|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Skilled Worker Certificate of Sponsorship (CoS) Application | | | | Edin Univbold |
| This form should be used if you wish to employ an individual who requires a Skilled Worker visa to work in the UK.  For further information on how to complete the form see our [Skilled Worker CoS Application form Guidance Notes.](https://www.ed.ac.uk/human-resources/a-to-z-of-forms)  A cost of £239, and if applicable the immigration skills charge, is incurred at the point the CoS is assigned. This will be recharged to schools/departments. Fees borne by applicants are detailed at the link below, this gives an indication of how much will be claimed by applicants via the visa fee reimbursement process.  For further information see: [Skilled Worker visa - GOV.UK (www.gov.uk)](https://www.gov.uk/skilled-worker-visa) | | | | |
| **Fields marked with an asterisk (\*) are mandatory** | | | | |
| **Personal Information** | | | | |
| **\*Title:** | Click or tap here to enter text. | | | |
| **\*Family or last name:** | Click or tap here to enter text. | | | |
| **\*First name(s):** | Click or tap here to enter text. | | | |
| **Other names:** | Click or tap here to enter text. | | | |
| **\*Nationality:** | Click or tap here to enter text. | | | |
| **\*Place of Birth:** | Click or tap here to enter text. | | | |
| **\*Country of Birth:** | Click or tap here to enter text. | | | |
| **\*Date of Birth:** | Click or tap here to enter text. | | | |
| **\*Gender:** | Click or tap here to enter text. | | | |
| **\*Country of residence:** | Click or tap here to enter text. | | | |
| **Passport/Travel Document Information** | | | | |
| **\*Passport number:** | Click or tap here to enter text. | | | |
| **\*Issue date:** | Click or tap to enter a date. | | | |
| **\*Expiry date:** | Click or tap to enter a date. | | | |
| **\*Place of issue of passport:** | Click or tap here to enter text. | | | |
| **\*Is the individual currently sponsored by another employer on a Tier 2/Skilled Worker Visa?** | Choose an item. | | | |
| **Home Address Information** | | | | |
| **\*Address:** | Click or tap here to enter text. | | | |
| **\*City or town:** | Click or tap here to enter text. | | | |
| **County, area district or province:** | Click or tap here to enter text. | | | |
| **\*Postcode or zip code:** | Click or tap here to enter text. | | | |
| **\*Country:** | Click or tap here to enter text. | | | |
| **Identification Numbers** | | | | |
| **UK National Insurance number:** | Click or tap here to enter text. | | | |
| **Employee ID Number (if known):** | Click or tap here to enter text. | | | |
| **Work Information and Dates** | | | | |
| **\* Has the applicant met the criteria for sponsorship?**  *Please note: where the role was advertised the likelihood of sponsorship will have been confirmed by HR Operations*   |  |  | | --- | --- | | **Mandatory** |  | | The individual is being offered a role that can be sponsored, i.e. the job is at the appropriate skill level | Choose an item. | | The individual meets Home Office English Language criteria. | Choose an item. | | **Salary Threshold** |  | | A salary of £38,700 or above or at least the going rate for the profession (whichever is higher) is being offered  **(If ‘no’ is selected, please complete the Tradeable elements section).** | Choose an item. | | **Tradeable elements (select one)** |  | | 1. The individual holds a PhD in a subject related to job and a salary of £34,830 or at 90% of the going rate for the profession (whichever is higher)   Confirmation/description of how PhD is relevant to the job (max. 1000 characters)  Ifthe qualification was not attained in the UK, please provide the UK ENIC reference number | Choose an item.  Click or tap here to enter text.  Click or tap here to enter text. | | 1. The individual holds a PhD in a STEM subject and a salary of £30,960 or 80% of the going rate for the profession (whichever is higher)   Confirmation/description of how the PhD is relevant to the job (max. 1000 characters) | Choose an item.  Click or tap here to enter text. | | 1. The job is on the Immigration Salary List and a salary of £30,960 or the going rate for the profession (whichever is higher) | Choose an item. | | 1. The individual is a new entrant and has a salary of at least £30,960 or 70% of the going rate for the profession (whichever is higher) | Choose an item. | | | | | |
| **Does the ATAS requirement apply?** | | | Choose an item. | |
