

Identity Verification and Visa Monitoring Policy

This document refers to: Policy and procedure for confirming staff and student identity as well as visa tracking.

Staff

Policy

As a requirement of the Tier 4 sponsor license, Nexus ICA has to verify that all staff are eligible to work in the UK. This is done by checking ID and visa at interview. During induction a copy is to be taken of proof of ID and relevant visa which is to be kept on file and then reviewed annually.

Procedure

Interview

- visually check proof of ID and visa

Induction

- Take a copy of the front cover and photo page of passport. For UK nationals other forms of ID may be accepted e.g. driving license or birth certificate
- Take a copy of visa (non-EU staff only)
- Date and sign both copies and keep in personnel file
- Record passport number in staff log
- HR manager to enter visa expiry date as a meeting into the Visa Tracking calendar in Outlook Public Folders. Invite HR manager and line manager to this meeting so that a reminder is flagged up in their calendars. HR Manager and line manager to update the meeting in their calendars to remind them at least 2 weeks before the visa expires.

Appraisal

- At each appraisal and at no longer than 12 month intervals, the passport and visa must be rechecked with a new hard copy dated, signed and put on file.

Ongoing

- Any changes in circumstances should be notified to UKVI by authorized staff through the Nexus ICA logon to the UKVI web site.

Students

Policy

As a requirement of the Tier 4 sponsor license, Nexus ICA has to verify that all students are eligible to study in the UK. This is done by checking ID and visa at

interview. During induction week a copy is to be taken of proof of ID and relevant visa which is to be kept in the student personnel file and then reviewed annually.

Procedure

Application

- Once an application has been received, a letter offering an interview is to be sent to the applicant which includes a request for proof of ID.

Induction Week

- Take a copy of the front cover and photo page of passport. For UK nationals other forms of ID may be accepted e.g. driving license or birth certificate.
- Take a copy of visa (non-EU students only)
- Date and sign both copies and keep in personnel file
- Record passport number in student log
- HR manager to enter visa expiry date as a meeting into the Visa Tracking calendar in Outlook Public Folders. Invite HR manager, Department Tutor and Discovery Group leader(s) to this meeting so that a reminder is flagged up in their calendars. Invited staff members to update the meeting in their calendars to remind them at least 2 weeks before the visa expires.

Assessments

- At each assessment the passport and visa must be rechecked
- At no longer than 12 month intervals a new hard copy must be taken of the passport and visa which are then dated, signed and put in the student file.
- Confirm any changes to student contact details

Attendance Monitoring

- Attendance of all students is recorded each week on the Master Registration Spreadsheet
- If the percentage of attendance for any one module falls below 85% a meeting is held with the Student Services Administrator to remind the student of their attendance obligations
- Should overall attendance fall below 85% at any point, UKVI will be notified immediately

Ongoing

- Any changes in circumstances should be notified to UKVI by authorized staff through the Nexus ICA logon to the UKVI web site. e.g. new certificate issued for second year of study etc.