

Tier 2 Certificate of Sponsorship (CoS) Application



This form should be used if you wish to employ an individual who requires a Tier 2 visa to work in the UK.

For further details see: <https://www.ed.ac.uk/human-resources/recruitment/recruiters-guide/appointment/additional-permission-work/university-sponsorship-tier-2-tier-5>

A fee of £199 (as of April 2017) is charged at the point that the CoS is assigned which will be recharged to schools/departments. Fees borne by applicants are detailed at the link below, this gives an indication of how much will be claimed by applicants via the visa fee reimbursement process. <https://www.gov.uk/tier-2-general>

Fields marked with an asterisk are mandatory

Personal Information

*Title:

*Family or last name:

*First name(s):

Other names:

*Nationality:

*Place of Birth:

*Date of Birth:

Country of Birth:

*Gender:

*Country of residence:

Passport / Travel Document Information

*Passport number:

*Issue date:

*Expiry date:

*Place of issue of passport:

*Is the individual currently sponsored by another employer on Tier 2 Visa?

*Has the applicant ever had a Tier 2 Visa for the UK?	
If yes, what is the start date on the original visa stamp/document?	
If yes, when did the applicant end their previous stay in the UK on their previous visa?	
Home Address Information	
*Address:	
*City or town:	
County, area district or province:	
*Postcode or zip code:	
*Country:	
Identification Numbers	
*UK National Insurance number: (mandatory if switching in country)	
Work Dates - These dates need to match the advertised role.	
*Proposed Employment Start Date: Please note a minimum period of approximately 9 weeks is required for an individual to attain their visa.	
*Proposed CoS End Date: CoS end date should be in line with fixed term contract end date. For open ended appointments a CoS would normally be obtained for 5 years. (Note: Tier 2 visas are only available for a maximum of 5 years)	
*Is a multiple-entry visa required? Answer 'Yes' if the employee will be based outside the UK for work for extended periods of time or will need to travel in and out of the UK for business on a regular basis. Answer 'No' if the employee will live and work in the UK & occasionally travel out of the UK for leisure, domestic or work purposes.	Yes/No
*Total weekly hours of work:	

Main Work Location Address	
*Address:	
*City/town:	
Country, area, district or province:	
*Postcode:	
Other regular work addresses - Complete if the individual will be working in a number of buildings.	
Address:	
City or town:	
Country, area district or province:	
Postcode:	

Individual's Employment Details			
*Job Title:			
*Job Type:		*SOC Code:	
Line Manager:			
*Summary of job description:			
*Gross pay per annum:			
Details of any allowances:			
*The essential qualifications for this position are:			
*The individual's highest qualification is (level, full title, awarding institution):			
*Is the job on the shortage occupation list? Yes/No			
The latest version of the shortage lists: https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-k-shortage-occupation-list			
Is the SOC code one which will require the individual to submit a criminal record check with their visa application?			Yes/No

Further information can be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/607755/Criminal_Record_Checks_Apr_17.pdf

List of required SOC codes is on page 5

Is the individual switching from Tier 4 (including those on Doctorate Extension Scheme) to Tier 2?

Yes/No

If yes, does the individual currently have permission to stay in the UK as a Tier 4 student?

Yes/No

If yes to the above, have they received final results confirming that they have passed and will be (or have been) awarded one of the following:

Yes/No

- a UK recognise bachelor or postgraduate degree; or
- a UK Postgraduate Certificate in Education; or
- they have completed a minimum of 12 months study in the UK towards a UK PhD.

Has the student received any sponsorship for their studies in the last 12 months, which has conditions restricting their stay in the UK after completing their studies?

Yes/No

If the answer is yes as part of their visa application they must provide the UKVI with unconditional consent in writing from their sponsor, giving them permission to remain in the UK. There are some sponsoring bodies who will not provide this consent and therefore the visa application will be refused

Is the individual named on a grant?

Yes/No

If yes, have details of the competitive process been provided?

Yes/No

Please note that a job description should be kept on file for 'named on grant' posts in the same way that they are for all other posts.

