

Yoti – Right to Work Checks

Guidance for Applicants

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).

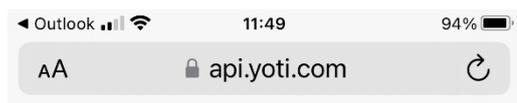
If you don't capture a clear image on the first go, try again before uploading.

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



Confirming your identity

To support your check, we'll ask you to provide one or more ID documents.

You'll see a list of other accepted documents later in this process.

How do we use your information?

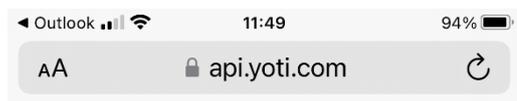
We use the details you give us to confirm your identity. This allows our client to complete checks for DBS, Right to Work or Right to Rent.

- We do not share your information with anyone else.
- Yoti deletes all personal data after 28

GET STARTED



Step 3



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Choosing your documents

To confirm your identity, please add one or more documents from the following list:

- Passport
- Passport card

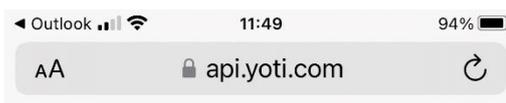
Before you get started, please make sure you have the documents with you and that they're still valid.

[I don't have any of these documents](#)

GET STARTED >



Step 2



How to confirm your identity

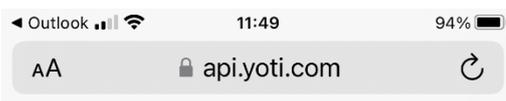
We need the information below. This process should only take few minutes.

- 1 A scan of your ID document – we might need more than one document
- 2 A quick scan of your face

CONTINUE



Step 4



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Select the type of ID document you want to add

