

Skilled Worker Visa Certificate of Sponsorship Application Form

Where a Skilled Worker Visa has been discussed and agreed by HR, this form must be completed by the Manager/PI and returned to hr@rvc.ac.uk

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

Application type	Mark one
Applying from outside UK	<input type="checkbox"/>
Applying from inside the UK	<input type="checkbox"/>
Switching visa from inside the UK	<input type="checkbox"/>

Applicant Details

*Title
 Forename (s)
 Surname
 Other name (s)
 *Email address
 *Contact number

Nationality
 Place of birth
 Country of Birth
 Date of birth
 Gender
 Country of residence

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Passport or Travel Documents

Passport Number:

Issue Date:

Expiry Date:

Place of Issue of Passport:

Applicant's current residential address

This address must be in the same country from which the applicant is submitting their visa application.

Address

City or town

County, area, district or province

Postal code

Country

Telephone Number

Email address

Identification Numbers – Human Resources use only (if applicable)

UK ID card number

UK National Insurance number:

National ID card number

Employee number

Work Dates

Work Start Date

Work End Date

Length of Contract

Hours Worked per week

Main work address in the United Kingdom (mandatory for assignments)

Hawkshead

 Yes

Camden

 Yes

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Hawkshead Lane	Royal College Street
North Mymms	LONDON
Hatfield	NW1 0TU
Hertfordshire	
AL9 7TA	

Applicant's Employment

Job Title

Job Type/Code (HR use)

Summary of work / activities

Brief Summary of Job Description (Maximum 1000 words). Include the main activities (e.g., research projects, conducting experiments, analysing and publishing results).

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Human Resources Office use:

Post is at the appropriate skill level as set out in the sponsor guide

 Yes No

Mark to certify maintenance for applicant (and dependants, if applicable)

 Yes No

Does the worker require a Academic Technology Approval Scheme (ATAS) Certificate for this role

 Yes No**Eligibility**

Does the individual have a current UK visa? If yes, please enter details below:

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Type of current Visa

Expiry Date of current visa

Title of Visit
(e.g.)Visiting researcher/student
training

ATAS requirement

From 21 May 2021, relevant academics and researchers applying for a Skilled Worker Visa will require an ATAS certificate before they can apply for the visa (there are exemptions for certain nationalities, and research fields).

There is further information on the ATAS requirement [here](#).

Please indicate whether an ATAS certificate is required: Yes No

Your decision will be checked and confirmed by HR who will discuss further with you if necessary.

IT IS IMPORTANT THAT ALL RELEVANT DOCUMENTS ARE SUBMITTED TOGETHER WITH THIS FORM

No.	Supporting Document	Sent	HR Checked
1	Verified copy of applicant's current passport		<input type="checkbox"/>
2	Verified copy of existing UK visa (if current)		<input type="checkbox"/>
3	Up to date CV		<input type="checkbox"/>
4	Copy of individual's ATAS certificate (if applicable)		<input type="checkbox"/>
5	Verified copies of academic or professional qualifications		<input type="checkbox"/>
7	Where any of the above are not in English, an official translation		<input type="checkbox"/>
6	Where any of the above are in different names, evidence of the change		<input type="checkbox"/>
8	Proof of RCVS registration (where required)		<input type="checkbox"/>
9	Evidence outlining the type of work/activity being undertaken (e.g. work experience agreement, training agreement etc.,)		<input type="checkbox"/>
10	If a named researcher, a copy of the grant agreement confirming this		<input type="checkbox"/>

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11	<p>Evidence from the visitor's funder (e.g. a letter on letterhead) <i>explicitly</i> showing:</p> <ul style="list-style-type: none"> • The name of the visitor • The name of the funder • The name of the host institution where the visitor will be based • Details of the funding provided (The amount does not have to be in sterling – local currency is preferred to an approximate amount in sterling. If amounts allowed for expenses are shown, then these must be shown separately from personal emoluments) • The period of the sponsorship <p>This must be translated if not in English</p>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Financial Requirement

- For Skilled Worker Visas, you can certify that, should it become necessary, you will maintain and accommodate them and their dependents until the end of their first month of employment.
- If you do not wish to certify the 'Financial Requirement', then for visa purposes the individual and all their dependants must meet the maintenance requirements, as follows:
- The following minimum funds must be held by the applicant 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

Do you want to certify maintenance for the individual?

