provide your HR contact with an electronic copy of the following as soon as possible, after your arrival to the UK:

- ❖ Your stamped entry clearance vignette sticker in your passport  
Or
- ❖ Your unstamped entry clearance vignette sticker and travel tickets/boarding passes showing entry to the UK.

**If you have not been issued an entry clearance vignette (sticker in your passport)**, please provide your HR contact with an electronic copy of the following as soon as possible, after your arrival to the UK:

- ❖ Your entry stamp in your passport  
Or
- ❖ Your travel tickets/boarding passes showing entry to the UK.

#### **Right to Work Check**

We are required to complete a right to work check prior to you starting in your role. 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.

If you are not able to obtain a share code before travelling to the UK, you should be able to do so once you have arrived in the UK.

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

- ❖ **We are required to complete a right to work check before you can commence your visit. *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.***
- ❖ **You cannot commence your visit on the same day as your right to work check.**

## Please note:

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 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 the [Migrant Responsibilities Form](#) which outlines the above in more detail and, once you know your UK contact details and address, please return a signed copy of this form **before your visit start date**.