



Right to Work (RTW) check guidance for students

A Right to Work check is an essential check to ensure you have the right to work in the UK. This must be completed **before** you start working, either by your hiring manager or by visiting the Worklink Hub in University Centre. If a right to work has not been completed, you cannot work as per employment law legislation.

For UK/Irish students, we require:

- A passport (expired passports are accepted)
- If a passport is not available, we are able to accept a birth certificate (UK only), with proof of your National Insurance number (e.g., a national insurance card, payslip, P45, etc.)
- This documentation **must** be viewed and scanned in person, either by your hiring manager or at the Worklink Hub. We cannot accept photographs.

For International/EU students, we require:

- A photograph of **one** of the following: your passport, student ID, driver's license, or Biometric Residence Permit showing your date of birth
- You **must** complete the online 'Prove Your Right to Work to an Employer' form (www.gov.uk/view-prove-immigration-status). This will allow you to view your Home Office Right to Work record and generate a 'share code', which will be used to create a Home Office Right to Work check. A share code is usually valid for 30 days and comprises nine alphanumeric characters (e.g., 9XY-6GY-2S2)
- A Home Office Right to Work check **must** be conducted in person, either by your hiring manager or at the Worklink Hub

Visiting the Worklink Hub for your Right to Work check

- Please attend the Worklink Hub on the Ground Floor of University Centre (open Monday – Friday, 10am – 4pm) with your document(s)/share code ready
- One of our friendly team members will complete your Right to Work check – this should take no more than five to ten minutes. Afterwards, they'll send confirmation to your student email in the form of a Worklink Portal case.
- If you are unsure about what documentation you need, or have any circumstances preventing you from attending your Right to Work check, please contact us through the [Worklink Portal](#). We'll be happy to assist to ensure you are able to complete the necessary checks

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