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Staff Compliance Team

May 2021

**SPONSORED RESEARCHER: T5 GAE TEMPORARY WORKER**

**SPONSORSHIP APPLICATION FORM**

***Pages 1-4 of form to be completed by hosting department for new/extension requests***:

Please complete and email to the [Staff Compliance Team](mailto:hrcompliance@imperial.ac.uk?subject=T5%20certificate%20of%20sponsorship%20request) (SCT) along with the necessary documents, and payment for SCT to check eligibility, issue a Certificate of Sponsorship (CoS), sponsored research invitation and setup on ICIS.

Should you have any queries regarding these requirements, please do not hesitate to [contact us](mailto:hrcompliance@imperial.ac.uk?subject=T5%20Sponsored%20Researcher%20query)

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| **New** **request** to host sponsored researcher: |  |
| **Request to** **extend** sponsored researcher (up to maximum total period of 24 months) |  |

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| **Personal Information** | | |
| Title: |  | |
| Family/Last name: |  | |
| First name(s): |  | |
| Other name(s): |  | |
| Nationality: |  | |
| Place of Birth: |  | |
| Country of Birth: |  | |
| Date of Birth: |  | |
| Gender: | Male | Female |

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| **Passport or travel document:** | |
| Passport number: |  |
| Issue date: |  |
| Expiry date: |  |
| Place of issue: |  |

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| **Home address:** *(Please note that most T5 applications are made from* ***outside*** *the UK, aside extensions)* | |
| Current home address (including post/zip code): | *(As would be given on any visa application)* |
| Country of Residence: |  |
| Email address: |  |
| Mobile Telephone number: |  |

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| **Sponsored Research details:** | | |
| Hosting faculty / department / unit |  | |
| Name of lead hosting academic / supervisor |  | |
| Name of departmental administrative contact |  | |
| Name of person who will undertake Health & safety induction for sponsored researcher |  | |
| Intended start date: |  | |
| End date / Minimum length of visit:  *N.B. T5 leave maximum total = 24 months* |  | |
| Regular work travel in and out of the UK required | Yes | No |
| Total weekly working hours:  *(35 hours per week standard full-time)*  Working pattern if part-time |  | |

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| **UK work address:** | | | | |
| Work address (including postcode):  If there will be more than one work location, please confirm **all** addresses. | |  | | |
| **Sponsorship details:** | | | | **Compliance check** |
| Title: | **Sponsored Researcher** | | | |
| Please indicate the permitted sponsored research category/categories from selection: | A formal research project or collaboration  A period of work-based training/work experience/internship/placement;  Skill development/knowledge transfer;  A series of lectures, which does **not** amount to a formal teaching post;  External examinations | | |  |
| **Sponsored Research Role description:**  *(A separate document may be attached if preferred)* |  | | |  |
| Skills, qualifications & experience required: |  | | |
| Please tick to confirm the job **is** at [RQF level 3](https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels) or above: |  | | |
| **Academic Technology Approval Scheme (ATAS) Requirement: Complete for new and extensions** | | | | |
| **From 21 May 2021**  Where the successful candidate/employee requires permission to work in the UK under the [Temporary Worker Government Authorised Exchange route](https://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/types-of-visas-and-how-to-apply/); **and**   * will be employed in a **research, academic, engineering or technician role** * undertaking **research activities at PhD level** or above * in one of the **Academic Subjects/Fields of Research** relevant to ATAS; and * is not an ATAS **exempt national**   will be required to obtain a free of charge [ATAS certificate](https://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/academic-technology-approval-scheme-atas/) before the College can issue a Certificate of Sponsorship and they can apply for a visa to work in the UK. | 1. Is the individual an ATAS exempt national? – select from drop down list: Choose an item.   ***If so, please skip questions below*** *as ATAS clearance is not required for exempt nationals.*   1. *Academic and Research roles will be expected to be undertaking research activities at PhD level or above.* **For Engineering-related and Technical roles hosted on a sponsored research project**, please confirm if the role will include an element of research at PhD level or above? Choose an item. 2. Is the field of research in a subject set out in the list of Academic Subjects/Fields of Research relevant to ATAS – select from drop down list: Choose an item.   *Departments undertaking any research activities related to the listed subjects/fields* *will be expected to have all relevant staff meet the ATAS requirement.* | | | **ATAS exempt**    or  **ATAS required** |
| **Where answers for 1,2,3 above indicate that ATAS is required:** | | | | |
| **(ATAS) Research Statement:**  Please provide a research statement, 6-7 lines in length, summarising the research activities the individual will undertake. The individual will need to submit this information when they apply for their ATAS certificate. [Examples of research statements](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/international-student-support/public/FCO-examples-of-ATAS-proposals.pdf) are available for reference. |  | | |  |
| **Funding details: (will usually need to meet the** [**UK minimum wage requirements**](https://www.gov.uk/national-minimum-wage-rates)**)** | | | | |
| *Gross pay (pounds sterling):* | **£** | | | *Sponsored Researcher will be required to provide evidence of their payments during the period they are hosted* |
| *Frequency of pay:* | *annual* *monthly* *weekly* | | |
| *Gross allowances (pounds sterling):* | **£** | | |
| *Frequency of pay:* | *annual monthly weekly\** | | |
| *If frequency of pay is* ***irregular****, please provide detail:* |  | | |
| Employing Organisation: |  | | |
| Funding source(s): |  | | |
| Will any funding paid directly by Imperial College London directly? | Yes | | No |
| If Yes – confirm payment type *(e.g. Stipend/PAYE salary)* | | |
| Date of first expected payment *(if known)* |  | | |
| ***Please note that:*** *Sponsored researcher must* ***not*** *be paid in cash.* | | | | |
| *If funding is paid in a non-UK currency, please use the* [***OANDA***](https://www1.oanda.com/currency/converter/) *currency converter* | | | | |
| *Evidence that ‘salary’ on CoS is being paid to the individual is required during the visit* | | | | |
| Please tick to confirm that the Sponsored Researcher **is** **not** filling a genuine vacancy or advertised College vacancy: |  | | |  |
| Please tick to confirm that the work **does not** form part of a course of study |  | | |  |
| Please tick if department will certify the migrant’s [financial maintenance](https://www.gov.uk/tier-5-government-authorised-exchange/eligibility) requirement on CoS |  | | |  |
| ***Please note*** *that if maintenance cannot be certified, the researcher will be required to provide evidence they meet the UKVI financial maintenance requirements for them and any dependents travelling with them* | | | | |