| **\*Proposed Employment Start Date:**  Please note a minimum period of approximately 9 weeks is required for an individual to attain their visa. These dates need to match the advertised role.  For Tier 4/Student visa holders please check the corresponding CoS guidance document for extra rules regarding employment start date. | | | Click or tap to enter a date. | |
| **\*Proposed Employment End Date:**  CoS end date should be in line with fixed term contract end date.  For open ended appointments a CoS would normally be obtained for 5 years. | | | Click or tap to enter a date. | |
| **\*Is a multiple-entry visa required?**  Answer ‘Yes’ if the employee will be based outside the UK for work for extended periods of time or will need to travel in and out of the UK for business on a regular basis. Answer ‘No’ if the employee will live and work in the UK & occasionally travel out of the UK for leisure, domestic or work purposes. | | | Choose an item. | |
| **\*Total weekly hours of work:** | | | Click or tap here to enter text. | |
| **Main Work Location Address** | | | | |
| **\*School/Department** | | Click or tap here to enter text. | | |
| **\*Address** | | Click or tap here to enter text. | | |
| **\*City/town:** | | Click or tap here to enter text. | | |
| **Country, area, district or province:** | | Click or tap here to enter text. | | |
| **\*Postcode:** | | Click or tap here to enter text. | | |
| **Other regular work addresses** - Complete if the individual will be working in a number of locations. | | | | |
| **Address:** | | Click or tap here to enter text. | | |
| **City or town:** | | Click or tap here to enter text. | | |
| **Country, area district or province:** | | Click or tap here to enter text. | | |
| **Postcode:** | | Click or tap here to enter text. | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Individual’s Employment Details** | | | | | |
| **\*Job Title** | Click or tap here to enter text. | | | | |
| **\*SOC Code** | Click or tap here to enter text. | | | | |
| **Line Manager** | Click or tap here to enter text. | | | | |
| **\*Summary of job description:**  **(1000 character limit)**  **The job description should accurately reflect what the individual will be doing e.g. summary of the main responsibilities.** | | Click or tap here to enter text. | | | |
| **\*Gross pay per annum:** | | Click or tap here to enter text. | | | |
| **Details of any allowances:** | | Click or tap here to enter text. | | | |
| **Is the individual changing from Tier 4/Student route to Skilled Worker?**  **If yes, does the individual have current permission to stay in the UK as a student?** | | | Choose an item.  Choose an item. | | |
| **Has the student received any sponsorship for their studies in the last 12 months, which has conditions restricting their stay in the UK after completing their studies?** | | | Choose an item. | | |
| **Is the individual named on a grant?**  **Is the job named on the grand and If yes, have details of the competitive process been provided?**  Please note that a job description should be kept on file for ‘named on grant’ posts in the same way that they are for all other posts. | | | Choose an item.  Choose an item. | | |
| **\*Have you met the advertising requirements?**  The role must be advertised unless there is a reason for not doing this, ie the individual is named on a grant or the individual is already working in the role and changing immigration route.  Supporting evidence must be retained of how the individual was recruited/secured the role. | | | Choose an item.  **If yes;** Enter vacancy reference no  **If no;** Enter reason for not advertising | | |
| **Does the Immigration Skills Charge apply?** | | | Choose an item. | | |
| **Give registration details if there is a legal requirement for the individual to be registered with a professional or other official organisation in the United Kingdom:** | | | Click or tap here to enter text. | | |
| **Financial maintenance criteria**  Please note the University will automatically certify maintenance, please confirm that the Head of School/budget holder is aware. | | | |  | |
| **Supporting Documentation Required** | | | | | |
| Please cross the boxes to indicate that you have attached the information listed below with this form or have already sent it to HR Operations. The application for a Certificate of Sponsorship cannot be made until all relevant information is received HR Operations. This information will be held by your HR Operations and be available to a UKVI Compliance Officer should they wish to inspect our records. | | | | | |
