

**Skilled Worker Visa**

 **Certificate of Sponsorship Application Form**

This form is to be used by recruiting departments of the University to request a Skilled Worker Visa Certificate of Sponsorship (CoS) where a new recruitment or extension of contract will require the individual to apply for a Skilled Worker Visa (SWV). This form is processed by the University’s HR Compliance Team.

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

Further guidance on Certificates of Sponsorship can be found on the [HR webpages](https://www.hr.admin.cam.ac.uk/hr-services/visas-immigration/working-uk/skilled-worker-visa/certificate-sponsorship).

|  |  |
| --- | --- |
| **Important** | 1. The fee for this CoS is **£525**.
 |
| 1. **CURRENT EMPLOYEES ONLY:**

Before completing this form, please **check whether the individual will have any deductions from salary**, including whether they will be taking out an interest-free visa loan. We are now obliged, when assessing an applicant’s annual salary with a view to sponsoring them, to reduce that salary by any deductions which are related to business costs, immigration costs or investment, averaged over the length of the CoS (for example, a £9,000 visa loan for a 3 year CoS would reduce annual salary for sponsorship purposes by £3,000).If you have any concerns about whether this will affect whether a person can be sponsored, please contact ComplianceTeam@admin.cam.ac.uk. |

## Application Type

|  |  |  |
| --- | --- | --- |
| Application type | Tick one | CT use  |
| **New employee from outside UK** | [ ]  | D |
| **Switch** - **New employee** switching immigration category from **inside UK**  | All UK visa types are eligible to switch to SWV except visitor visa/visitor status, short term study visa and ‘exempt’ visas | [ ]  | U |
| **Switch** - **Current employee** switching immigration category from **inside UK**  | [ ]  | U |
| **Extension** - **Current employee** holding a Tier 2 or Skilled Worker visa, extending in the same job and/or SOC code | [ ]  | U |
| **Change of Employment** - **New employee** holding a Tier 2 or Skilled Worker visa, moving to the University | [ ]  | U |
| **Change of Employment** - **Current employee** holding a Tier 2 or Skilled Worker visa, changing job/SOC code within the University | [ ]  | U |

## Applicant Details

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

|  |  |
| --- | --- |
| 1. Personal number

If current staff |  |

**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 **14** | [ ]  No Go to question **16** |
| 1. Is this a Tier 4 or Student visa?
 | [ ]  Yes Go to question **15** and note below | [ ]  No Go to question **16** |
| 1. Please provide one of the following →
 | [ ]  **Cambridge student** – Unique Student Number (USN): xxxxCompliance Team will access information on CamSIS. | [ ]  **External student** – copy of Confirmation of Acceptance for Studies (CAS) attached |
| Note rules as follows:***Undergraduate and Masters (Taught and Research) students****: To switch into Skilled Worker, the work start date on the CoS must be after CAS end date (Compliance Team can provide a CoS up to 3 months before).****Doctorate (PhD) students****: To switch into Skilled Worker, the work start date on the CoS must be no earlier than 2-year anniversary of CAS start date (Compliance Team can provide a CoS up to 3 months before).*  |

|  |  |  |
| --- | --- | --- |
| 1. Have they ever held a Tier 2, Skilled Worker or Graduate visa?

Including if they currently hold it. | [ ]  Yes Give details below | [ ]  No Go to Employment section |
| Visa type: | Valid from: | Valid to: |
| xxxx | xxxx | xxxx |

## Employment

## Contract and Certificate of Sponsorship (CoS) length

* A CoS can be issued for a **maximum length of 5 years** on each occasion.
* Fixed term appointments – the CoS start and end dates must match the contract length
* Permanent, and Permanent but limited funding appointments – the CoS can be any length, up to 5 years

