

Human Resources

Checks to Complete before your Start Date

Applies to: Sponsored visa holders who require an online right to work check (UK applicants).

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

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, please let your HR contact know as soon as possible.

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.

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 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.

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.

Migrant Responsibilities Form

Please read the [Migrant Responsibilities Form](#) which outlines the above in more detail and return a signed copy ***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.