From: Lucy Lightowler  
Sent: 28 October 2016 14:22  
Subject: Right to Work Checking - New eVision Report - Launch 1st November 2016 - Actions Required - Please Read

Dear Colleagues,

**Background:**

Conference of Colleges Right to Work Working Group have been working on a system for recording evidence of the right to work in the UK for all non EU or non EEA students as part of the enrolment process.

Up to now any student undertaking work for a college (such as teaching) has had to present their ‘Right to Work’ documents at the time of commencing work. This system has several flaws, not least the inconvenience to the student who may have to present their documentation to multiple colleges.

*It has now been agreed with the University that the existing visa and passport scanning procedures during enrolment can also function as a ‘right to work’ check.* In some special circumstances, some visa types will still require a right to work check as normal (for example Tier 2 visas).

This means that all non-EU or non-EEA undergraduate, PGR, PGT, visiting and recognised students are now automatically “right to work” checked at enrolment as part of the standard process for new students.

UK, EU and part time students will not be captured by this system.

The Conference of Colleges will continue to operate the List A (i.e. those students with unlimited right to work, typically EU citizens) Out-Tutor Spreadsheet for the sharing of information on List A Out-Tutor Right to Work checks.

The University Student Information and Staff Immigration Team briefed those who carry out the enrolment process within colleges during the long vacation 2016. ‘Visa start date’ has become a required field on eVision, otherwise there has been no change from the existing enrolment process to capture the necessary information. Please note that eVision allows colleges to record both Tier 4 and non-Tier 4 visas and permissions to study.

**New Report in eVision:**

The information will be available in a new report in eVision from 1st November 2016.

This new system will mean that passport and visa information is captured at the start of a non-EU or non-EEA student’s lifecycle and available in a clear report. This information will then allow colleges to check to see if a valid ‘right to work’ check was obtained at enrolment or at a later date. Please ensure the instructions in the report “Quick Reference Guide” are followed to check each student presenting for work has current right to work and the correct data is kept on file in colleges. The **Student Right to Work Check Report Quick Reference Guide** can be found on the eVision Training Documentation page.

For students who enrolled before this year or where information is missing, a one-off ‘right to work’ check may be needed if the student wishes to work for a college. The student in question would
need to go to their home college on one occasion, show their documents and have the information logged. This would then populate the report for future occasions and for use by other colleges.

At the present time this report will only be available to colleges and not to departments.

**How to get Access to the Report:**

Via the College’s Information Custodian (IC). Further information with regards to access procedures can be found as follows:

*Information on the role of the IC and how to gain access to eVision:*

https://www1.admin.ox.ac.uk/studentsystems/access/informationcustodians/

*Who is my IC?*

https://www1.admin.ox.ac.uk/studentsystems/access/informationcustodians/ic_names/

Please note that information regarding the Information Custodian functionality is soon to be updated. The updated information will still be accessible on the above links.

**Support and Training:**

Practical guidance on how to use the report can be found in the in the **Student Right to Work Check Report Quick Reference Guide** on the eVision Training Documentation page. The Staff Immigration Team will also be available to answer specific queries if needed.

A **Training Session** by the Staff Immigration Team on the new report will take place on **Friday 18th November 12 – 1pm, Harris Lecture Theatre, Oriel College.** If you wish to book a place on this session please email lucy.lightowler@admin.ox.ac.uk

The current Right to Work Training offered to colleges by the Staff Immigration Team will be updated with a section on the new report. See link below for more information on training session dates:

http://www.admin.ox.ac.uk/personnel/permits/sittrain/

The report will also be referred to in college training sessions run by **Student Systems Support Centre.**

**Student Communications:**

College Offices should send the following message to **Tier 4 students:**

“If you wish to work for any of the colleges and you enrolled for the first time this term then your right to work evidence will be available to whichever college might wish to engage you through eVision (in some circumstances further checks may be required in which case you will be asked to go to your home college to complete these checks).

If you enrolled for the first time before MT2016 then you may need to go to your home college (once you have an offer of an engagement of work) to complete a one-off right to work check.

There is no need to take any action until you have an offer of an engagement of work. The college engaging you will be able to tell you if further information is required. This new system is
designed to save you time in having to produce the same evidence of your right to work for several different colleges.”

This message has also been communicated to OUSU (President and VP for Graduates) by Conference Secretariat and OUSU have been asked to pass this message to MCR Presidents.

You may receive this email more than once due to the mailing list structure. Please ensure any colleagues who do not fall into the above groups and who would require this information are forwarded this email.

This email has been sent to the following:

Heads of House (and their PA’s)
College Estates Bursars
College Domestic Bursars
College Senior Tutors
College Tutors for Graduates
College Secretaries/ Academic Registrars
College HR Managers
Right to Work List A Out-Tutor Spreadsheet Group
College Information Custodians

Please do not hesitate to contact me should you have any further queries.

Kind regards

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Hours of work: 9.30am – 2.30pm Monday – Wednesday and 9.30am – 5.15pm Thursdays