University of HUDDERSFIELD
Inspiring global professionals

Yoti – Right to Work Checks

Guidance for Applicants

Version 01/2025
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Introduction

We are required to complete a right to work check for all individuals who are coming to work at the University of Huddersfield before they commence employment.

British or Irish nationals would usually need to visit the University in person with their original documentation, however, those who hold a current passport or passport card are able to utilise our external provider to complete a fully remote right to work check.

You will have received a link to the verification check session from the University of Huddersfield. We recommend that you access this link via a smartphone as it is easier to take clearer pictures of your documentation and makes the verification process quicker.

Please note that a full right to work check (verification and imposter checks) must be completed before any work can be undertaken.

To help ensure that the verification check is successful, please refer to the following useful tips before clicking on the link provided:

1. Ensure that you have your **original** document (current British Passport / current Irish Passport / current Irish Passport Card) to hand.

2. Ensure that you have time to fully complete the verification check

3. Please complete your check as soon as possible as the link will only be valid for a period of 4 weeks. If a check has not been completed in that time, the existing link will expire and a new link will be required.

4. When uploading your document, please ensure that:
    a. your document has not expired
    b. you capture a clear image without any glare. For best results, use a smartphone.
    c. you haven't covered the photo on your document or any of your details
    d. you hold the document straight
    e. the whole document is captured, including the two lines of letters and number known as the Machine Readable Zone (MRZ).

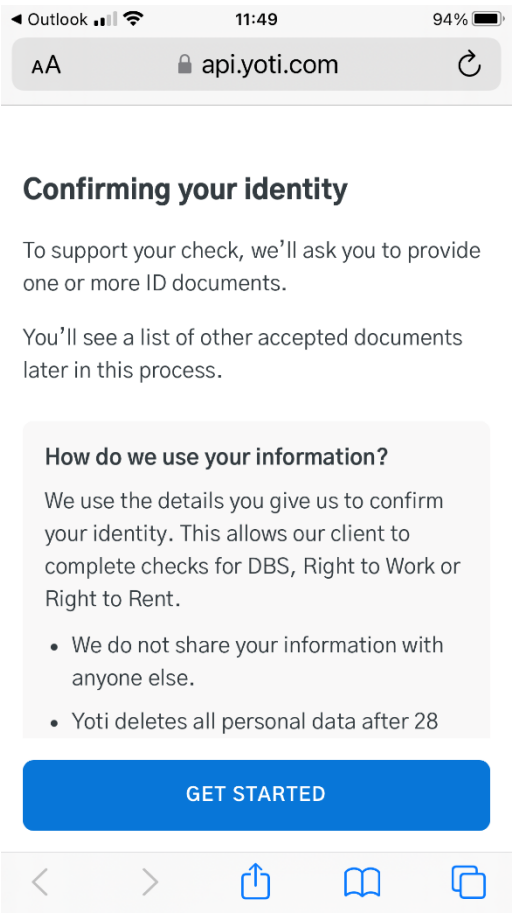
    If you don't capture a clear image on the first go, try again before uploading.

5. When capturing your face scan, please ensure that:
    a. you find an area to sit with good lighting
    b. your background is clear
    c. you position the camera at eye level

