Frequently Asked Questions – Overseas applicants

Congratulations on receiving a job offer at the University of Cambridge.

In order to work in the UK, you will require a Tier 2 (General) visa. Alongside this letter you will have received your Certificate of Sponsorship which you need to make your visa application. Please see the guidance below regarding the visa application process.

When should I apply for the visa?

You cannot enter the UK before the start date as recorded on your visa. The start date of your visa will be recorded as either:

- 14 days before the start date on your Certificate of Sponsorship (CoS), which is your employment start date; or
- 7 days before your date of travel, provided this is not more than 14 days beyond your CoS start date (as above); or
- The date your visa is actually issued.

➢ The visa start date will be determined by whichever of the above is the latest date.

(Please also see the section below entitled 'What happens after the application is granted')

How do I apply for the visa?

You must apply online here: https://visas-immigration.service.gov.uk/apply-visa-type/tier2

Unless you are a Croatian national, then you must apply for a Purple Registration Certificate here: https://www.gov.uk/croatian-national/purple-registration-certificate

Where can I apply for my visa?

The visa application must be lodged in the country where you currently reside. Note: this does not have to be your country of origin. As noted in UKVI guidance:

"Applications for all other types of entry clearance, including [under the points based system] and settlement should be made in the applicant's country of residence. 'Country of residence' is not necessarily their country of origin and refers to wherever the applicant has permission to reside, for example, for work or study purposes. Many countries will issue overseas nationals with residency cards in these cases. An applicant who has permission to stay in a country as a visitor for 6 months, for example, is not a resident."
Can the University help with my visa costs?

Yes. The University operates a loan scheme for all current and prospective staff applying for Tier 2 visas, covering common costs associated with making such an application, including the cost of visas for dependants.

You will find a loan application form attached to the email which contains your CoS. You can also download a form here: LINK

Full details of the scheme can be found here: LINK

The application asks me how many points I’ve scored. How did I find this out?

The UK Immigration service previously had an electronic points-based calculator which you could use to determine your points. This was removed from service in April 2016.

The University provides internal guidance on how to meet the point’s requirements, which you can find here: http://www.hr.admin.cam.ac.uk/files/tier_2_pbs_calculator.v3.pdf

What is the University’s Sponsor Rating?

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

How do I meet the English language requirements?

Please see the guidance here: https://www.hr.admin.cam.ac.uk/files/tier_2_english_language_guidance_v.4.pdf

How do I meet the Maintenance requirements?

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

If they have not, then you must ensure you have a bank/savings account in your name that holds at least £945. You must have had this in your bank account for a full 90 days before you apply. If the balance of your account has fallen below £945 for even a single day in that 90 day period, your visa application will be refused.

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

How much will the visa cost?

Please see here for up-to-date guidance on visa fee costs: https://www.gov.uk/tier-2-general/overview

How long will the application process take?

This will vary depending on the country in which you submit your visa application. For guidance on location specific timeframes, see here: https://www.gov.uk/visa-processing-times
Certain countries provide enhanced services which will expedite the visa application. For details on which services are available, including the processing times and the cost, see: https://www.vfsglobal.co.uk/global/index.html

**What is the Immigration Health Surcharge (IHS)?**

The payment of the Immigration Health Surcharge (IHS) is mandatory for all non-EEA nationals 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 **£200 per person per year that your visa is valid**. For example, if you apply for a three year visa, you will be charged an additional £600. If you have dependants, the surcharge will also apply to their visa applications on the same basis. The full cost must be paid at the point of application.

For further guidance, please see the UKVI webpages: https://www.gov.uk/government/publications/immigration-health-surcharge-information-for-migrants.

**How do I pay the IHS?**

As part of the online visa application process, you will be prompted to pay the surcharge via a separate online portal. After payment of the charge, you will automatically be issued a long reference number which will start ‘IHS’.

When prompted in the online visa application, you must enter this reference number in order to proceed.

**What is the application process for my dependants?**

Your dependants can apply at the same time as you to enter the UK. Alternatively, they can wait until you have entered the UK and started work before they apply.