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| **Required Supporting Documents: *Before CoS is assigned and Sponsored Researcher invitation letter is issued.*** | **Compliance check** |
| *Staff Compliance team will require copies of the following documents attached:* | |
| Copy of Identity documents:   * **Passport:** including any page with the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details and photograph, and any page containing information indicating the holder holds a current entitlement to enter, remain, and/or work in the UK *(check that not ‘downgrading from Tier 2 / SWR to T5 TW, or applying to switch from other TW category – e.g. YMS)*   *N.B. Before the Sponsored Researcher can start, a* [*Right to Work check*](https://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/right-to-work/right-to-work-checks/) *and Staff Compliance Induction must be undertaken and recorded by the* [*Staff Compliance team*](mailto:hrcompliance@imperial.ac.uk)*, (including UK entry vignette and/or T5 BRP card, and evidence of their UK Entry date – either passport stamp or flight booking evidence)* |  |
| Copy of **National Insurance number** evidence, where held *(unless exempt from requiring one)* |  |
| Copy of **C.V.** |  |
| Copies of essential **qualifications/professional accreditation,** **translated into English** as required  *N.B. Before the Sponsored Researcher can start their hosted research, the original qualifications and translation certificates will need to be checked and certified.* |  |
| **Evidence of competitive process / sponsorship arrangement**  Advertisement for the grant; or  Programme for the selection process; or  Judging criteria; or  Terms & conditions from the sponsoring body which contain the details of the recruitment and selection process; or  Copy of letter from third party employing organisation/funding body confirming   * + that they will continue to employ the Sponsored Researcher   + the date funding will start and end, level of funding and allowances   + names of individuals the Sponsored Researcher will be collaborating with |  |
| 2 Copy of [**financial maintenance**](https://www.gov.uk/tier-5-government-authorised-exchange/eligibility) letter (if applicable) / general agreement that department certifies CoS maintenance in all instances or  Evidence the sponsored researcher holds the required funds in bank account in their name, for themselves and for any dependents travelling with them to UK |  |
| **Job Description** / full list of duties/tasks/researchto be undertaken |  |
| **ATAS Certificate** *(where applicable) and certificate details checked* |  |
| **Payment Details for Certificate of Sponsorship** | |
| Each Certificate of Sponsorship costs £21\*. Hosting department to provide a **Virtual Credit Card** for online payment – **this should be generated no earlier than 4 months before the intended College start date**  ***\*no CoS fee payable*** *for nationals of countries which have ratified the* [*European Social Charter*](https://www.coe.int/en/web/conventions/full-list/-/conventions/treaty/035/signatures?p_auth=if90rIae)*; 22 EU countries, 2 EEA (Iceland and Norway)* | |

