



## Overseas nationals (Visa holders, EU Pre- or Settled Status)

- Download the PDF from the 'Web Right to Work' webpage. **Do not** screen shot onto the right to work pro-forma.
- Tick all boxes.
- Add the current verification wording from the Guidance document on the Staff Directory article to the blank space at the bottom of the document.
- Additionally, you should request a copy of the individuals BRP/EUSS outcome letter (if available, if not confirm with the individual the type of visa they have) and a copy of the passport. These **must not** be on the right to work pro-forma or signed/verified.
- The BRP copy should show the front and back of the BRP.
- The passport copy should show the photo page and the page opposite.
- The BRP/passport copies should be clear to read, photos/text must not be covers by fingers or obscured by camera glare.
- Do not add any additional text or comments to either the PDF or the BRP/passport copies.
- Tier4/Student visa holders should additionally provide term-date evidence and complete a declaration form. See main article for information.

Home Office

**NAME OF PERSON**  
They can work in the UK.

**Photo of person**

**Details**  
They can work in any job. There is no limit on how long they can stay in the UK.

**Legal basis of status**  
This leave is issued in accordance with the EU exit separation agreements.

For EU citizens, and the family members of EU citizens or of UK citizens, this is the Withdrawal Agreement. For EEA European Free Trade Association (EFTA) citizens, and the family members of EEA EFTA citizens, this is the EEA EFTA Separation Agreement. For Swiss citizens, and the family members of Swiss citizens, this is the Swiss Citizens' Rights Agreement.

**If you employ this person**

To avoid a **penalty**, you must:

- check this looks like the person you meet face to face
- keep a secure copy of this online check (either electronically or in hard copy), for the duration of the employment and for 2 years after

You don't need to do the check again.

**Details of check**

Company name  
[REDACTED]

Date of check

Reference number

**The date on which this right to work check was made XX by**  
**NAME, SIGNATURE**

If you have any questions regarding the documents that you are presented with or how to best copy these, please contact [righttowork@essex.ac.uk](mailto:righttowork@essex.ac.uk)