How this policy applies to you

As required by the Asylum, Immigration and Nationality Act 2006, all people appointed to undertake work for The Open University must provide evidence of their right to work in the United Kingdom. If you have been offered an appointment as an external examiner or external supervisor for an Open University research student, we ask that you present the applicable original documents in person for checking and copying prior to the start of your appointment. The process for arranging the document checks depends on which role you are undertaking, as explained below.

External Examiners

When you are nominated as an external examiner, we ask you to complete an External examiner CV form. When you send this to us, you should also send a scanned copy or photocopy of your evidence of your right to work in the UK. A list of acceptable documents is given below. When you come to the Open University campus to attend the examination, please visit the Research Degrees Office in Charles Pinfold building to present your original documents for certifying. Alternatively, you can do this at any of the Open University regional or national centres listed in this document at any time prior to the day of the examination. You will need to make an appointment to present your documents at a regional or national centre.

We value your work to support our research students and we aim to make these checks as easy as possible. If you think you will have difficulty presenting the required documents, please let us know straight away, and we will advise you on what to do next. If you are unable to show us at least one of the acceptable documents listed below, you may not be able to take up your appointment and we may withhold your fee.

External Supervisors

When you are nominated as an external supervisor, we ask you to complete a Supervisor CV form. When you send this to us, you should also send a scanned copy or photocopy of your evidence of your right to work in the UK. A list of acceptable documents is given below. Before you take up your appointment, we ask that you present your documents at the Research Degrees Office in Charles Pinfold building for checking. Alternatively, you can do this at any of the Open University addresses in this document at any time prior to the start of your supervision appointment or the student’s registration date. External supervisors on the EdD programme should bring their documents for checking on the first day of the day school or residential school.

We value your work to support our research students and we aim to make these checks as easy as possible. If you think you will have difficulty presenting the required documents, please let us know straight away, and we will advise you on what to do next. If you are unable to show us at least one of the acceptable documents listed below, you may not be able to take up your appointment and we may withhold your fee.
Open University Regional and National Centres
Please make an appointment to have your documents certified at any of these centres

The Open University in the East Midlands
Unit 1, 5 Clarendon Park
Clumber Avenue
NOTTINGHAM
NG5 1AH
R05-Nottingham-Regional-Services@open.ac.uk
0115 962 5451

The Open University in the North West
351 Altrincham Road
Sharston
MANCHESTER
M22 4UN
north-west@open.ac.uk
0161 998 7272

Research Degrees Office
Charles Pinfold Building
The Open University
MILTON KEYNES
MK7 6AA
research-degrees-office@open.ac.uk
01908 654882

The Open University in Wales (Region 10)
18 Custom House Street
CARDIFF
CF10 1AP
wales@open.ac.uk
029 2047 1019
Contact with this office can be in either English or Welsh

The Open University in Scotland
10 Drumsheugh Gardens
EDINBURGH
EH3 7QJ
scotland@open.ac.uk
0131 226 3851

The Open University in Ireland
110 Victoria Street
BELFAST
BT1 3GN
northern-ireland@open.ac.uk
028 9024 5025

Holbrook House
Holles Street
DUBLIN 2
Ireland@open.ac.uk
01678 5399
Documents accepted as proof to work in the United Kingdom

LIST A – Documents which show an ongoing right to work

One of the following original documents is required:

- A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national ID card showing the holder, or a person named in the passport as the child of the holder, is a national of a country within the EEA or Switzerland.
- Residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, the Border and Immigration Agency or the UKBA to a national of a country within the EEA or Switzerland.
- Permanent residence card issued by the Home Office, the Border and Immigration Agency or the UKBA to the family member of a national of a country within the EEA or Switzerland.
- Biometric Residence Permit issued by the UKBA to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A passport or other travel document 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.

If an individual is unable to provide a document from the above list, further List A documents are as follows but must be produced in combination with an official document giving the person’s National Insurance Number and their name (e.g. P60, P45, NI card) issued by a previous employer or Government agency:

- An Immigration Status Document issued by the Home Office, the Border and Immigration Agency or the UKBA to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A full birth certificate issued in the UK which includes the name(s) of at least one of the holder’s parents.
- A full adoption certificate issued in the UK which includes the name(s) of at least one of the holder’s adoptive parents.
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
- An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland.
- A certificate of registration or naturalisation as a British citizen.
- A letter issued by the Home Office, the Border and Immigration Agency or the UKBA to the holder which indicates that the person is allowed to stay indefinitely in the UK.

If an individual is unable to provide a document from list A, they must provide one from list B.

LIST B – Documents which show a right to work for up to 12 months

Employers are required to recheck these documents at least once every 12 months or at the point of expiry if this is within 12 months.

One of the following original documents is required:

- A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
- Biometric Residence Permit issued by the UKBA to the holder which indicates that the person named in it can stay in the UK and is allowed to do the work in question.
- A residence card or document issued by the Home office, the Border and Immigration Agency or the UKBA to a family member of a national of a country within the EEA or Switzerland.
If an individual is unable to provide a document from the above list, further List B documents are as follows but must be produced in combination with the other document listed:

- A work permit or other approval to take employment issued by the Home Office, the Border and Immigration Agency or the UKBA when produced in combination with either a passport or another travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question, or a letter issued by the Home Office, Border and Immigration Agency or UKBA to the holder or the employer or prospective employer confirming the same.

- Certificate of Application issued by the Home Office, the Border and Immigration Agency or the UKBA to or for a family member of a national of a country within the EEA or Switzerland stating that the holder is permitted to take employment which is less than six months old when produced in combination with a positive confirmation letter from the UKBA Employer Checking Service.

- Application Registration Card issued by the Home Office, the Border and Immigration Agency or the UKBA stating that the holder is permitted to take employment, when produced in combination with a positive confirmation letter from the UKBA Employer Checking Service.

- An Immigration Status Document issued by the Home Office, the Border and Immigration Agency or the UKBA to the holder with an endorsement indicating that the person named in it can stay in the UK, and is allowed to do the type of work in question, when produced in combination with an official document giving the person's National Insurance Number and their name (e.g. P60, P45, NI card) issued by a previous employer or Government agency.

- A letter issued by the Home Office, Border and Immigration Agency or UKBA to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the UK and is allowed to do the work in question when produced in combination with an official document giving the person's National Insurance Number and their name (e.g. P60, P45, NI card) issued by a previous employer or Government agency.