

**Government Authorised Exchange (Temporary Work) – Colleges**

**Certificate of Sponsorship Application Form**

This form is to be used by the 31 Colleges of the University to request a GAE Certificate of Sponsorship (CoS) where a particular engagement will require a GAE Visa. This form is processed by the University’s HR Compliance Team who represent the Colleges for their sponsorship matters.

**Please complete this form in its entirety. Incomplete forms cannot be processed.**

Guidance on the GAE route can be found here: <https://www.hr.admin.cam.ac.uk/hr-services/visas-immigration/working-uk/temporary-worker-government-authorised-exchange-t5>

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| --- |
| **Update: CoS fee increased from £25 to £55** |

# ‘Supernumerary role’

|  |
| --- |
| The College cannot use the GAE visa route to fill a job vacancy. Please tick to confirm that this is a ‘supernumerary’ role as described below.  We confirm that this is a supernumerary role – it is in addition to our regular, required, or standard number of staff and does not fill a permanent position or ongoing vacancy in our workforce, even on a temporary basis. |

# Application Type

|  |  |
| --- | --- |
| Application type | Tick one |
| **Applying from outside UK** |  |
| **Switching from inside the UK**  Can only switch inside the UK if the applicant holds:   1. a GAE with another sponsor; or 2. a Tier 4/Student visa in the following circumstances:    1. they’ve completed a Batchelor’s, Masters or PhD; and    2. the GAE is for **EITHER** professional training/work experience to allow them to obtain a professional qualification/registration in the same field as the qualification **OR** an internship directly related to the qualification; and    3. the University won’t employment them after the training/work experience/internship is over. |  |
| **Extending from inside the UK, for the same role** |  |

# Activity summary

|  |  |  |
| --- | --- | --- |
| Total length of visit →  Type of work/activity to be undertaken ↓ | Over 6 months, up to 2 years | 6 months or less |
| A period of work-based training/work experience/internship/ placement |  |  |
| Skill development/knowledge transfer |  |  |
| A formal research project or collaboration |  | N/A – permitted under standard Visitor visa (business category) rules |
| External examinations |  |
| Erasmus+ student (where their project was funded after 2020 – please verify this with the student) |  |
| A series of lectures, which don’t amount to a formal teaching post and don’t make a profit for the organiser |  | N/A – permitted under standard Visitor visa (permitted paid eng. category) rules |

# Applicant Details

|  |  |
| --- | --- |
| 1. Title (e.g. Dr, Prof) |  |
| 1. Surname / family name |  |
| 1. Forename(s) |  |

## Other required details:

|  |  |
| --- | --- |
| 1. Town/city of birth |  |
| 1. Country of birth |  |
| 1. Country in which visa application will be submitted |  |

## Applicant’s current address

## Must be in the same country from which the applicant is submitting their visa application

|  |  |
| --- | --- |
| 1. Address |  |
| 1. City or town |  |
| 1. County/area/district/ province |  |
| 1. Postal code |  |
| 1. Country |  |

## Current UK visa information

|  |  |  |
| --- | --- | --- |
| 1. Does the individual have a current UK visa? | Yes Provide a copy with this form & go to question **13** | No Go to question **15** |
| 1. Type of current visa |  | |
| 1. Current visa expiry date |  | |

# Activity

## Certificate of Sponsorship (CoS) length

* A CoS can be issued for a **maximum length of 2 years**.

## Costs

* Payable by the College when the CoS is assigned: **£55**
* Payable by the applicant when they submit their visa application:
  + **£319** regardless of length of the CoS or whether the application is submitted overseas or in the UK.
  + **£1,035** per year of visa validity for the NHS Surcharge.

|  |  |
| --- | --- |
| 1. Start date of work/activity |  |
| 1. End date of work/activity   CoS length tied to funding, max 2 years |  |
| 1. Hours per week   Must meet [UK National Minimum Wage](https://www.gov.uk/national-minimum-wage-rates) unless funded by Erasmus+ or work shadowing |  |
| 1. Main work address of individual   Include full address including College name and postcode. |  |
| 1. Title of Visit   e.g. Visiting researcher |  |
| 1. SOC Code   All research visits should be classified under Code 2162 |  |

