|  |  |
| --- | --- |
| Extension of Skilled Worker Certificate of Sponsorship (CoS) Application | Edin Univbold |
| This form is used if you wish to continue to employ an individual who requires a Skilled Worker visa to work in the UK. Information on how to complete the form can be found at [Skilled worker CoS Extension Application form Guidance Document](https://www.ed.ac.uk/human-resources/a-to-z-of-forms)For further details see: <https://www.ed.ac.uk/human-resources/international-staff/information-managers/manager-sponsored-staff> A cost of £239, and if applicable the immigration skills charge, is incurred at the point that 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 to enter a date. |
| **\*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. |
| **(UK) 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:** | Click or tap here to enter text. |
| **Work Information and Dates** |
| **\* Has the applicant met the criteria for sponsorship?** |
|

|  |  |
| --- | --- |
| **Mandatory** |  |
| The individual’s contract is being extended in the same role as previously sponsored, i.e. the job is at the appropriate skill level | Choose an item. |
| **Salary Threshold**  |  |
| A salary of £29,000 or above or at least the going rate for the profession (whichever is higher) is being offered or the transitional arrangements apply.**(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 £26,100 or at 90% of the going rate for the profession (whichever is higher)

If the PhD was not used as a tradeable element in the initial visa application, confirmation/description of how PhD meets the requirements, i.e. is in a STEM subject and this is related to the job. (max. 1000 characters)If the individual’s PhD was used as a tradeable element in the initial visa application and 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 £23,200 or 80% of the going rate for the profession (whichever is higher)

If the PhD was not used as a tradeable element in the initial visa application, confirmation/description of how PhD meets the requirements i.e. related 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 £23,200 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 £23,200 or 70% of the going rate for the profession (whichever is higher)
 | Choose an item. |

 |
| **Does the ATAS requirement apply?** | Choose an item. |
| **\*Proposed CoS Start Date:** | Click or tap to enter a date. |
| **\*Proposed CoS End Date:**CoS end date should be in line with fixed term contract end date. | Click or tap to enter a date. |
| **\*Is a multiple-entry visa required?**  | 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 buildings |
| **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. |
|  **Documents required for all applications** |
| **If the individual is named on a grant, fresh verified copies of the grant papers naming the individual.** | Choose an item. |
|  **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. |
| **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. |
| **Does the Immigration Skills Charge apply?** | Choose an item. |
| **Supporting Documentation Required**Completed Right to Work Checklist (section 3 onwards) with verified copies of all appropriate passport/identity documents.Proof of change assignment (if extending) or transfer contract request (if moving to a new role) if not already processed by HRATAS certificate/electronic approval notice from FCDO (if required) | [ ] [ ] [ ]  |

|  |
| --- |
| **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** |      % |     |       |       |      |       |       |       |     |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 ExtensionPlease 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). |