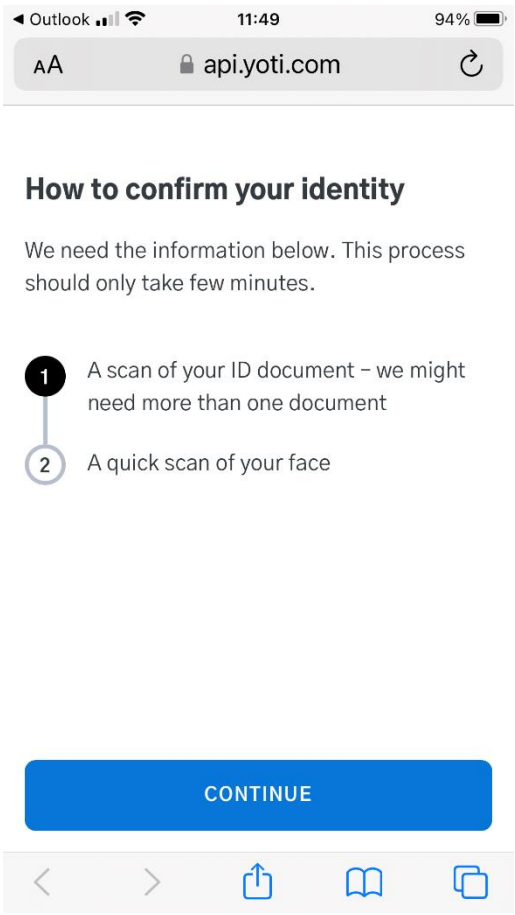
    Please note that the image captured will include the top part of your torso, so please ensure you are dressed appropriately.

The step-by-step details below are for smartphone users.

Step 1



Step 2



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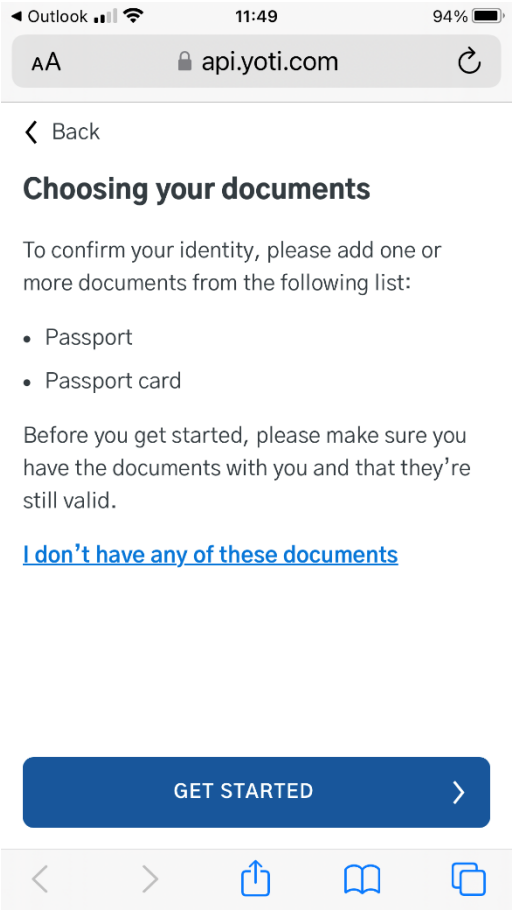

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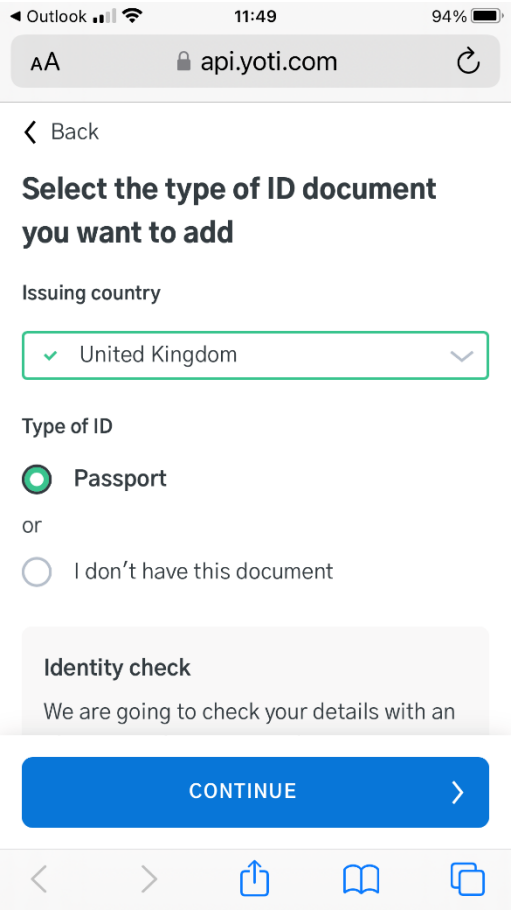