Issuing country

✓ United Kingdom ▾

Type of ID

Passport

or

I don't have this document

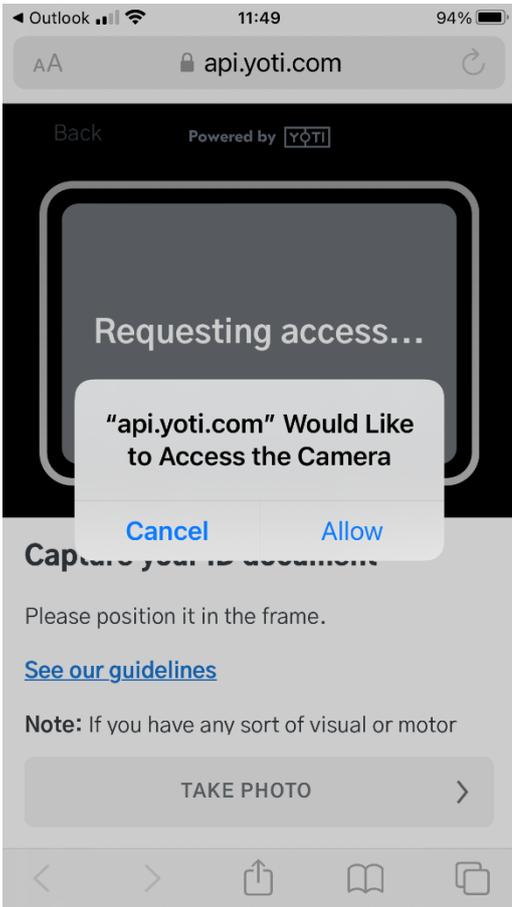
Identity check

We are going to check your details with an

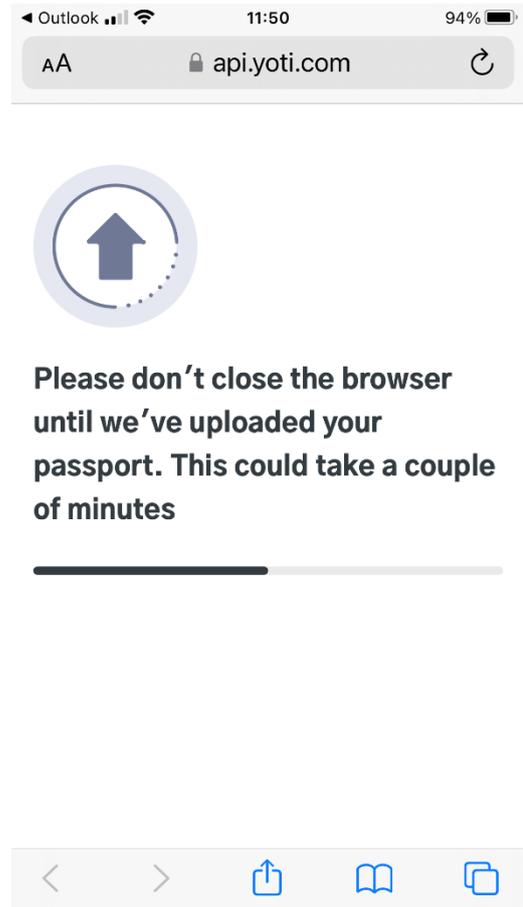
CONTINUE >



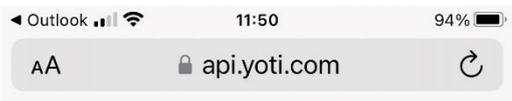
Step 5



Step 6



Step 7



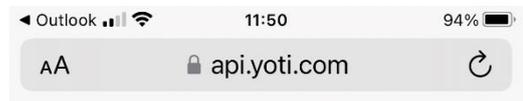
How to confirm your identity

We need the information below. This process should only take few minutes.

- 1 A scan of your ID document – we might need more than one document
- 2 A quick scan of your face

CONTINUE

Step 8



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We need your consent

For your security, just take a quick scan of your face. This takes note of facial features and is a type of biometric.

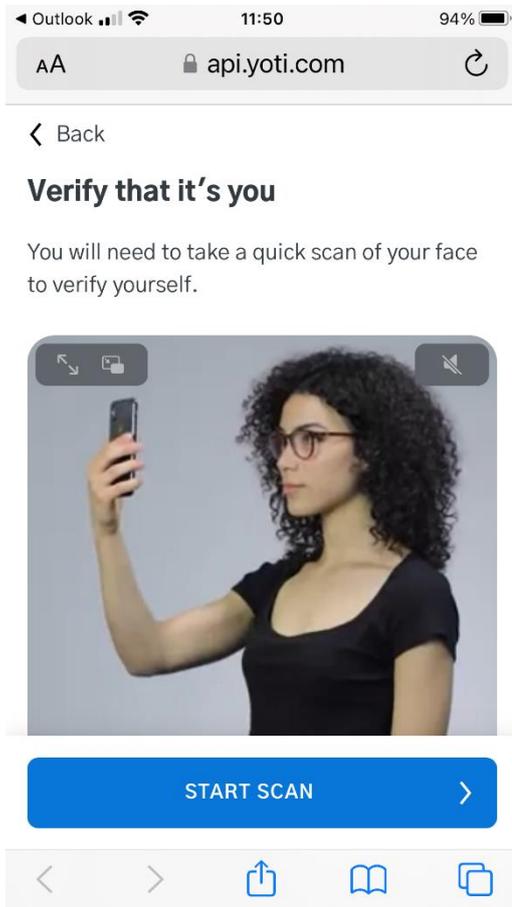
- The resulting image shows Yoti you're a real person.
- Our software matches this scan to your ID to make sure no-one is pretending to be you.
- We delete your image within 28 days.

You must consent to let us use your scan.

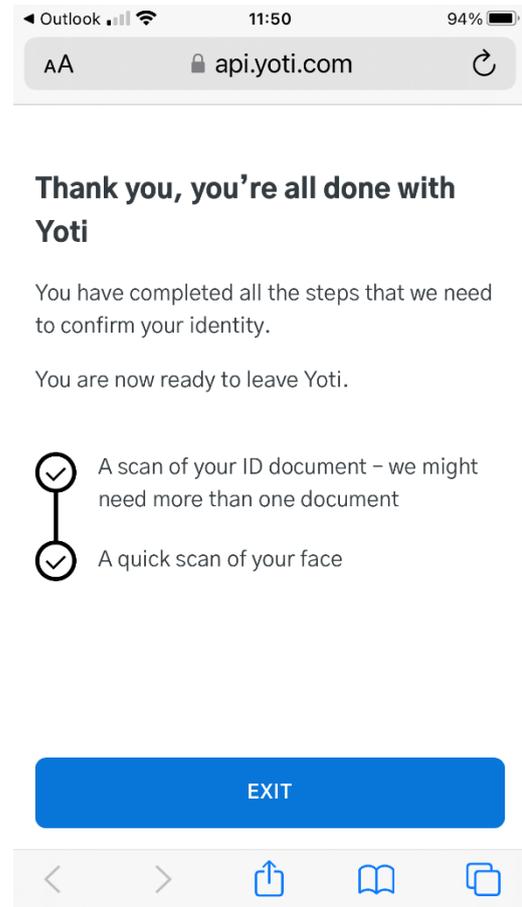
I confirm I have read, understood and agree to continue.

CONTINUE

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.



✓ Thank you for uploading your documentation.

Please notify your University contact that you have uploaded your documentation. They will then check to ensure that all the necessary requirements have been met and will be in touch with the next steps in the process.

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.



Unfortunately, your verification check has been unsuccessful.

Please notify your University contact that your check has been unsuccessful so they can re-send you a new link to try again.

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.