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| External Examiner Information Form (Form 95b) |
| **Guidance** |
| On receipt of the External Examiners Agreement form and the right to work documentation, please complete this form and Appendix 2 – Right to Work Checklist. Once complete, please submit this form through People and Money along with the accompanying right to work documentation.No payment will be made on the basis of information provided on this form. The External Examiner Fee Payment Form must be completed for all hours worked/payment due and forwarded to the Payroll team for payment.If you require this document in an alternative format please contact HR via email HRHelpline@ed.ac.uk or by telephone on 0131 651 5151.  |
| **Section 1: Job Details – To be completed by UoE (Administration)** |
| Name Job Title |

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| External Examiner |

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| Department |

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| Nature of Work |

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| Period of Engagement(dd/mm/yy) | From: |

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|  | Costing Details – Source of Funds |  |
|  | **% or Amount in £** | **Account** | **Cost Centre** | **Job Code** |  |
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| **Section 2: Management Authorisation – To be completed by UoE (HoS / DoPS / Director of Department)** |
| [ ]  | I confirm the Job Details noted above is correct and shall be applied for this payment. |
| [ ]  | I confirm verified copy(s) of documentary evidence of right to work in the UK has been identified and attached to this form, with a copy retained for our reference. (as per Appendix 2 List A and List B) |
| Name |

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 | Position |

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| Date |

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 | Signature |

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| **Section 3: Right to Work Authorisation – Enter details of person who performed Right to Work checks** |
| Name |

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| Contact Telephone Number |

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**Note: Please complete this form in full. Any forms which do not have the right to work checklist completed will be returned, which may delay any payment due.**

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| **HR Authorisation – To be Completed by UoE (College /Professional Service Group HR team).** |
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| **Appendix 1 – Right to Work Information for Authoriser** |
| **What to complete:****Either complete List A or List B****List A** – For individuals with an on-going right to work in the UK (e.g. British Citizens, Individuals from EEA countries, and those who can stay indefinitely in the UK); or**List B** – For individuals with a time limited right to work in the UK (e.g. Individuals on following visas: Student, Ancestry, Dependant, Youth Mobility etc.).It is expected that original documents will be presented, as set out below.Please tick the appropriate box and attach the copy of the document(s) to this form. You need to check that 1. Photographs are consistent with the appearance of potential individual.
2. Dates of birth listed are consistent with the appearance of potential individual.
3. Expiry dates have not been passed, and
4. UK Government stamps or endorsements do not restrict the individual from undertaking the work in question.
5. If the individual is a University of Edinburgh Tier 4 student:
	* Using EUCLID, print the information in the immigration overview tab.

**NOTE:** **:** If the EUCLID screen print is more than 28 days old when the student is due to start work the screen print must be taken again* + Check with Student Immigration Compliance Team if the student’s:
		- matriculated status is anything other than ‘fully matriculated’ or ‘interrupted’ (thesis submitted).
		- record shows they are not currently sponsored.
	+ Check the student’s visa to confirm the hours they are permitted to work per week.

**NOTE:** the University’s published semester/vacation dates should be used to determine when the student can work full-time (i.e. during vacations).* + Print the University semester dates from the University website.

**NOTE:** This applies to all University of Edinburgh students, including post-graduates.1. If the individual is a non-University of Edinburgh Tier 4 Student, obtain written confirmation from their place of study (on headed paper or identifiable email address) to confirm:
	* Student status; course/qualification and duration of course.
	* Term/vacation dates (alternatively these can be printed from the HEI’s website if accessible).

Copies of passports must include: 1. Outside Front cover (note: passports for nationals from some countries have the front cover on the back).
2. All pages containing individual’s personal details e.g. photograph, signature, date of birth, etc.
3. All pages containing UK Government stamps or endorsements which allow the individual to do the type of work being offered.

For Tier 4 students, copies must include:If individual is a TIER 4 STUDENT studying at University of Edinburgh:1. Valid EUCLID screen print (i.e. at least 28 days remain since print date).
2. Copy of correspondence from Student Immigration Compliance team, if appropriate.
3. Print from University of Edinburgh website re semester dates.

If individual is a TIER 4 STUDENT studying at another HEI:1. Written confirmation from place of study confirming the individual is a currently matriculated student.
2. Written confirmation of the individual’s term/vacation dates.

For a list of EEA countries whose nationals have an ongoing right to work in the UK and more detailed information on right to work in the UK, see the University's website pages for Human Resources. If the worker cannot present one of these documents, or the necessary combination please refer to your HR Team or the aforementioned web pages for further details.For information on Student Employment including National Insurance and Income tax, please refer to the University’s website pages for Human Resources, Finance, Student Employment. |
| **Appendix 2 – Right to Work Checklist** |
| **List A** : On-going right to work in the UK (Complete Group 1) |
| Check | **Group 1: Acceptable documents to establish a continuous statutory excuse** |
| [ ]  | A passport (current or expired) showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK. |
| [ ]  | A passport or passport card (current or expired) showing that the holder is a national of the Republic of Ireland. |
| [ ]  | A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely. |
| [ ]  | A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules. |
| [ ]  | A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely/has no time limit on their stay in the UK. |
| [ ]  | A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK. |
| [ ]  | A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer. |
| [ ]  | A birth (short or long) or adoption certificate issued in the UK, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.  |
| [ ]  | A birth (short or long) or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer. |
| [ ]  | A certificate of registration or naturalisation as a British citizen, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer. |
| **List B** : Time Limited right to work in the UK (Complete Group 1 and 2) |
| Check | **Group 1: Documents where a time-limited statutory excuse lasts until the expiry date of leave** |
| [ ]  | A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question. |
| [ ]  | A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question. |
| [ ]  | A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question |
| [ ]  | A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules. |
| [ ]  | A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008, on or before 30 June 2021. |
| [ ]  | A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020. |
| [ ]  | A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer. |
| Check | **Group 2: Documents where a time-limited statutory excuse lasts for 6 months** |
| [ ]  | A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service |
| [ ]  | A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service. |
| [ ]  | An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service. |
| [ ]  | A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer which indicates that the named person may stay in the UK and is permitted to do the work in question. |

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| Check | **ANNEX B: Document obtained on-line, eg for a status through EU Settlement Scheme (EUSS)** |
| [ ]  | PDF document confirming a status through the EU Settlement Scheme |
| [ ]  | PDF document confirming other status |