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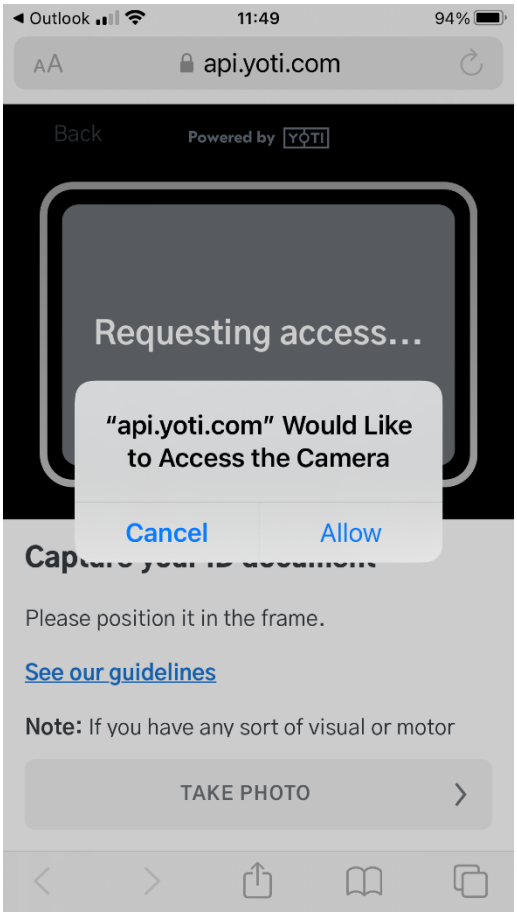
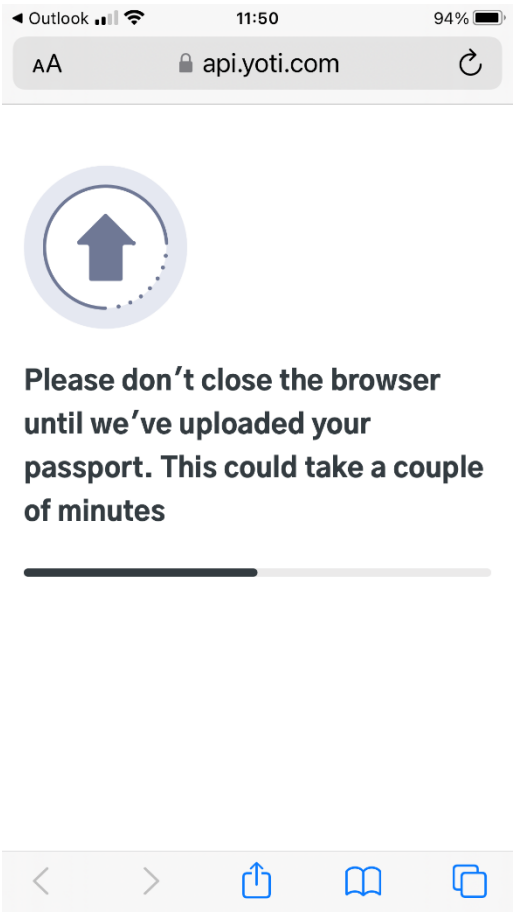
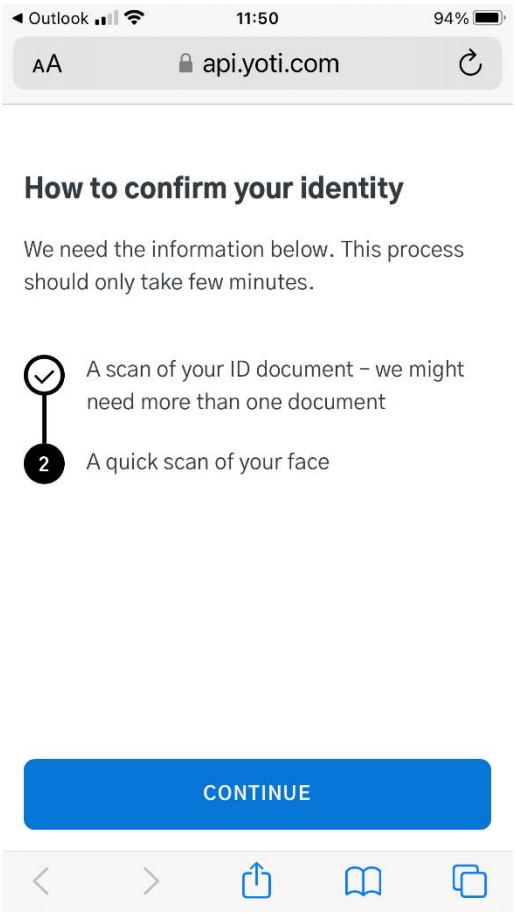


