

## 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 Tier 5 applications, apply here: <https://www.gov.uk/tier-5-government-authorised-exchange/extend-your-visa>

If you wish to **expedite your visa application** at an additional cost, there are 'value added services' which are available to select as part of the online application process, which you can access locally.

You can find further information here:

<https://www.soprasteria.com/docs/librariesprovider41/ukvi/ukvi-app-services.pdf>

- **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you cannot leave the UK for any reason until the application is granted, or your application will be automatically withdrawn by immigration.**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/tier-5-government-authorised-exchange/extend-your-visa>

### 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 Priority and Premium services, 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 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 **£400 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 £1,200. 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 University's Sponsor Rating?**

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

### **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.

### **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 Tier 5 visa?**

Please see the UKVI webpages here: <https://www.gov.uk/tier-5-government-authorised-exchange/overview>

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>

### **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 Tier 5 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](mailto:Compliance.Team@admin.cam.ac.uk)

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