**SECTION 1: To be completed by the Recruiting Manager (For Internal Use Only)**

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| **COS INFORMATION** | | | |
| **UNDEFINED**  ***(Applicant will apply from within the UK)*** | | **DEFINED**  ***(Applicant will apply for outside the UK)*** | |
| **Extension**  **Switch from Student Route to Skilled Worker**  **Change of Employment**  **Switch in Immigration Category** | | **New Hire** | |
| **PERSONAL DETAILS** | | | |
| **APPLICANTS FULL NAME** |  | | |
| **HOME ADDRESS**  **INCLUDING POSTCODE** |  | | |
| **NATIONALITY** |  | | |
| **RECRUITMENT & SELECTION** | | | |
| **Can you confirm if the Individual was recruited through a Head-hunter?** YES  NO | | | |
| **APPOINTMENT DETAILS** | | | |
| **POST TITLE** |  | **GRADE/SALARY** |  |
| **HOURS/FTE** |  | **SOC CODE** |  |
| **LENGTH OF COS** | FROM: | TO: | |
| **MAIN WORK ADDRESS** |  | HYBRID WORKING: YES  NO | |
| **ATAS REQUIREMENT**  **(certificate must be received)** |  | **Job on the Salary Immigration List?** |  |

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| **TRADEABLE POINTS : (please select one of the following)** |
| Earning at least **£38,700** or the “going rate” for the SOC Code, whichever is higher (20 Points)  PhD in a subject relevant to the job and earning at least 90% of the Going Rate for the SOC code (10 Points)  PhD in a STEM subject relevant to the job and earning at least 80% of the Going Rate for the SOC code(20 Points)  Job included in the Salary Immigration List and earning at least 80% of the Going Rate for the SOC code (20 Points)  Applicant is a ‘New Entrant’ and earning at least 70% of the Going Rate for the SOC code (20 Points) |
| **ENGLISH LANGUAGE SKILLS: (Please select one of the following)** |

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| Previous Grant of Leave to Remain  National of English-Speaking Country  UK degree  Degree taught in English, studied in an English-Speaking Country (except Canada)   * plus a copy of ECCTIS (English Proficiency) to verify the degree is equivalent to a UK bachelor’s level degree or above   Degree taught in English, studied in a Non-English-Speaking Country (includes Canada)   * plus a copy of ECCTIS(English proficiency) to verify the degree is equivalent to a UK bachelor’s level degree or above * and that the degree was taught in English   Degree not taught in English   * The applicant will need to complete a secure English language test with [an approved provider](https://www.gov.uk/guidance/prove-your-english-language-abilities-with-a-secure-english-language-test-selt) completed within the last 2 years.   **VETS ONLY** - If appointing a Veterinary Surgeon/Veterinary Intern, the applicant will need to prove they have passed an English Language assessment with the Royal College of Veterinary Surgeons – please provide RCVS Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **ADDITIONAL DOCUMENTS** |
| Copy of Passport – ID Page Only  Copy of most recent qualification (translated into English)  Copy of ATAS (if applicable)  Copy of Shortlisting Matrix/Interview Assessment |

