Tier 5 (GAE)

Guidance for current and prospective staff
Guidance for Tier 5 (GAE) Certificate of Sponsorship Holders

As a Tier 5 Certificate of Sponsorship (Government Authorised Exchange) holder you are required under Home Office regulations to do the following:

**KEEP YOUR PERSONAL DETAILS UP TO DATE**

On being offered an honorary appointment at the University of Liverpool you will be asked to complete a personal details form. It is a mandatory requirement that you return this form to your department on or before your first day.

Should your personal details change at any time you are required to contact your Department and Human Resources via email (Honoary@liverpool.ac.uk), this should be done at the earliest possible opportunity, in order for us to notify the UKVI agency.

**PROVIDE HUMAN RESOURCES WITH YOUR IMMIGRATION INFORMATION**

On being offered an honorary appointment at the University you will be issued with a unique certificate of sponsorship reference number which you will need to quote in your application to the UK Visa and Immigration Agency for leave to remain in the UK. Under Home Office regulations it is essential that you make this application and for it to be approved before you start work. For further information on how to apply for your Leave to Remain in the UK please see the UKVI website: www.gov.uk

As a Certificate of Sponsorship Holder it is essential that on or before your first day at work that you visit the Human Resources Department with your Leave the Remain stamp or Biometric Card in your passport.

**REPORTING DUTIES**

As a Certificate of Sponsorship Holder it is vital that you inform your Department and the Human Resources Department via email at your earliest possible opportunity of any of the following:

- If your personal details change
- If you are not able to start work on the date stated in your offer letter
- If you leave your post earlier than expected
- If you move into another immigration category e.g. obtain Highly Skilled Migrant Status, Indefinite Leave to Remain, British Citizenship

**MAINTENANCE REQUIREMENT**

One of the requirements of a Tier 5 (Temporary Worker) is that an applicant coming to the UK must be able to support themselves financially for the entire duration of their stay in the UK. In order to
qualify for entry clearance or leave to remain under tier 5, an applicant must demonstrate that they meet the UK Visa and Immigration Agency’s Maintenance Requirement in one of the following ways:

- Demonstrating to UKVI that they have at least £950 of personal savings which must have been held for at least 3 consecutive months immediately before the date of application; or
- The University indicating on the certificate of sponsorship that it supports the migrant in terms of payment.

Please note the following:

- The University will only certify maintenance for an individual where evidence of funding is provided by the recruiting manager. Where there is no funding available the University will not certify maintenance and the individual will have to supply independent evidence of their ability to support themselves while in the UK to the UK Visa and Immigration Agency.
- Any dependants wishing to join the main applicant must also provide evidence that they have access to sufficient funds. The University is not able to certify maintenance for any dependants.

Please note that if the University has provided confirmation to the UK Visa and Immigration Agency that it has certified your maintenance, it is necessary to advise you that you should not claim state benefits during your period of leave in the UK.

IMMIGRATION HEALTH SURCHARGE (IHS)

The UKVI introduced an IHS for all non-EEA Nationals who are issued a visa of more than 6 months. It is an additional charge over and above the visa fee and must be made up front at the time of the visa application. Payment of the surcharge will ensure that you have full access to the NHS on the same terms as a permanent UK resident. For further guidance please see the UKVI webpages:

www.gov.uk/government/publications/immigration-health-surcharge-information-for-migrants

FREQUENTLY ASKED QUESTIONS

- How do I apply for the visa?
  You must apply online www.gov.uk/apply-uk-visa

- Where can I apply for my visa?
  The visa application must be lodged in the country where you currently reside. Note: this does not have to be your country of origin.

- How long will the VISA application process take?
  UK Visas and Immigration provide for an 8 week service standard for all online applications. For applications made through the Priority and Premium services, you will receive your new Biometric Residence Permit (BRP) within 10 working days. This will also vary depending on the country in which you submit your visa application. For guidance on location specific timeframes, see here: www.gov.uk/visa-processing-times
• **What documents do I need to submit?**
After you submit your application online, you will be provided with an information sheet which confirms which documents you need to submit.

• **How do I pay the Immigration Health Surcharge (IHS)?**
As part of the online visa application process, you will be prompted to pay the surcharge via a separate online portal. After payment of the charge, you will automatically be issued a long reference number which will start ‘IHS’. When prompted in the online visa application, you must enter this reference number in order to proceed.

• **What happens after the application is granted?**
If your application is granted, the visa you initially receive inside your passport will only be valid for 30 days. This is known as a ‘30 day vignette’ and will facilitate your entry into the UK. **You must enter the UK before the vignette expires or you will have to re-apply for your visa. You will not be able to commence your appointment until HR have seen a copy of your visa or BRP Card.**

• **When do I collect the Biometric Residence Permit (BRP)?**
Within ten days of your arrival in the UK, you are required to collect your BRP from a UK Post Office. The BRP will state the full length of leave you have been granted and will supersede the 30 day vignette. It is essential that you visit the HR Department with your BRP once it has been collected. Failure to do so may result in your removal from the payroll. **You will not be able to commence your appointment until HR have seen a copy of your visa or BRP Card.**

• **What happens if my visa is refused?**
You must notify your HR Administrator immediately if your visa is refused.

• **What happens on my first day at The University of Liverpool?**
Your Department/School will contact you in advance of your arrival to make arrangements for your first day. Under UK legislation as an employer we are required to check that your hold permission to live and work in the UK before you start work. You can evidence this with your passport and your 30 day vignette or your BRP. You must therefore bring your identity documents to the HR Department for copying before you commence work.

If you have any further questions relating to your certificate of sponsorship, please do not hesitate to contact Human Resources. Queries relating ‘to Leave to Remain’ in the UK should be directed to the UK Visa and Immigration Agency, website: [www.gov.uk](http://www.gov.uk)

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