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| **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](mailto:t.brockbank@lancaster.ac.uk).

If you have any queries regarding the process please contact: [**externalexaminers@lancaster.ac.uk**](mailto:externalexaminers@lancaster.ac.uk)

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

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

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| **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:** |  |
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