**SECTION 2: To be completed by Human Resources as additional information for the Applicant**

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| **Skilled Worker Certificate of Sponsorship Virtual Reference Number:** | |  | | |
| **Date Assigned:** |  | **Expiry Date:** | |  |
| **Click here to** [**Apply online**](http://www.gov.uk/apply-uk-visa) **– Please note it is advised NOT to travel while you have a visa application in process.** | | | | |
| **Help and Guidance completing your visa application form:** | | | | |
| **PhD Question:** | **Is the worker claiming points for a PhD-level qualification relevant to the job?** | | | |
| **As you are not using your PhD as part of the tradeable points, for this question on the COS we have ticked NO to avoid you having to pay for an ECCTIS certificate to score points you do not need.** | | | |
| **Immigration Advisor Question:** | **Are you using an Immigration Advisor based in the UK?** | | | |
| **Unless you are paying to use a private Immigration Advisor in the UK, please select NO to this question.** | | | |
| **Additional Information** | * **The University of Liverpool is an ‘A’ rated sponsor** * **Our licence number is 598DAZ559** * **You are not eligible for the Health Care Visa** * **The Sponsor Certifies Maintenance** * **University of Liverpool is a Public University – Higher Education** | | | |
| **IHS Surcharge** | **If your appointment is for six months or more you will be expected to pay the** [**Immigration Health Surcharge (IHS)**](https://www.gov.uk/healthcare-immigration-application) **when you apply for your visa. The University of Liverpool is currently offering certificate of sponsorship holders an interest free loan which is repayable through your salary once you commence.** | | | |
| **Visa Application Costs** | **For employees that have been offered an appointment for 2 years or more, the University will pay:**   * **The full cost of a Standard Skilled Worker Visa Application, in line with the terms of their employment contract, plus the associated cost of the Immigration Health Charge (IHC).** * **For the Standard Skilled Worker Extension Visa Application, in line with their employment contract and the associated Immigration Health Charge (IHC)** | | | |
| **Information on Entering the UK and Right to Work** | | | | |
| **Entry Clearance** | **\*\*For Sponsored Workers who are granted entry clearance (a visa granted overseas) only \*\***  **We will need to see evidence of the date of entry into the UK. This would usually be a copy of the wet ink stamp on your entry clearance vignette in your passport or a copy of your boarding pass. Please ensure you only enter the UK within the dates of your vignette, failure to do may mean you will have to leave the UK and re-enter at a later date.** | | | |
| **Receiving your BRP** | **APPLYING FROM OUTSIDE THE UK** | | **APPLYING FROM INSIDE THE UK** | |
| **You will be expected to collect your BRP from the Post Office. Post Office within the vicinity of the University:**  **Central Village Post Office, 39 Dawson Way, St. Johns Precinct, Liverpool, L1 1LJ** | | **Your BRP will be delivered to your home address within 10 working days.** | |
| **Right to Work Check** | * **Once you receive your BRP you will need to request a share code** [**here**](https://www.gov.uk/prove-right-to-work)**.** * **Please email me a copy of the share code and I will carry out the Home Office RTW check, I will then arrange a Teams/Zoom call with you for verification purposes.**   **\*\*This must be completed prior to appointment start date\*\*** | | | |
| **Sponsorship Duties** | | | | |
| **The University of Liverpool also has a legal requirement to report any changes either personal or contractual to the UKVI within 10 working days of the change occurring. You should notify us if any of the following changes take place:**   * **Your start date is delayed more than 28 days after the Skilled Worker CoS start date, as your sponsorship must be withdrawn** * **You leave your role earlier than expected** * **Your work location changes or you start working hybrid** * **You take any unpaid leave or absences** * **Your contact details change**   **Please note this is not an exhaustive list and you can view the full list of what needs reporting to UKVI** [**here**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/936740/2020-11-18_Sponsor-guidance-Part-3-compliance-11-20_v1.0.pdf)**.** | | | | |
| **Useful links:** [**Home Office Website**](https://www.gov.uk/skilled-worker-visa)  [**University of Liverpool Staff Immigration Webpages**](https://www.liverpool.ac.uk/working/relocating/visasandimmigration/) | | | | |
| **Contact details:** [**UKVI contact**](https://www.gov.uk/contact-ukvi-inside-outside-uk)  [**University of Liverpool contact**](mailto:staffimmigration@liverpool.ac.uk)  **For further information on how to claim for your visa costs, please contact** [**Payroll**](mailto:payroll@liverpool.ac.uk)**.** | | **Contact your local MP** [**here**](https://www.parliament.uk/get-involved/contact-an-mp-or-lord/contact-your-mp/) **should your visa be delayed**  **Access the UKVI complaints procedure** [**here**](https://www.gov.uk/complain-uk-visas-immigration)**.** | | |