

Visa Timescales – Skilled Worker Route & Global Talent Visa

Visa Timescales - Skilled Worker Route

Please note: that the timeframes provided are normal expected turnaround times but may vary dependent upon the complexities of the individual’s circumstances, immigration rules and team workloads.

Key:	RH – Recruitment Hub	RTW – Right to Work
	SH – Staff Hub	ATAS – Academic Technology Approval Scheme
	SCT – Staff Compliance Team	FCDO – Foreign, Commonwealth and Development Office
	SWR - Skilled Worker Route	COS – Certificate of sponsorship
	VCC – Virtual credit card	

Recruitment

Timeframe	Action by	Action required
	Dept Admin	Email completed Request hire email and supporting documents to RH; or Email completed Short term contract request form and supporting documents to SH
½ - 1 week	RH/SH	Email request for RTW review of role and individual to SCT cc Dept Admin
1 week	SCT	Review documents on staff file Email RH/SH cc Dept Admin: advising recommended/potential visa route(s) to be included in contract offer outlining requirements, further info/docs needed, and approximate realistic timescales requesting VCC for CoS <i>plus skills charge - where applicable to role</i> if SWR identified as appropriate route
1 week	RH/SH	Issue conditional contract including appropriate RTW, visa and ATAS paras cc SCT
1 week	SCT	Issue addendum to contract outlining RTW, visa and ATAS requirements Request VCC from Dept Admin by email, if not already requested/provided at step above
Approx. 2-8 weeks in total 1 week	Dept Admin	In order to issue a CoS SCT need to receive the following: <i>Email providing VCC for CoS <u>plus skills charge - where applicable to role, if not already provided at step above</u></i>
1 week	Individual	<i>Email providing personal information in response to contract addendum</i>
2 weeks	Individual	<i>Email providing English Language points evidence – where applicable to candidate</i>
6-8 weeks standard, but FCDO timescales can vary considerably	Individual	<i>Email providing ATAS certificate – where applicable to role/candidate</i>

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<i>Timescales vary dependent on countries checks are required for</i>	<i>Individual</i>	<i>Email providing Overseas criminal record checks – where applicable to role (dependent on SOC code)/candidate This is a visa route requirement and does not form part of the College’s DBS checks process.</i>
1 week	SCT	Issue CoS required to start visa application once evidence of SWR eligibility confirmed fully <i>N.B. a CoS cannot be issued earlier than 3 months before work start date</i>
2 weeks	<i>Individual</i>	<i>Individual may also require TB test in some circumstances, before they submit their visa application</i>
<p>1-2 weeks if biometric VAC appointment required</p> <p>Out of country visa application: 3 weeks standard service/ 1 week *priority service</p> <p>In country visa application: 8 weeks standard service/ 1 week *priority service/ 2 day *super priority service</p> <p>*Paid priority options subject to eligibility/availability</p> <p>1-2 weeks if physical visa status document required</p>	Individual	<p>Submits online visa application, pays fees and provides biometrics via ID check app or visa application centre appointment as applicable.</p> <p>Once application submitted, provides evidence to SCT</p> <p>Once visa granted, provides evidence of digital visa status or physical visa status document (UK entry vignette/BRP) as applicable to SCT</p> <p>Makes arrangements to enter UK from visa start date/during visa validity period and provides evidence of flight/UK entry date to SCT</p>
Before work start date	SCT	<p>Email individual to request evidence for manual in-person RTW check or online RTW check.</p> <p>Once individual is present in the UK and has provided evidence, carry out RTW check by employment start date and before work starts</p> <p>As soon as RTW check completed, send RTW conditions met / start date confirmation / change email to individual cc Dept Admin and RH/SH</p> <p>Where RTW check cannot be completed by provisional contract start date e.g. due to ATAS/visa delays, send start date postponement email to individual cc Dept Admin and RH/SH</p>
	RH/SH	Send final all essential pre-employment conditions met email to individual
	Individual	Starts work following confirmation that RTW and all other essential pre-employment conditions met

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Please note: that the timeframes provided are normal expected turnaround times but may vary dependent upon the complexities of the individual’s circumstances, immigration rules and team workloads.

