|  |
| --- |
| **NEW EXTERNAL EXAMINER VERIFICATION FORM (RTW)** |

This form should be completed by the AQSC or the Designated Officer following receipt and verification of a new External Examiner’s right to work in the UK. The completed form, along with dated, colour copies of the eligibility documentation, should be emailed to HR.

If you have any queries regarding the process please contact: **externalexaminers@lancaster.ac.uk**

|  |
| --- |
| **Part 1 – External Examiner Details** |
| Title |  | Forename(s) |  | Surname |  |

|  |
| --- |
| **Part 2 – Department Details** |
| Department |  | Faculty |  |

|  |
| --- |
| **Part 3 – Nomination.** For completion by Academic Quality Standards & Conduct or Designated Officer |
| Start date: | 01/10/202 | End date | 01/01/202 |
| Colour copy of passport received with nomination? | Yes |
| Colour copy of current Visa received with nomination? (if applicable) | Not Applicable |
| Do they hold a Tier 2/Skilled Worker or other Visa? | Pick. |
|  If yes, date at which Visa expires | Pick. |
| Passport Number: |  |
| Scans uploaded to shared document space? | Yes |
| External Examiner Master Spreadsheet updated | Pick. |
| **Verification of Right to Work**The undersigned confirms that the right to work verification has been completed in accordance with UKVI requirements. |
| **Date RTW check completed** |  |
| **Name** |  | **Role** |  |
| **Signature:** |  | **Date:** |  |
|  |  |  |  |