## Description of activities

|  |
| --- |
| 1. Please provide a description of the activities to be undertaken   Note:   * What the person will be doing, not the person spec or aims of the research * No formatting allowed (bullet points, bold type etc) * Please **limit wording to 900 characters maximum including spaces – typically 8-9 lines of text.** |
|  |

# Financial Requirement

1. Do you certify maintenance for the individual?

|  |  |  |
| --- | --- | --- |
| Yes | No | N/A (they’ve been in the UK for 12 months or more) |

1. Do you certify maintenance for their dependents?

|  |  |  |
| --- | --- | --- |
| Yes | No | N/A (no dependants/they’ve been in the UK for 12 months or more) |

* **If the applicant has been in the UK for 12 months or more, they do not need to meet the financial requirement, so please tick N/A above.**
* What does ‘certifying maintenance’ mean?
  + As the College is an A-rated sponsor, you can say that you will maintain and accommodate the visitor (and their dependants if you wish) up to the end of the first month of each of their grants of permission.
  + In practice, this means that the applicant doesn’t have to submit bank statements with their application; it is not a commitment to provide additional financial support. However, you should bear in mind that, if you agree and for some reason it is necessary, you would need to provide the funds up to the amounts below.
* If you do not wish to certify the ‘Financial Requirement’, then as part of the visa application, the individual and all of their dependants must prove they can meet the financial requirements by holding in a bank/savings account for at least 28 days:
  + **Main applicant** - funds of £1,270
  + **Spouse/Partner** - funds of £285
  + **First child** - funds of £315
  + **Each additional child** - funds of £200

# ATAS requirement

Academics and researchers in certain fields who are applying for a GAE visa may require an ATAS certificate before they can submit their visa application If you are not sure whether this applies, please see [our guidance](https://www.hr.admin.cam.ac.uk/academic-technology-approval-scheme-atas).

**New visitors/employees from outside the UK: if ATAS clearance is required, the HR Compliance Team must see the ATAS certificate before a CoS can be assigned.**

1. Is an ATAS certificate required?

|  |  |
| --- | --- |
| **Overseas:** | Copy provided with this form |

|  |  |  |
| --- | --- | --- |
| **In-country**: | Copy provided with this form | |
| ATAS certificate not yet available - application reference number: |  |

|  |
| --- |
| **No, an ATAS certificate is not required because** (tick all that apply):  the applicant is a national of an exempt country  the activities do not involve research at PhD level or above in a relevant subject area |

# Supporting documents

**Please:**

1. **tick the boxes to show the evidence you are providing; and**
2. **email them to** [**the team**](mailto:complianceteam@admin.cam.ac.uk)

|  |  |  |
| --- | --- | --- |
| **CoS type:** | **Initial CoS** | **Extension** |
| Copy of the bio-data page of the applicant’s passport |  |  |
| Copy of existing UK visa | N/A |  |
| CV |  | N/A |
| Copy of individual’s ATAS certificate (if applicable) |  |  |
| Copies of academic or professional qualifications |  | N/A |
| Where any of the above are in different names, evidence of the change |  |  |
| Where any of the above are not in English, an official translation |  |  |
| Evidence outlining the type of work/activity being undertaken during the period covered by the CoS (e.g. work experience agreement, training agreement etc.) – this could include a letter to the applicant from the College outlining the terms of engagement |  |  |
| Evidence from the visitor’s funder (e.g. a letter on letterhead) explicitly showing:   * The name of the visitor * The name of the funder * The name of the College where the visitor will be based * Details of the funding provided (the amount does not have to be in sterling – local currency is preferred to an approximate amount in sterling. If amounts allowed for expenses are shown, then these must be shown separately from personal emoluments) * The period of the sponsorship   **This must be officially translated if not in English** |  |  |

# Your contact details

Please complete this so we can get in touch with you with any questions about this form.

|  |  |
| --- | --- |
| Name |  |
| Email address |  |

**Where to send this form**

Once completed, please email this form **and the relevant supporting documents to** [complianceteam@admin.cam.ac.uk](mailto:complianceteam@admin.cam.ac.uk)

Thank you 😊