## Costs payable by the Department

|  |  |  |
| --- | --- | --- |
| ***Description*** | ***Cost*** | ***Action required by you/notes*** |
| CoS fee | £525 regardless of CoS length | Provide payment details below  |
| [Immigration Skills Charge](https://www.gov.uk/uk-visa-sponsorship-employers/immigration-skills-charge) (ISC) | £364 per year of CoS validity | See notes below on whether a role is eligible and, if appropriate, provide payment details below |
| **New employees only**: Visa and Immigration Health Surcharge (IHS) costs |  | **Overseas fee** | **In-country fee** | * **New employees**: fees payable up front by provision of ‘virtual credit card’ – see [guidance](https://www.hr.admin.cam.ac.uk/financial-support-visas).
* **Current employees**: not eligible for payment of fees.
* Jobs with a SOC code on the [Immigration Salary List](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-immigration-salary-list) will benefit from a small visa fee reduction.
 |
| Visa: 3 years or less | £769 | £885 |
| Visa: more than 3 years | £1,519 | £1,751 |
| IHS fee | £1,035 per year of visa validity |

***CoS fee account code***

|  |  |  |
| --- | --- | --- |
| 1. CoS fee account code

Provide in all circumstances | [ ]  **Research Grant**eg: AAAA/001.01.RG12345.misc | [ ]  **Other account**eg: U.AB.CDE.FGHI.JKLM.0000 |
| xxxx | xxxx |

***ISC liability***

|  |  |  |
| --- | --- | --- |
| 1. Is the SOC code 2111, 2112, 2113, 2114, 2115, 2119, 2161, 2162 or 2311?
 | [ ]  Yes ISC **not** payable, go to question 22 | [ ]  No Go to question 19 |
| 1. Are they switching from a Student visa?
 | [ ]  Yes ISC **not** payable, go to question 22 | [ ]  No Go to question 20 |
| 1. Are they extending a Skilled Worker visa and:
	1. when they were assigned their first SWV CoS, they were switching from a Tier 4/Student visa; and
	2. that first SWV CoS was sponsored by the University; and
	3. they’re remaining in the same role?
 | [ ]  Yes ISC **not** payable, go to question 22 | [ ]  No ISC **is** payable, go to question 21 |

|  |  |  |
| --- | --- | --- |
| 1. ISC account code

Provide if liable and if different from CoS account code above, otherwise go to question 22 | [ ]  **Research Grant** | [ ]  **Other account** |
| Xxxx | xxxx |

## Employment details

|  |  |
| --- | --- |
| 1. Employment/CoS start date

Extensions: day after existing visa expiresT4/Student visa holders: see note at 14 above |  |
| 1. Employment/CoS end date
 |  |
| 1. Contracted number of hours per week
 |  |
| 1. Main work address for individual

Include full address including Department and postcode.  |  |
| 1. Other regular work address(es) in the UK

Not including home address |  |
| 1. Working entirely remotely, with little or no requirement to attend University premises?
 | [ ]  Yes Please provide explanation below of why this must be in the UK and not in the person’s home country      | [ ]  No  |

|  |  |
| --- | --- |
| 1. Research Associates only: are you under-appointing as a Research Assistant until award of PhD?

If yes:* please give Research Assistant job title and salary
* if not mentioned in FPs/advert, please provide written approval from HR Advisor
 | [ ]  Yes[ ]  No |

|  |  |
| --- | --- |
| 1. Job title
 |  |
| 1. SOC code
 |  |

## Main duties of the role

|  |  |
| --- | --- |
| 1. Please provide a description of the duties the role holder will carry out.

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.**
 |  |

## Salary

* Please see the [guidance on minimum salary requirements](https://www.hr.admin.cam.ac.uk/hr-services/visas-immigration/working-uk/skilled-worker-visa/swv-minimum-salary-requirements) for each role.
* Allowances such as Recruitment Incentive Payments, Market Pay or ACS **cannot** be included in the overall salary calculation.

|  |  |
| --- | --- |
| 1. Annual gross salary without allowances
 | **£** |

* **NEW!** **Existing employees only**: any payments **the applicant will make to the University** which relate to **business costs, immigration costs** or investment must be averaged over the length of the CoS and deducted from their annual gross salary. Money will not be deducted where the payment is an additional benefit offer which the applicant has a genuine choice whether to take up, for example salary sacrifice arrangements.
1. Please list all amounts which will be deducted from salary below, including salary sacrifice arrangements

|  |  |
| --- | --- |
| **Purpose of payment from applicant to University** eg visa loan | **Total amount** eg £10,000 |
|  |  |
|  |  |
|  |  |
|  |  |

