

Human Resources

Visa Checks to Complete before your Start Date

Applies to:

Visa holders (excluding Skilled Workers) who applied in the UK and have received a fully digital immigration status (eVisa)

We are looking forward to welcoming you to the University.

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.

Right to Work Check

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. This may mean that you are required to apply for a new visa at a future date.**