

**University of Exeter Managed Internship Schemes**

**Guidance to Verify Right to Work (RTW) Evidence**

**In-person RTW checks must be undertaken under the** [**Home Office rules**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fright-to-work-checks-employers-guide%2Fan-employers-guide-to-right-to-work-checks-6-april-2022-accessible-version%23how-to-establish-a-statutory-excuse-for-right-to-work-checks&data=05%7C01%7Cinternships%40exeter.ac.uk%7C311f7301df9b4a22bed508dab3333c29%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C638019329874194399%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=JP7ssj0UHaGCchnZjqe0XHx%2F3YZ5xriqAiFYDl%2BoE%2BQ%3D&reserved=0)**.**

**Right to work checks must take place for British Citizens, International Students, and Graduates.**

**As the line manager, you can either undertake the RTW check in person yourself or ask your intern to book an appointment with HR or the Temporary Resourcing Team.**

**Confirming Right to Work for International Students**

For all International Students the process of Right to Work checking is different. You will need to take the following:

* Copy of their **Passport** (photo page)
* Take their **Share Code** (which they can [download here](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fview-prove-immigration-status&data=04%7C01%7CA.Hodges3%40exeter.ac.uk%7C5187ad76734e44097b9008d9a9ba0cc7%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C637727438801306624%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=6gNwNcC5ADm6fidP6wiYNlnr%2BLFzYmLw5axuErr3ym4%3D&reserved=0)), go to [this webpage](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fview-right-to-work&data=04%7C01%7CA.Hodges3%40exeter.ac.uk%7C5187ad76734e44097b9008d9a9ba0cc7%7C912a5d77fb984eeeaf321334d8f04a53%7C0%7C0%7C637727438801316564%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=0IAufjOCAtO1cji%2BxRxmhC6IvlD29wzd4VPj1HhAyFI%3D&reserved=0) and input the code and their date of birth. This will allow you to download their **Status Confirmation**, which will need to be provided in addition to their Passport.

**At Interview RTW Process (Face-to-Face Interviews)**

* When inviting your candidates to interview you will need to ask them to bring their original [RTW documents](https://www.exeter.ac.uk/media/universityofexeter/humanresources/documents/immigrationandrighttowork/List_of_acceptable_documents_06.04.2022.pdf) with them, along with a photocopy of these to leave with you.
* Check original documents face-to-face with the candidate to confirm likeness. Also check the documents are genuine and they have not been tampered with. For online interviews, the candidates can show their original documents to you and email the copies.
* Sign and date all photocopies to confirm originals have been verified. Record on each page “I certify that this is a true copy of the original document”.
* Retain signed and dated photocopies of the RTW documents for the successful candidate only and destroy the photocopies for the unsuccessful candidates. Please wait until the offer has accepted before doing this.

**Once Appointed RTW Process**

* If the RTW verification was not undertaken at interview, it must be undertaken prior to the appointed student or graduate starting work. It is illegal for employees to begin work without this documentation in place. At the university, any work undertaken before RTW is verified will be treated as voluntary work.
* As the line manager, you can either undertake the RTW check in person yourself (follow steps above) or ask your intern to book an appointment with HR or the Temporary Resourcing Team using the links below:
	+ For GBPs employed at the University or GBPs employed by the University and seconded to another organisation: Book an appointment with HR [here](https://outlook.office365.com/book/UniversityofExeterHR%40UniversityofExeterUK.onmicrosoft.com/s/RtdncEeKZ0a2aeDd7UdfsA2).
	+ For SCPs employed at the University: Book an appointment with the Temporary Resourcing Team by following the process under step 2 [here](https://www.exeter.ac.uk/staff/employment/tempworkers/casual/worker/#a1).
* If doing the RTW verification yourself, please follow the appropriate processes:
	+ For SCP roles employed at the university:

Send the verified colour copy of the RTW evidence via email to the Temporary Resourcing Team at TemporaryResourcing@exeter.ac.uk and say that you have seen the original with the date the check was undertaken.

* + For GBP roles employed at the university:

University of Exeter appointments only, please forward the RTW evidence of the appointed graduate, signed and dated to HR by emailing it to humanresources@exeter.ac.uk, stating the vacancy reference in the subject line.

* + For GBP roles employed by the university and seconded to DCC or The RAMM:

The DCC or RAMM Line Manager cannot forward RTW evidence to the university’s HR department. The graduate will need to present and have verified their RTW evidence again directly with a University of Exeter staff member or HR. Your GBPs will be contacted and asked to either meet with a member of the Internships Team, or book an appointment with HR.

* + For GBP roles employed by another organisation

Please retainverified copy of the RTW document for your records.

* + For SBP roles employed by another organisation

 Please retainverified copy of the RTW document for your records.