Your dependants must apply here: https://visas-immigration.service.gov.uk/apply-visa-type/dependant

We have comprehensive guidance for dependants on our webpages here: http://www.hr.admin.cam.ac.uk/hr-services/immigration/visas-and-right-work-uk/time-limited-right-work/dependant-visas

**What happens after I submit and pay for the application?**

There may be slight variations depending on the country in which you submit your application, but in general, after you submit your application online and make payment you will be sent an e-mail from the Home Office requesting you to attend a local Visa Application Centre to enrol your fingerprints and photographs.

Once that is complete, you will be asked to post all your supporting documentation to the Embassy, who will then consider your application. You will be informed by the Home Office where you need to send your documents.
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 happens after the application is granted?

If your application is granted, the visa you initially receive inside your passport will only be valid for 30 days. This is known as a ‘30 day vignette’ and will facilitate your entry into the UK. **You must enter the UK before the vignette expires or you will have to re-apply for your visa.**

Within ten days of your arrival in the UK, you are required to collect your Biometric Residence Permit (BRP) from a UK Post Office. The BRP will state the full length of leave you have been granted and will supersede the 30 day vignette.

Full details of how you arrange collection of your BRP will be provided to you by UKVI at the point your application is approved. For further guidance, please see the UKVI webpages: https://www.gov.uk/biometric-residence-permits

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.

Upon arrival to the UK, my entry vignette was not stamped – is this a problem?

No. You will still be able to collect your BRP from the post office and start work upon presentation of your BRP to your recruiting department.

However, you may wish to consider making a short trip outside of the UK (to any EU/EEA country, other than Ireland) and then re-enter, ensuring your entry vignette is stamped so as to avoid any problems in the future when making an application for settlement and being asked to evidence your date of initial entry to the UK. Please speak to the Compliance Team if you need to speak about this further: complianceteam@admin.cam.ac.uk

Where can I find information about relocating to the UK?

The University provides comprehensive guidance on common issues and topics regarding relocating to the UK, including accommodation, healthcare, schooling, banking, tax, travel and more: https://www.hr.admin.cam.ac.uk/hr-services/relocating-uk

What happens on my first day of work?

Your departmental administrator will contact you in advance of your arrival to make arrangements for your first day. Under UK legislation, as an employer we are required to check that you hold permission to live and work in the UK before you start work. You can evidence this with your passport and your 30 day vignette or your BRP.
You must bring your identity documents as above to your department for copying before work commences. If you have not yet collected your BRP before your first day, you can start work on the basis of your 30 day vignette provided it is still valid. You then must obtain your BRP from the Post Office as soon as possible and present this to your departmental administrator.

**What are the conditions of holding a Tier 2 visa?**

Please see the UKVI webpages here: [https://www.gov.uk/tier-2-general](https://www.gov.uk/tier-2-general)

You are also permitted to undertake supplementary employment in line with the conditions here: [http://www.hr.admin.cam.ac.uk/hr-services/immigration/visas-and-right-work-uk/time-limited-right-work/tier-2tier-5-supplementary](http://www.hr.admin.cam.ac.uk/hr-services/immigration/visas-and-right-work-uk/time-limited-right-work/tier-2tier-5-supplementary)

**Can I extend my Tier 2 visa?**

Yes. You can hold an unlimited number of Tier 2 visas with as many employers as you wish up to a maximum of 6 years.

**When/how do I become eligible for Settlement in the UK?**

After you have spent five years in the UK on a Tier 2 (General) visa you are eligible to apply for Settlement (also known as Indefinite Leave to Remain). If you are successful in gaining settlement, you are no longer subject to visa restrictions in the UK and you will have the unlimited right to work.

In order to become eligible after the minimum five year period, you need to be aware of the following criteria:

- Cumulatively, you cannot spend more than 180 days outside the UK in any 12 month rolling period. This includes all personal and business-related travel unless there are compelling compassionate reasons for travel.

- If you are working in a PhD level role (which comprises all University researchers, Lecturers and Professors), you are not required to meet the minimum salary threshold when you apply for Settlement (currently £35,000). All other University appointments through Tier 2 will have to meet this requirement at the point you apply for Settlement.