Yes No

Do you want to certify maintenance for their dependents?

Yes No N/a

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Host / Line Manager

Has the individual's supervisor/line manager/principal investigator managed sponsored workers before?

Yes No

Please give the supervisor/line manager/principal investigator's name:

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Please give the supervisor/line manager/principal investigator's email + Phone Number:

Email:		Phone:	
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Contact details for PI/Line Manager

In the event of any queries, please provide the departmental recruitment contact.

Name	
Telephone Number	
Email address	

Submitting the form

1. Please send all documentation by e-mail to hr@rvc.ac.uk
2. HR will *not* apply for a visa until all this information is received.
3. In agreeing a start date, you should allow enough time for the completion and return of this form plus the time required for them to gain their visa (including attending a local visa application centre for biometrics), their ATAS certificate (where applicable) and arranging and finalising travel to the UK.
4. If apply for their visa within the UK, this can take up to 8 weeks.

Thank you

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HR Use only

Certificate number	
Current certificate status date	
Date assigned	
Date received	
Earliest date CoS can be issued (3 months of start date)	
Is person an employee?	Yes / No
If a named researcher, copy of grant paperwork to show this	
Agreed SOC Code	
ATAS certificate required	
ATAS sponsor note added	<p>If the ATAS requirement applies - "The worker requires an ATAS certificate for this role". The worker has applied for an ATAS certificate and has been advised not to apply for a visa until this received. OR has been issued with an ATAS certificate</p> <p>If the ATAS requirement does not apply, "The worker does not require an ATAS certificate for this role because..." and then add a brief reason, for example: "the worker is an exempt national" or "the role does not include research at PhD-level or above in a relevant subject area".</p>
Eligible to switch if relevant	<u>Temporary Worker - Government Authorised Exchange visa (T5):</u> Switch to this visa - GOV.UK (www.gov.uk)
Eligible to apply from IN the UK if relevant	
Start date agreed	
CoS application received	
CoS email sent to individual	
CoS email sent to LM	

Salary Requirement Met

	✓	Salary Reduction	Actual Salary requirement (based on 35 hours)
Is job eligible for PhD trade		90% salary	
Is job on the Shortage Occupation List		80%	
Is the job eligible for STEM PhD trade		80% salary	
New Entrant Salary rate		70%	

English language Requirement Met

	✓
Required to prove English language proficiency? Guidance here	
<p><i>If required, proved by:</i></p> <ul style="list-style-type: none"> • passing a Secure English Language Test (SELT) from an approved provider • having a GCSE, A level, Scottish National Qualification level 4 or 5, Scottish Higher or Advanced Higher in English, gained through study at a UK school that you began when you were under 18 • having a degree-level academic qualification that was taught in English - if you studied abroad, you'll need to apply through Ecctis (formerly UK NARIC) for confirmation that your qualification is equivalent to a UK bachelor's degree, master's degree or PhD • registration with RCVS for SOC code 2216 ONLY 	
<i>Add requirement to CoS email to visa applicant</i>	

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Visa Costs

Certificate of Sponsorship	Paid by department
Cost of visa	£1220/£1408 (if applying within the UK) - payable by individual but can be reclaimed through Payroll
ATAS certificate	Free
Non-PhD role Immigration Skills Surcharge	£364 per annum paid by department
NHS Surcharge	£364 per annum paid by the individual
Biometric Information Capture Fee	Paid by individual
Language Tests of NARIC statement	Paid by individual
Legal Fees for advice on immigrations	Paid by individual
Medical Test Fees	Paid by individual
Application Postage	Paid by individual
Travel in support of application (eg attending a centre for biometrics)	Paid by individual
Visa fees for dependants	Paid by individual – may be eligible for loan – see <u>policy</u> for detail
Priority/Premium service	Except in exceptional circumstances paid by individual – see <u>policy</u> for detail.