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| Certificate of Sponsorship (CoS) Extension Application Form– Guidance Notes |

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| **General** |
| This guidance note is available to help you complete a [Skilled Worker CoS Extension Application form](https://www.ed.ac.uk/human-resources/a-to-z-of-forms) to extend sponsorship under the Skilled Worker route, to enable an individual to continue working in the UK. **Please read this section before you start the application process.**  A Skilled Worker must apply for the visa within 3 months of the date the CoS is issued. In addition they cannot apply for the visa more than 3 months in advance of the start date stated on the CoS.  If the application is received by HR Operations 3 months before the start date on the CoS it will not be processed until it reaches the 3 month period.  **Academic Technology Approval Scheme (ATAS).** Certain roles will require an (ATAS) certificate. Unless the individual is exempt, this applies to all new visa applications, including visa extension applications. |
| **Personal Information** |
| All fields are mandatory and should be completed in full with information taken from the individual’s passport. |
| **Passport/Travel Document information** |
| All fields are mandatory and should be completed in full with information taken from the individual’s passport. |
| **(UK) Home Address Information** |
| All fields are mandatory and should be competed in full |
| **Identification Numbers** |
| **UK National Insurance number:** Please enter the NI number.  **Employee Number:** Please enter the employee number. |
| **Work Information and Dates** |
| This section requests information about the job and the dates of employment. It covers the use of ‘tradeable points’. This is where ‘points’ can be traded against the salary appropriate threshold, for instance where the individual holds a PhD in a STEM (Science, Technology, Engineering and Mathematics) subject/subject relevant to the job or is considered a new entrant (early career). |
| **Mandatory:**  For extension applications the role must be the same role as previously sponsored, or the individual may transfer to a role with the same Occupation/SOC code as the previously sponsored role. The role must still meet sponsorship requirements, including the appropriate salary threshold. If tradeable points to meet the salary threshold were not required in the initial application, but are on the extension application, the individual cannot start work in the new role until they have received their new visa |
| **Salary Threshold:** A salary of £29,000 or above or at least the going rate for the occupation (whichever is higher) is being offered.  (If ‘no’ is selected, please complete the Tradeable elements section). Please see [Immigration Rules Appendix Skilled Occupations](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-skilled-occupations) on the government webpage about SOC codes and going rates. Please note the Home Office rules permit the **going rate** to be calculated against a work pattern e.g. a soc code going rate based on a 37.5 hour week would be pro rated against a 35 hour University working week, resulting in a lower threshold, eg soc code 2119 threshold is £32,000, this equals £29,867 for a 35 hour week. |
| **Tradeable elements:** (select one i.e PhD relevant to the role or STEM PhD relevant to the role) **–** only complete if using tradable points to meet the salary threshold  If the PhD or STEM is required for tradable points then a description of how the role is relevant to the job must be provided.  If the PhD is from overseas, it will be necessary to provide an [ENIC code](https://www.enic.org.uk/) to show that the PhD is comparable to a UK PhD. The individual may have this if they have requested information from ENIC with respect to meeting the English Language requirement. |
| **Immigration salary list:** If the SOC code for the role was on the immigration salary list (or shortage occupation list if the original visa was applied for before April 2024) at the time of the original visa application, please check whether this continues to be the case for the extension. If the SOC code is no longer on the immigration salary list it will be necessary to consider whether or not the salary threshold is met without the immigration salary list tradeable points.  [Further Information can be found here](https://www.gov.uk/government/publications/skilled-worker-visa-shortage-occupations?utm_source=52f98e6c-388f-4f86-93c6-7a00511447d1&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily)  **NOTE:** If the SOC code on the current visa was previously on the Shortage Occupation List, but is no longer on the Immigration Salary List they will need to make a Change of Employment CoS application, rather than a CoS extension. Please do not continue with the CoS extension application form, and instead complete and submit a CoS application form. |
| **The individual is a new entrant:**•It is possible to extend using tradeable points under the new entrant criteria, if that criteria is still met and the visa is for no more than 4 years (the 4 years is inclusive of any previous leave to remain on the skilled worker route or the Tier 4 DES/Graduate route), and the applicant is:  • Under 26 years old or;  • The role is one of the Phd level occupations listed by the Home Office or; |
| **Does the ATAS requirement apply?** Certain roles will require an Academic Technology Approval Scheme (ATAS) certificate. The following web pages <https://www.ed.ac.uk/human-resources/international-staff-work-uk/additional-permission-work/university-sponsorship/skilled-worker> provide details for the individual to make an application. The drop down yes/no is mandatory.  Where relevant, please ensure the applicant has received the certificate before you complete the application form for a CoS.If the ATAS requirement is applicable and the visa application is submitted without the ATAS certificate, the visa application will be refused. In exceptional circumstances, where an individual needs to make an in time application before their visa expires, but has not yet received their ATAS certificate, we will proceed with the CoS application. However, the UKVI will place the visa application on hold until the individual submits their ATAS certificate. |