## Registration

1. Is there a legal requirement for the individual to be registered with a professional or other official organisation in the United Kingdom? (e.g. GMC) Must be in place before COS can be assigned

|  |  |
| --- | --- |
| [ ]  Yes | [ ]  No  |

**If yes, name of agent:**

|  |
| --- |
|  |

##  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 University is an A-rated sponsor, you can say that you will maintain and accommodate the employee (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 or pay them in advance. 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 Skilled Worker 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 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 role does not involve research at PhD level or above in a relevant subject area |

## Host / Line Manager

1. Has the individual’s supervisor/line manager/principal investigator managed sponsored workers (ie Tier 2, Skilled Worker, Tier 5, GAE visa holders) before?

|  |  |
| --- | --- |
| [ ]  Yes | [ ]  No  |

Supervisor/line manager/principal investigator’s name:

|  |
| --- |
|  |

Supervisor/line manager/principal investigator’s email address:

|  |
| --- |
|  |

## ‘Genuine Vacancy’ requirement

Extensions: leave blank

|  |  |
| --- | --- |
| 1. Total number of people who applied for the role:
 |  |

|  |  |
| --- | --- |
| 1. Total number of people shortlisted for interview:
 |  |

|  |  |
| --- | --- |
| 1. Advert reference:
 |  |

|  |  |
| --- | --- |
| 1. Appointment justification

If not specified elsewhere, please explain why the person was appointed rather than anyone else |  |

|  |  |
| --- | --- |
| 1. Role not advertised

If the role was not advertised, please briefly explain the reason(s) why (e.g. named researcher role) |  |

## Documents required

Please:

1. only tick the boxes to show the **evidence you are providing**; and
2. upload the documents to Web Recruitment or, if you did not use Web Recruitment, email them to the team.

|  |  |  |
| --- | --- | --- |
| **New or current employee:** | **New employee**  | **Current employee** |
| **Situation:** | **Overseas** | **Already in the UK** | **Extending SWV & staying in the same job/SOC code** | **SWV holder changing job/ SOC code****OR****Other visa holder switching into SWV and staying in the same job/SOC code\*** |
| Copy of bio-data page of applicant’s passport (can be uncertified) | [ ]  | [ ]  | [ ]  | [ ]  |
| Copy of applicant’s current UK visa/digital status | N/A | [ ]  | [ ]  | [ ]  |
| [***If required***](https://www.hr.admin.cam.ac.uk/academic-technology-approval-scheme-atas): copy of individual’s ATAS certificate | [ ]  | [ ]  | [ ]  | [ ]  |
| Where RAS not used to advertise, a record of the text of the advert in any medium (e.g. email to online advertiser) | [ ]  | [ ]  | N/A | [ ]  |
| ***If required by advert/job description***: copies of any required registration and/or professional accreditation and translation | [ ]  | [ ]  | N/A | [ ]  |
| ***Research Associate under-appointment as Research Assistant***: If not specifically referred to in the Further Particulars or advert, approval from HR Advisor | [ ]  | [ ]  | N/A | [ ]  |
| Copy of applicant’s **highest qualification** (e.g. degree certificate/transcript), and translation;**or**Copy of **satisfactory references** for the individual | [ ]  | [ ]  | N/A | [ ]  |
| Job description for the role | [ ]  | [ ]  | N/A | [ ]  |
| Summary of interview notes/paragraph showing why successful candidate was appointed above other applicants | [ ]  | [ ]  | N/A | [ ]  |
| ***Current external Tier 4/Student visa holders only***: Copy of CAS | N/A | N/A | N/A | [ ]  |

\* Please provide supporting documents from when they were appointed to the role they are currently in.

## Your contact details

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

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

## How to submit this form

Once completed, please upload this form and any supporting documents into Web Recruitment.

If you have not used Web Recruitment, email them to complianceteam@admin.cam.ac.uk

Thank you 😊