

Human Resources

Checks to Complete

*Applies to:
Temporary Worker Visa extension applicants who require an online
right to work check*

As you have received confirmation that your visa extension application has been successful, there are a few checks we need to complete.

Right to Work Check

We are required to complete a right to work check, as soon as possible. Please [obtain a share code](#) from the Home Office webpage and send that through to your HR contact, 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.

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

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Please read through the [Migrant Responsibilities Form](#) which outlines the above in more detail and return a signed copy of this form as soon as possible.