July 2015

Dear Sir / Madam

Engagement as an External Examiner

I am writing to you to explain that we are required, by the UK Visas and Immigration (UKVI) rules, to verify the ‘right to work’ of any person who undertakes any work at the University of Edinburgh. This is irrespective of the length or nature of the employment or the fact that the individual is already employed in another Higher Education Institution. The University is therefore legally required to show evidence that it has **checked and retained the relevant documentation of every person appointed to work for the University to establish their right to work in the UK, including those who are British or from the European Economic Area (EEA).** Failure of the University to comply with these requirements would result in the University being fined or, more importantly, losing the right to employ individuals who are not nationals of the EEA.

As a consequence of this legislation when you attend the University of Edinburgh in your capacity as an External Examiner or Assessor we will need you to bring with you, documentary evidence of your entitlement to work in the UK. The documentary evidence will be checked and copied and the copies retained so that the University can demonstrate compliance with the legislation.

Most UK and EEA nationals working as external examiners find it easiest to use their UK or EEA passport as evidence of their entitlement to work in the UK. If you are not a UK or EEA national or if you do not have a current UK or EEA passport for any other reason a full list of all documentation that can be used to evidence your right to work in the UK is provided in Appendix A.

I hope this letter provides you with clarification as to why we have to seek proof of the ‘right to work’ of anyone undertaking any type of work for the University regardless of the length or nature of that work. The University of Edinburgh fully appreciates your co-operation in allowing us to undertake our duties to comply with UKVI rules.

Yours sincerely

Zoe Lewandowski
Director of Human Resources
APPENDIX A

Documentation required if you are a UK national

- A British passport 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.

If you are British but do not have a British passport you can prove your eligibility to work by providing a combination of the following:

- An official document giving your permanent national insurance number and name which has been issued by a Government agency or a previous employer.

**Plus one of the following:**

- A full birth certificate or adoption certificate issued in the UK, which includes the names of at least one of the holder’s parents or adoptive parents
- A birth certificate or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland.
- A certificate of registration or naturalisation stating that you are British citizen.
- 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.

If you are an EEA national you should provide:

- A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of an EEA country or Switzerland
- A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of an EEA country or Switzerland
- A Permanent Residence Card issued by the Home Office to the family member of a national of an EEA country or Switzerland
- 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 in the UK or 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

**Documentation required if you are a non-EEA national**

If you are a non EEA national who would not normally have the right to work in the UK, and have been invited by the University to act as an External Examiner or External Assessor, you will need to provide one of the following documents to prove your right to work in the UK:

Revised May 2015
• 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 Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-EEA national who is a family member of a national of an EEA country or Switzerland or who has a derivative right of residence.

• 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."

If you do not have the right to work in the UK you may enter the UK under the Permitted Paid Engagement (PPE) route. This route allows you to undertake a short-term (no more than 4 weeks), paid engagement. To enter by this route you will need to apply for a Permitted Paid engagement visa. You will also need a formal letter of invitation from the University confirming the following information:

• The terms of the engagement
• How your expertise and/or qualifications relate to the engagement.
• Your occupation in your home country.

To demonstrate your right to work in the UK you must present your passport with the PPE visa when instructed by the University.