

Frequently Asked Questions – in-country applications

Alongside this letter you will have received your Certificate of Sponsorship. Please see the guidance below regarding the visa application process.

How do I apply for the visa?

- For standard GAE visa applications, apply here: <https://visas-immigration.service.gov.uk/product/tier-5?ga=2.11625084.932256208.1606726929-1125884475.1606387631>

You can find further information here:

<https://www.gov.uk/faster-decision-visa-settlement>

- In all cases, you must apply for your new visa before your current visa expires.
- Once you submit your visa application, you **cannot** leave the UK for any reason **until** the application is granted, or your application will be automatically withdrawn by immigration.

How much will the visa cost?

Please see here for up-to-date guidance on visa fee costs: <https://www.gov.uk/government-authorized-exchange>

How long will the application process take?

UK Visas and Immigration provide for an 8 week service standard for all online applications. The 8 weeks starts from the date you enrol your biometrics at a [UKVCAS centre](#).

For applications made through the Super Priority services, a decision will be made within 48 hours and you will receive your new Biometric Residence Permit (BRP) within 10 working days.

What is the Immigration Health Surcharge (IHS)?

The payment of the Immigration Health Surcharge (IHS) is mandatory for all individuals who are issued a visa of **more than 6 months** in length. It is an additional charge, over and above the visa fee and must be made up-front at the time of the visa application. Payment of the surcharge will ensure that you have **full access to the NHS** on the same terms as a permanent UK resident.

The surcharge will cost an additional **£624 per person per year that your visa is valid**. **Children aged under 18 pay a reduced fee of £470.**

For further guidance, please see the UKVI webpages: <https://www.gov.uk/healthcare-immigration-application>

What is the University's Sponsor Rating?

The University of Cambridge is an A-rated Premium Sponsor.

How do I meet the Financial requirements?

Please check the final entry on your Certificate of Sponsorship which will confirm if the hosting department has agreed to certify the financial/maintenance for you. If they have, then no further action is required.

If they have not, then you must ensure you have at least £1,270 in your bank account/savings to show you can support yourself in the UK. You will need to have had the money available for at least 28 days in a row. Day 28 must be within 31 days of applying for this visa.

If you have family members applying for dependant visas, and where this has not been certified by your recruiting department, your family members must also have a certain amount of money available to support themselves while they're in the UK.

You - or your partner or child - will need:

- £285 for your partner
- £315 for one child
- £200 for each additional child

Please contact your hosting department before you submit your visa application if you cannot meet the financial/maintenance requirement.

What documents do I need to submit?

After you submit your application online, you will be provided with an information sheet which confirms which documents you need to submit.

What are the conditions of holding a GAE visa?

Please see the UKVI webpages here: <https://www.gov.uk/government-authorized-exchange>

You are also permitted to undertake supplementary employment in line with the conditions here: <https://www.hr.admin.cam.ac.uk/hr-services/visas-immigration/working-uk/supplementary-employment-skilled-workertier-2gae-t5-visas>

What happens if my application is refused?

You must notify your recruiting department immediately if your visa is refused.

If you are refused, there is no separate appeal process, but you may be able to lodge what is known as an 'Administrative Review'. Please see any correspondence from the Home Office that accompanies your refusal letter.

I already work for the University. Can I continue working if my visa expires?

Yes, but only if you made your new visa application before your current visa expires.

To ensure the University can legally continue to employ you whilst your GAE application is pending:

- We **must** see evidence of your application in line with the guidance you can find on our webpages: <https://www.hr.admin.cam.ac.uk/visa-expiries-refusals-and-appeals>
- You **must** also sign and return the form entitled 'ECS employee permission', which you can download [here](#). We are legally required to verify your ongoing visa application with the Home Office, via the Employer Checking Service.

Please send all documentation to the Compliance Team:

Compliance.Team@admin.cam.ac.uk

Can I extend my GAE visa?

Yes, but only up to a **maximum of 2 years**. It is not possible to extend beyond this time for any reason.