| **Required documentation:**   * Completed Right to Work Checklist (**section 4 onwards**) with verified copies of their passport * If the individual is already in the UK on another visa route (Student visa, Skilled Worker visa with another employer, etc) then evidence of their current visa status must be provided. This can be a BRP (if they have one), or an online check with confirmation of their visa type. * Highest qualification (with certified translation where required) * 2 original employment references * Job description for the post (may be included in the advert) * CV or application form (may be included with recruitment documents) * ATAS certificate/electronic approval notice from FCDO (if required)   **Marie Curie Posts**  Email confirmation from the Edinburgh Research Office  Marie Curie H2020 Checklist  **Evidence of recruitment**   1. A record of the number of people who applied for the job and the number of people shortlisted for interview. 2. At least one other item of evidence which shows the process used to identify the most suitable candidate for example:    * a copy or summary of the interview notes for the successful candidate    * a list of common interview questions used for all candidates as part of your selection process    * brief notes on why the successful candidate was selected and why other candidates were rejected    * information about any scoring or grading process you used to identify the successful candidate    * any other relevant information or evidence   **Please note: you do not have to retain application forms, CVs, interview notes or any other personal data relating to unsuccessful candidates** | | | | |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Costing Information - Please complete the costing details below. For further information please refer to the guidance on the chart of accounts available on the** [**Finance SharePoint.**](https://uoe.sharepoint.com/sites/FinanceHub/SitePages/Chart-of-Accounts.aspx) | | | | | | | | | |
|  | **% Split** | **Entity**  **(3 digits)** | **Fund**  **(6 digits)** | **Cost Centre**  **(8 digits)** | **Account**  **(4 digits)** | **Analysis**  **(6 digits)** | **Portfolio**  **(8 digits** | **Product**  **(8 digits)** | **Intercompany**  **(3 digits)** |
| **Guidance** | **MANDATORY**  **% Split of the costing** | **Driven by payroll element**  **Use the mapping tool** | **MANDATORY**  **Required to capture the type of funding the payroll cost is attached to​** | **MANDATORY**  **Organisational Unit (department)** | **MANDATORY**  **Refer to mapping tool** | **Likely to always be zero but cross check against the mapping tool** | **Likely to always be zero but cross check against the mapping tool** | **Likely to always be zero but cross check against the mapping tool** | **For cross charging to or from a subsidiary, cross check against the mapping tool** |
| EXAMPLE | 100% | 110 | 123456 | 12345678 | 0000 | 000000 | 00000000 | 00000000 | 000 |
| **Costing Split 1** | % |  |  |  |  |  |  |  |  |
| **Costing Split 2** | % |  |  |  |  |  |  |  |  |
| **Costing Split 3** | % |  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Originator Details** | | | |
| **Name:** | Click or tap here to enter text. | **Signature:** | Click or tap here to enter text. |
| **Contact No:** | Click or tap here to enter text. | **Date:** | Click or tap to enter a date. |
| **Submitting the CoS Application form** | | | |
| To submit the form to HR Operations, create a Service Request (SR) using ***Request Certificate of Sponsorship*** *(COS)* as the Category name under Forms. If you experience any problems submitting the CoS Request form using above category please use ‘Sponsorship’ instead. See [How to raise and maintain a service request enquiry](https://www.ed.ac.uk/staff/services-support/hr-and-finance/people-and-money-system/people-and-money-user-guides).  Please input any relevant messages for HR Operations into the SR details section.  Name the Title of the SR using this format:  *start date of COS – Applicant Name – Application Type (abbreviation)*  e.g. 1 Sep 21 – John Smith –Skilled Worker out of country (or in-country).  Please attach the application and supporting documents to the SR as one **Zip File** (please use the SR functionality as described above and not an email to the Helpline team). This will reduce the risk of some documents not being uploaded due to file size restrictions. Please name each document with a clear description e.g. CoS application form, reference, interview notes etc (there’s no need to use the HR SharePoint naming convention as the documents will be combined into one). | | | |