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| Authorisation & agreement to host manager sponsorship responsibilities: | | | |
| Name &  E-signature |  | Date |  |
| *\*Should you have any queries regarding line manager’s and/or sponsored researchers UKVI* [*responsibilities*](http://www.imperial.ac.uk/human-resources/procedures/immigration/the-importance-of-compliance/) *please contact the* [*Staff Compliance Team*](mailto:hrcompliance@imperial.ac.uk)*.* | | | |

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| **Staff Compliance Team check prior to CoS assigned and invitation letter issued:** | | | | |
| *Where applicable:* ATAS Certificate checked | | ATAS-exempt | | |
| ***Request and eligibility documents checked; CoS drafted by:*** | | | | |
| Name: |  | | Date: |  |
| ***Quality checked by:*** | | | | |
| Name: |  | | Date: |  |

***SCT REMINDER:*** *At point a CoS and Sponsored Researcher invitation is assigned to the individual by email, please ensure a ‘****start date placeholder’ is added to the Staff Compliance team calendar*** *to ensure progress with their application is checked, and Sponsored Researcher Induction and RTW check is scheduled before their College start date.*

**Following sections are for Staff Compliance Team use only:**

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| **Pre-engagement checks: *On arrival at the College*** | **SCTA** | | | **SCTM Audited** | | |
| **Yes** | **No** | **N/A** | **Yes** | **No** | **N/A** |
| **Right to Work documents:**   * **Current passport with leave to enter vignette as a T5 Temporary Worker:**   *BRP card must be on file by end of the entry vignette validity period*   * **Biometric Residence Permit card (***both sides copied) or* **Online RTW Check result** * **College** [**Right to work checklist**](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/procedures/immigration-asylum-and-nationality-act-2006/Imperial-Right-to-Work-Checklist.doc)completed for evidence checks * **Evidence of UK entry** (usually a ‘stamp’ from UK Border staff within passport, but if this is not present in passport, a boarding pass or evidence of flight booking is also accepted) * **Confirmation of satisfactory pre-research checks / final start date addendum issued to sponsored researcher** |  |  |  |  |  |  |
| **Where start date has changed** from the original CoS work start date, this has been reported via the **Sponsorship Management System** **within 10 working days** of start date |  |  |  |  |  |  |
| **UK home address and contact details** have been provided and added to HR file/ICIS record (and if temporary address – a follow up reminder/check has been diarised) |  |  |  |  |  |  |
| **Any qualifications/professional accreditation and translation certificates** (original copies) provided – including any translations, copies retained for file |  |  |  |  |  |  |
| **Sponsorship** [**responsibilities guidance**](https://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/staff--manager-sponsorship-responsibilities/)has been provided to both the sponsored researcher and their line manager (including Teamseer link/guidance) – at induction and/or by email |  |  |  |  |  |  |
| **Evidence of payment(s) into bank account or FOREX card**, indicating individual is being paid at the rate/frequency stated on the CoS *(Or via payslip/ICIS record if administered through College payroll/finance) – if evidence is not available at start date a follow up request must be diarised.* |  |  |  |  |  |  |
| Where applicable**,** Evidence of **National Insurance number** or application for NI submitted |  |  |  |  |  |  |

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| ***Other T5 Temporary Worker compliance file auditing:*** | | |
| ***Sponsorship reporting duties:*** | ***Review file during visit****– Sponsor Management System*   * *Any change to start date reported via SMS?* * *Have relevant hours/research tasks/’salary’ changes been reported via SMS?* * *Have all changes been SMS reported within 10 days?* * *Have any changes been reported on the correct CoS number?* * *Review file and Teamseer report – check that no unauthorised absences*   *If* ***no*** *to any above – steps taken to obtain / rectify:* |  |
| ***Sponsorship  record-keeping responsibilities:*** | ***Review file during visit*** *- Are all* [*Appendix D*](https://www.gov.uk/government/publications/keep-records-for-sponsorship-appendix-d) *documents present on the HR file/record?* ***Including:***   * *Current valid passport on file + UK Entry evidence* * *Teamseer/absence and leave records being maintained by researcher/manager* * *Current contact details (address and phone) recorded in ICIS* * *Evidence of payment in-line with CoS / sponsored research documents*   *If* ***no*** *to any above – steps taken to obtain / rectify:* |  |
| ***Follow-up RTW check(s):*** | ***Review file during visit –*** *Have follow-up RTW checks been undertaken on-time, and evidence been obtained and recorded correctly on HR file? (e.g. evidence of in-time application, ECS checks)* |  |
| ***Additional comments:*** |  | |
| ***File audited by:*** | *Name:*  *on Date:* | |

The requirements of this checklist are taken from [UKVI Temporary Worker Sponsor Duties & Compliance Guidance](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) and [Appendix D](https://www.gov.uk/government/publications/keep-records-for-sponsorship-appendix-d). Please refer for more detailed information on recordkeeping and reporting responsibilities**.**