

**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** [**hrrecruitment@rvc.ac.uk**](mailto:hrrecruitment@rvc.ac.uk)

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

**Application Type**

|  |  |
| --- | --- |
| Is the Individual - | Mark one |
| **Applying from outside UK** |  |
| **Applying from inside the UK** |  |
| **Switching visa from inside the UK** |  |

# Applicant Details

|  |  |
| --- | --- |
| Title |  |
| Surname |  |
| Forename (s) |  |
| Email address |  |
| Contact number |  |
| Date of Birth |  |
| Place of birth |  |
| Nationality |  |
| Gender |  |
| Country of birth |  |
| **In which country will visa application be submitted?** |  |

**Applicant’s current residential address**

|  |  |
| --- | --- |
| Address |  |
| City or town |  |
| County, area, district or province |  |
| Postal code |  |
| Country |  |
| Telephone Number |  |
| Email address |  |

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

|  |  |
| --- | --- |
| Type of current visa |  |
| Expiry date of current visa |  |

**Work Details**

|  |  |
| --- | --- |
| Work Start Date\* |  |
| Work End Date |  |
| Length of Contract |  |
| Main work address of individual (include postcode) |  |
| Hours worked per week |  |
| Job Title |  |
| Job Reference Number |  |
| Tenure of Post | Permanent/Fixed Term (delete as applicable) |

\*The start date will need to be agreed by HR who need to allow enough time for the CoS application, the visa application and where applicable, the application for the ATAS certificate.

Summary of work/activities

Include the main activities (e.g. research projects, conducting experiments, analysing and publishing results). **You must not include more than 1000 characters in this box.**

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**Financial Requirements**

* For Skilled Worker Visas, you can certify that, should it become necessary, you will maintain and accommodate your employee and their dependents, or only your employee, 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 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

Full details of the financial requirement can be found [here](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-finance).

Do you want to certify maintenance for the individual?

Yes  No

|  |
| --- |
|  |

**Do you want to certify maintenance for their dependents?**

Yes  No  N/a

PI/Line Manager details

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

Yes  No

Please give the line manager/principal investigator’s name:

|  |
| --- |
|  |

Please give the line manager/principal investigator’s email:

|  |
| --- |
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**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](https://www.hr.admin.cam.ac.uk/files/atas_briefing_da.pdf).

Please *indicate* whether an ATAS certificate is required\*: Yes  No

If you say “No” please explain why

|  |
| --- |
|  |

**\*Your decision will be checked and confirmed by HR who will discuss further with you if necessary. Where there is any doubt, we will err on the side of caution and request an ATAS certificate be obtained.**

There is no cost for applying to the ATAS certificate but it can take up to 4 weeks so this should be factored into any start date agreed.

Where an ATAS certificate is required, this will be indicated on the CoS and the visa application **MUST NOT** be made until this is received. A copy of the ATAS certificate must be forwarded to [hrrecruitment@rvc.ac.uk](mailto:hrrecruitment@rvc.ac.uk) as soon as it is received.

|  |  |  |  |
| --- | --- | --- | --- |
| **Supporting Documents** | | | **HR use only** |
|  | **N/A** | **Sent** | **Received** |
| Copy of applicant’s passport |  |  |  |
| Copy of existing UK visa (if current) |  |  |  |
| Copy of CAS if switching from Student to SWV and starting work within 3 months |  |  |  |
| Copy of individual’s ATAS certificate |  |  |  |
| If named researcher, we need copy of the research grant paperwork |  |  |  |
| Copies of academic/professional qualifications |  |  |  |
| If any of the above are in different names, verified evidence of the change |  |  |  |
| Where any are not in English, an official translation |  |  |  |
| Proof of RCVS registration where required |  |  |  |

**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** [**hrrecruitment@rvc.ac.uk**](mailto:hrrecruitment@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.**

**Visa Costs**

[Use this tool to work out the cost of a visa application fee](https://visa-fees.homeoffice.gov.uk/y)

[Link to all immigration and nationality fees](https://www.gov.uk/government/publications/visa-regulations-revised-table/home-office-immigration-and-nationality-fees-4-october-2023)

**HR Use only**

**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](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1019419/English_language_requirement.pdf) |  |
| ***If required, proved by:***   * passing a Secure English Language Test (SELT) from an [approved provider](https://www.gov.uk/guidance/prove-your-english-language-abilities-with-a-secure-english-language-test-selt) * 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)](https://www.ecctis.com/visasandnationality) 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* |  |
| ***Add requirement to CoS email to visa applicant*** |  |

|  |  |
| --- | --- |
| Defined or Undefined CoS\* |  |
| Earliest date CoS can be issued (3 months before start date) |  |
| Agreed SOC Code |  |
| ATAS certificate required but insufficient time to obtain ATAS certificate add the following sponsor note | “The worker requires an ATAS certificate for this role and has submitted an application. ATAS certificate to follow.” |
| Named researcher? If so, we need copy of the grant to show this |  |
| Start date agreed |  |
| CoS applied for |  |
| CoS application received |  |
| CoS email sent to employee |  |
| CoS email sent to LM |  |

\****Undefined*** CoS to be issued for anyone applying from ***within*** the UK

***Defined*** CoS to be issued for anyone applying from ***outside*** the UK