Key:	RH – Recruitment Hub	RTW – Right to Work
	SH – Staff Hub	GTV – Global Talent Visa
	SCT – Staff Compliance Team	SoG – Statement of Guarantee

Recruitment

Timeframe	Action by	Action required
	Dept Admin	Email completed Request hire email and supporting documents to RH; or Email completed Short term contract request form and supporting documents to SH
½ - 1 week	RH/SH	Email request for RTW review of role and individual to SCT cc Dept Admin
1 week	SCT	Review documents on staff file Email RH/SH cc Dept Admin: advising recommended/potential visa route(s) to be included in contract offer outlining requirements, further info/docs needed, and approximate realistic timescales requesting Dept Admin provide completed GTV Assessment Academic & Research / UKRI Endorsed Funder form and any required evidence (e.g. funding award letter and supporting documents) - <i>where applicable to role</i> if GTV identified as appropriate route
1 week	RH/SH	Issue conditional contract including appropriate RTW and visa paras cc SCT
1 week	SCT	Issue addendum to contract outlining RTW and visa requirements Request Dept Admin provide completed GTV Assessment Academic & Research / UKRI Endorsed Funder form and any required evidence (e.g. funding award letter and supporting documents) - <i>where applicable to role</i> , if not already requested/provided at step above
Approx. 2-4 weeks in total		For Stage 1 Endorsement application for Academic & Research / UKRI Endorsed Funder routes and/or in order to issue a SoG SCT need to receive the following:
1 week	Dept Admin	<i>Email providing completed GTV Assessment Academic & Research / UKRI Endorsed Funder form and any required evidence (e.g. funding award letter and supporting documents), if not already requested/provided at step above</i>
1 week	SCT	<i>Review GTV Assessment form and supporting evidence to assess if role/individual meets eligibility requirements</i>
1 week	RO	

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2 weeks	DCB	<i>For UKRI Endorsed Funder route only, where Horizon 2020, split funding, Imperial not named lead funding recipient, etc email RO to request review and approval</i> <i>Where soft check for eligibility required, email Designated Competent Body to request assessment</i> <i>Signed contract confirming acceptance</i>
1 week	Individual	
1 week	SCT	Issue SoG required to start endorsement application once evidence of GTV eligibility confirmed fully N.B. a SoG cannot be issued earlier than 6 months before work start date
1-2 weeks accelerated endorsement application decision	Individual	For Stage 1 Endorsement application for UKRI Endorsed Funder route Submits online Stage 1 endorsement application including SoG and pays fees <i>no earlier than 6 months before work start date. N.B. decision valid for 3 months</i>
1-2 weeks accelerated endorsement application decision	Individual	For Stage 1 Endorsement application for Individual Fellowship route Submits online Stage 1 endorsement application including Individual Fellowship award letter (no SoG required) and pays fees <i>no earlier than 6 months before work start date. N.B. decision valid for 3 months</i>
5 weeks standard peer review endorsement application decision	Individual	For Stage 1 Endorsement application for Standard Peer Review route <i>No SoG required</i> Submits online Stage 1 endorsement application including personal recommendation support letter(s) (no SoG required) and pays fees <i>no earlier than 6 months before work start date. N.B. decision valid for 3 months</i>
2 weeks	Individual	<i>Individual may also require TB test in some circumstances, before they submit their visa application</i>
-	Individual	ATAS is not a requirement for GTV. <i>However, if the individual will also need to enrol as a student alongside the work (e.g. interlinked Marie Curie ITN early career researcher programmes) they may require ATAS for study enrolment. Study and employment start dates may need to match, and in these cases ATAS decision can impact on final work start date.</i>
1-2 weeks if biometric VAC appointment required Out of country visa application: 3 weeks standard service/ 1 week *priority service In country visa application: 8 weeks standard service/ 1 week *priority service/	Individual	Submits online Stage 2 visa application, pays fees and provides biometrics via ID check app or visa application centre appointment as applicable <i>no earlier than 3 months before UK arrival date.</i> Once application submitted, provides evidence to SCT Once visa granted, provides evidence of digital visa status or physical visa status document (UK entry vignette/BRP) as applicable to SCT Makes arrangements to enter UK from visa start date/during visa validity period and provides evidence of flight/UK entry date to SCT

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<p>2 day *super priority service</p> <p>*Paid priority options subject to eligibility/availability</p> <p>1-2 weeks if physical visa status document required</p>		
<p>Before work start date</p>	<p>SCT</p>	<p>Email individual to request evidence for manual in-person RTW check or online RTW check. Once individual is present in the UK and has provided evidence, carry out RTW check by employment start date and before work starts</p> <p>As soon as RTW check completed, send RTW conditions met / start date confirmation / change email to individual cc Dept Admin and RH/SH</p> <p>Where RTW check cannot be completed by provisional contract start date e.g. due to ATAS/visa delays, send start date postponement email to individual cc Dept Admin and RH/SH</p>
	<p>RH/SH</p>	<p>Send final all essential pre-employment conditions met email to individual</p>
	<p>Individual</p>	<p>Starts work following confirmation that RTW and all other essential pre-employment conditions met</p>