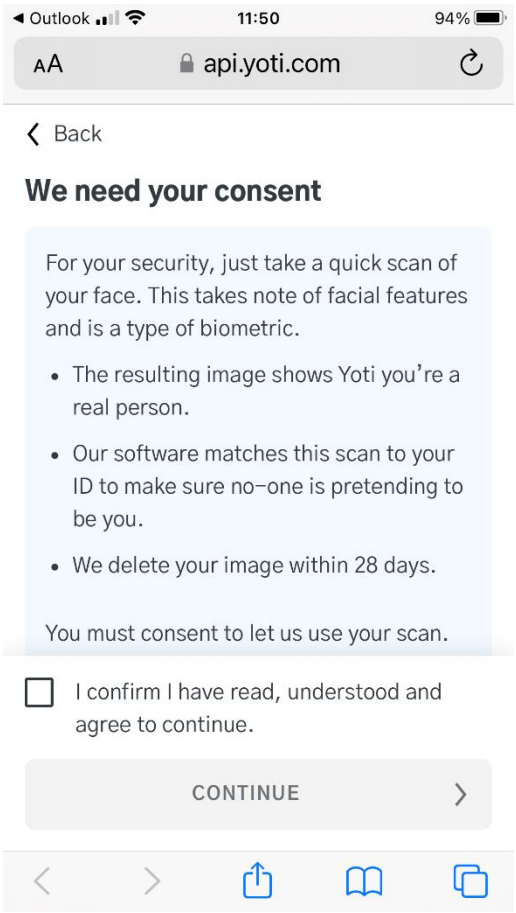
Step 6



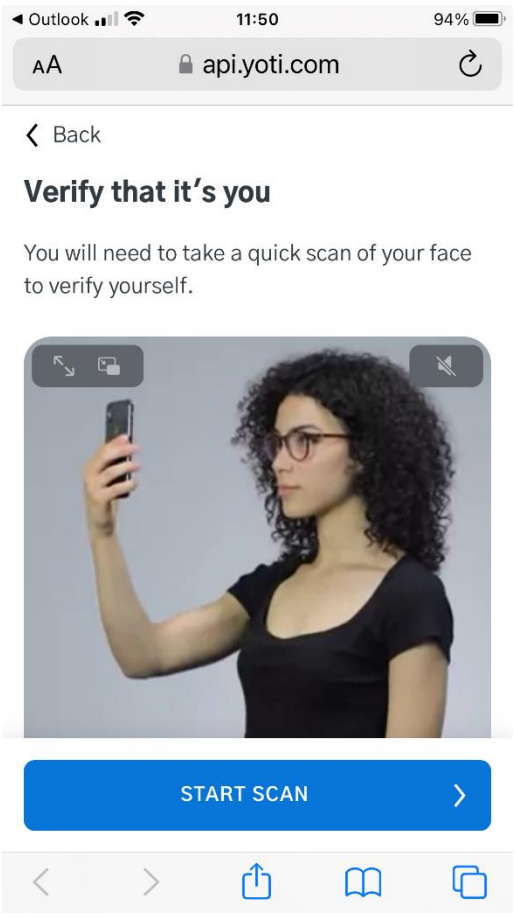
Step 7



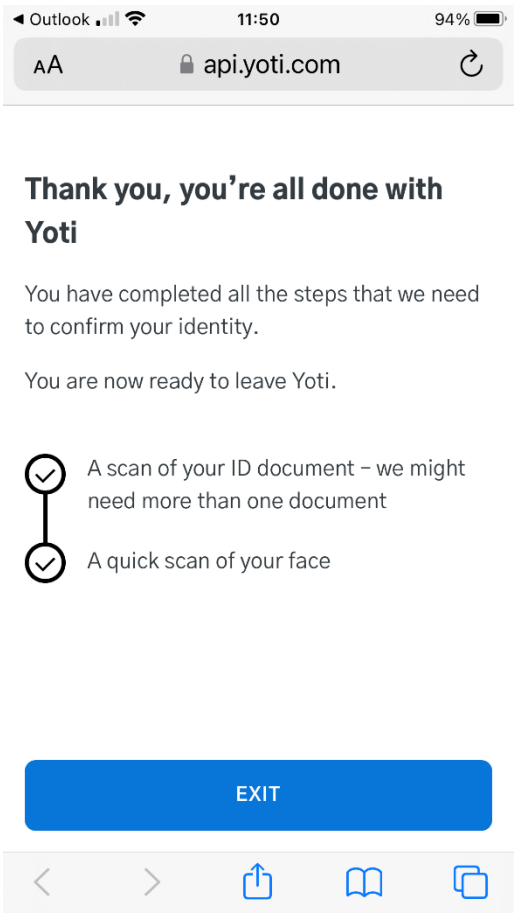
Step 8



Step 9

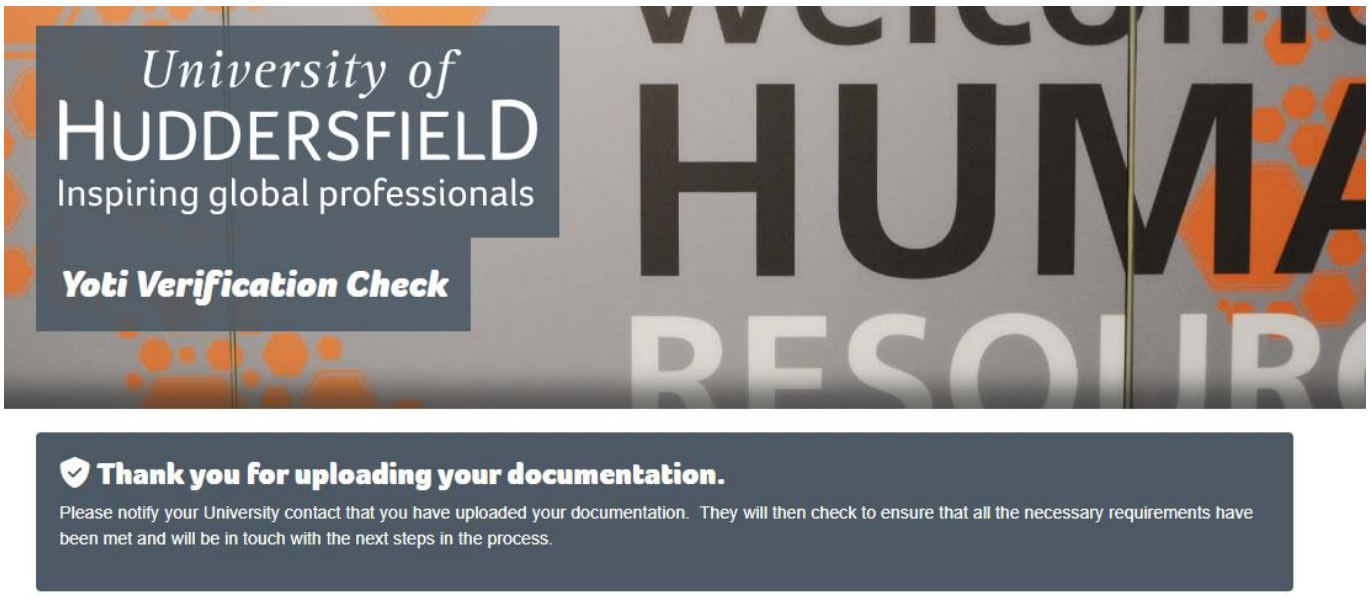


Step 10



Next Steps

If you were able to successfully upload your documentation and take the necessary pictures, you will be taken to the following page.

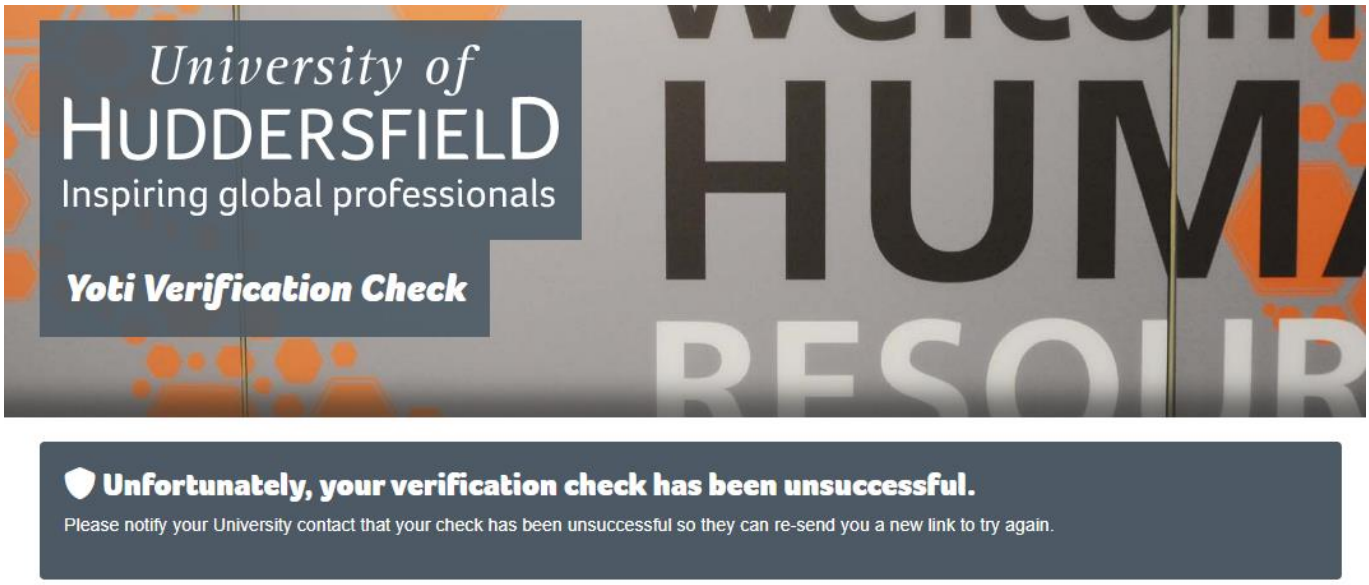


Your University contact will then review the verification check and either approve or reject it based on the information we receive from Yoti.

- If your verification check does not fully meet the requirements it will be rejected, and you will be sent a new link to try again.

- If your verification check is marked as approved, your university contact will be in touch to arrange a video call as we are required check your physical appearance against the verification check. This process is called an imposter check.

If there were any issues in uploading your documentation or taking the necessary pictures, you will be taken to the following page.



Your University contact will send you a new link to try again. We would allow a couple of attempts to complete the verification check. If the verification check remains unsuccessful you would need to call into the University with your original documentation for a manual right to work check.