***Have you met the resident labour market test (RLMT)?**

Yes/No

The RLMT must be met unless the role is on the shortage list, the individual is named on a grant or the individual is switching from Tier 4 to Tier 2.

If yes, Vacancy reference No. :

Important - please note

A Certificate of Sponsorship must be assigned within 6 months, or 12 months for PhD level posts, of the date the vacancy was first advertised, otherwise an employer will be in breach of the resident labour market rules. This ensures that the results of the advertising reflect the current availability of the skills the sponsor requires.

It should also be noted that a Tier 2 sponsored worker must apply for entry clearance/leave to remain within 3 months of the date the CoS is issued. In addition they cannot apply for initial leave to remain/entry clearance more than 3 months in advance of the start date stated on the Certificate of Sponsorship.

Give registration details if there is a legal requirement for the individual to be registered with a professional or other official organisation in the United Kingdom:

***Can the financial maintenance criteria be met? (currently £945 and £630 per dependent)**

Yes/No

***If no, approved by HoS and/or HHR (evidence is essential)**

Yes/No

***How is the English language criteria being met?**

English Language test

Qualification taught in English

Previously met requirements for another period of leave eg changing employment

National of UKVI exempt country

The list of nationalities at the following link do not require to prove their knowledge of English language, and therefore no proof of English language is required in order to apply for the visa. www.gov.uk/tier-2-general/knowledge-of-english

Individuals who are:

- not a national of a majority English speaking country or
- do not hold a degree taught in English from a majority English speaking country will need to demonstrate they have sufficient knowledge of English.

They must provide:

- an English Language Assessment from the UK National Academic Recognition Information Centre (NARIC) ie a Statement of Comparability and Language Assessment letters to show their degree is recognised as equivalent to a UK bachelor's or master's degree or PhD or
- provide a certificate obtained from sitting and passing an approved English language test.

Applicants are likely to be refused their visa if they cannot provide the required proof. We would advise you to ask the individual to provide this evidence before you submit the CoS application for processing.

UK Home Address and phone number (if known)

Supporting Documentation Required

Please tick the boxes to indicate that you have attached the information listed below with this form or have already sent it to your local HR Team. The application for a Certificate of Sponsorship cannot be made until all relevant information is received by your local HR Team. This information will be held by your HR Team and be available to a UKVI Compliance Officer should they wish to inspect our records.

Completed Right to Work Checklist (section 3 onwards) with verified paper copies of all appropriate passport/identity documents, highest qualification and 2 original employment references.

Relevant documents, in relation to **jobs on the shortage occupation list**, as specified in the appropriate code of practice (paragraph 5 in the link below refers).
<https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-k-shortage-occupation-list>

For individuals switching from Tier 4 to Tier 2, documentation will be required confirming that they have passed and will be (or have been) awarded one of the following:

- a UK recognise bachelor or postgraduate degree; or
- a UK Postgraduate Certificate in Education; or
- they have completed a minimum of 12 months study in the UK towards a UK PhD (written confirmation from their University will be required)

If the student has received sponsorship in the last 12 months from:

- *The UK Government*
- *Their Home Government or*
- *Any international scholarship agency*
- *Then they must provide the UKVI with unconditional consent in writing from their sponsor above, giving them permission to remain in the UK. The document must confirm that the organisation gives the Tier 4 student unconditional consent to remain or re-enter the UK for an unlimited time. There are some sponsoring bodies who will not provide this consent and therefore the visa application will be refused*

1. All applications short-listed for interview in the medium they were received, e.g. normally a PDF of applications generated in eRecruitment.

2. Notes from the final interviews conducted.

3. Screenshot of applicant status screen of shortlisted candidates (so we have a record of the reason why each candidate was rejected).

Please supply 1, 2, and 3 above in the format requested by your College HR/Support Group HR team (electronically wherever possible).

Where the role was advertised on an external website, but the website did not refer to the University of Edinburgh, a letter/invoice from the external website provider is required to prove the advert was placed.

Costing of Certificate of Sponsorship Application

Account Code		Cost Centre		Job code	
--------------	--	-------------	--	----------	--

Originator Details

Name		Signature	
Contact No		Date	