| **Proposed Employment Start Date:** Please note a minimum period of approximately 9 weeks is required for the process of assigning a CoS and the individual attaining their visa.  The start date should be the day after the previous visa expiry date. |
| **Proposed Employment End Date:** CoS end date should be in line with the fixed term contract end date. If the contract has not already been extended then proof of a change assignment or transfer request on P&M must be sent in to HR Operations before the cos extension can be processed.  If there is a change to the end date after the CoS has been issued, please raise a Service Request through People and Money to notify HR Operations, using *Sponsorship* as the category name under *Enquiry* as this will need to be reported to the UKVI before the visa is issued. |
| **Is a multiple-entry visa required? – this field is mandatory**  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. |
| **Total weekly hours of work: this field is mandatory**  Please input weekly hours |
| **Main Work Location Address** |
| Please enter the main work location where they will primarily be based. Please note that if the work location changes during employment, HR Operations **must** be informed so that it can be reported to UKVI. Please raise a service request using *Sponsorship* as the category name under *Enquiry* through People and Money ensuring the new location is provided. Name the Title of the SR using this format:  *Work Location Change – Applicant Name – Application Type (abbreviation)* |
| **Other regular work addresses** |
| Complete if the individual will be working in a number of different locations out with the University campuses in Edinburgh e.g. working in Edinburgh and a different institution in London i.e. The Alan Turing Institute |
| **Documents required for all applications** |
| If the individual is named on a grant, fresh verified copies of the grant papers naming the individual. |
| **Individual’s employment details** |
| **Job title:** Usually the same as the previous role sponsored, but could be different if the individual is moving into another role under the same occupation/SOC code. |
| **Soc Code**: The allocated SOC code must be the same as the initial CoS. If this is not the case, an extension cannot be processed and a change of employment cos is required. |
| **Line Manager:** Enter name of Line Manager. |
| **Summary of Job description:** A concise summary of the role must be provided (up to a maximum of 1000 character limit), which helps UKVI staff understand what the sponsored member of staff will be undertaking during employment in the role. For example, where the sponsorship is for a researcher, provide a brief overview of the research being undertaken, as opposed to simply stating that the individual will be working as a researcher in Professor X’s research team. It must reflect the content of the job advert (where the role is advertised) and the job description held on file. If clear information is not provided the UKVI may request further detail, which will result in a delay in the individual receiving the outcome to their application. |
| **Gross pay per annum:** Enter salary which must meet the appropriate salary threshold for the role |
| **Details of any allowances:** Allowance details must be provided but cannot be taken into account when meeting the appropriate salary threshold. |
| **Registration with a Professional Body**: if there is a legal requirement then a copy of the Professional Accreditation Documentation must be provided. |
| **Does the Immigration skills charge apply?** If so, please ensure the budget holder is aware.  ***Skills charge note***  *A skills charge applies unless the role is exempt. Exemptions are:*   * *Occupations skilled to PhD level (this will be identified by the SOC code assigned on the CoS)* * *Individuals switching from Tier 4/Student visa to Skilled Worker*   *Information is available at the UKVI website:*  [*https://www.gov.uk/uk-visa-sponsorship-employers/immigration-skills-charge*](https://www.gov.uk/uk-visa-sponsorship-employers/immigration-skills-charge)*.*  *Skills charge calculator:* [*https://isc-fee-calc.visas-immigration.service.gov.uk/start*](https://isc-fee-calc.visas-immigration.service.gov.uk/start)  *The University is considered a small/charitable sponsor.* |
| **Supporting Documentation Required** |
| **Completed Right to Work Checklist** (section 3 onwards) with verified copies of all appropriate passport/identity documents. |
| **ATAS certificate/electronic approval notice from FCDO (if required)**  Check that the SOC code on the ATAS certificate matches the SOC code on the cos form. Check the expiry date of the ATAS certificate. |
| **Proof of change assignment (if extending) or transfer contract request (if moving to a new role) if not already processed by HR**  Please note, the individual’s contract extension request must be submitted to HR prior to a request for a CoS extension. If the individual is continuing in the same role this is in the form of a change assignment. If the individual is switching to a new role in the same SOC code this is in the form of a transfer contract request. If this has already been processed by HR and the contract has been extended then no proof is required. |
| **Cost Details**  Please complete all fields. The CoS application fee will be charged to these codes. |
| **Originator Details**  Please complete in full. |
| **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 or Skilled Worker Extension  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 extension application form, completed right to work checklist etc (there’s no need to use the HR SharePoint naming convention as the documents will be combined into one). |