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

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| **General** |
| This guidance is available to help you complete [Temporary Worker Sponsored Researcher CoSApplication form](https://www.ed.ac.uk/human-resources/a-to-z-of-forms) if you wish to engage an individual who needs a visa to work in the UK and meets the criteria to be employed as a Temporary Worker - Government Authorised Exchange Sponsored Researcher[[1]](#footnote-1). If the Researcher is to be an employee of the University (as opposed to a supernumerary role) – please use the [Skilled Worker](https://www.edweb.ed.ac.uk/human-resources/international-staff-work-uk/additional-permission-work/university-sponsorship/skilled-worker) CoS application form as opposed to the Sponsored Researcher form.  For further information on the types of roles that the University can sponsor and the UKVI criteria that needs to be met, please read the [University HR Sponsorship webpages](https://www.edweb.ed.ac.uk/human-resources/international-staff-work-uk/additional-permission-work/university-sponsorship)  **Please read this section before you start the application process.**  The individual 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 CoS application is received from the School/Department in 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. For a Sponsored Researcher this must be determined at the time of creating the role description. |
| **Initial or Extension** |
| Please confirm if this is an initial application or an extension to a previous application. |
| **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. |
| **Home Address Information** |
| All fields are mandatory and should be competed in full |
| Ensure this is the address they are currently living at e.g. A US national could be living in France |
| **Identification Numbers** |
| **UK National Insurance number:** Enter the NI number if available/known. |
| **Work Dates** |
| 1. **Proposed Start Date**   Add start date.   1. **End Date**   Add end date (maximum 2 years from start date. Please note if requesting an extension, the time already spent on a Sponsored Researcher visa counts towards the 2 years )   1. **Total weekly Hours**   Add the weekly hours |
| **Main Work Location Address**  Add work address  City/town  Add city or town |
| **Other regular work addresses**  Complete if the individual’s work will be based in a number of different locations away from the University campuses in Edinburgh e.g. working in Edinburgh and a different institution in London i.e. The Alan Turing Institute |
| **Individual’s Sponsorship details** |
| **Job title:** |
| **Soc Code**: One of the following is recommended:  2111 Chemical Scientist  2112 Biological Scientists  2113 Biochemists and Biomedical Scientists  2114 Physical Scientists  2115 Social and Humanities Scientists  2119 Natural & Social Science Professionals not elsewhere classified  2161 Research & Development Manager  2162 Other Researchers (unspecified discipline)  2311 Higher Education Teaching Professionals  2434 Business & Related Research Professional  If the role occupation is allocated a SOC code outside this list please raise this with the HR Immigration team with regards to eligibility for Sponsored Researcher sponsorship. The team can be contacted by raising a Service Request via HR Helpline. |
| **Details of Payment:** Enter the annual or monthly amount of the payment the individual will be receiving from their funder. This could be a salary/scholarship/grant/bursary. |
| **Details of any allowances (if applicable):** Include allallowance amounts. For example, this could include travel allowance, research allowance, healthcare allowance. |
| **Confirm if payment (including allowances) is above the minimum wage:**  Details of national minimum wage can be found here: [www.direct.gov.uk/en/Employment/Employees/TheNationalMinimumWage/DG\_10027201](http://www.direct.gov.uk/en/Employment/Employees/TheNationalMinimumWage/DG_10027201)  **If ‘No’, contact HR Operations by raising a service request.** |
| **Summary of role 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 their time in the role.  For example, 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 team. It must reflect the content of 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. |
| **Financial maintenance criteria**: The individual will need to provide evidence to the UKVI that they meet the financial criteria when they make their visa application. The individual must show they have at least £1,270 in personal savings. They must have held this in their bank account for a minimum of 28 days prior to the date of the visa application. The balance cannot fall below the £1,270 amount for even one day during that 28 day period. Please note the HR Ops team do not require evidence of this.  Where the individual is unable to provide evidence to show they meet the criteria (outlined on the form), the University can certify maintenance on behalf of the individual. This must be agreed from a financial perspective by the Head of HR/Head of School/Department. Evidence confirming the agreement must be provided e.g. email confirmation. |
| **Does the ATAS requirement apply?** Certain roles will require an Academic Technology Approval Scheme (ATAS) certificate. The following [Sponsored Researcher web pages](https://www.edweb.ed.ac.uk/human-resources/international-staff-work-uk/additional-permission-work/university-sponsorship/tier-5-sponsored-researcher) provide details/guidance for allocating a subject code to the research (CAH code) and the process 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. |
| **Supporting Documentation Required** |
| **Completed Right to Work Checklist** (section 3 onwards) with verified copies of all appropriate passport/identity documents. |
| **Role description for the post:** Thismust be the completed role description template which can be found here: [Role Description Template](https://www.ed.ac.uk/sites/default/files/atoms/files/temporary_worker_sponsored_researcher_role_description_template_v100522-2.docx). If requesting an extension and the role is unchanged a role description is not required. |
| **Letter from sponsoring body:** detailing the value of the award, the period involved and the name of individual. |
| **Letter from the School:** confirming the arrangement between them and the sponsoring body, detailing the period involved and the placement at the University (a letter from the School to HR confirming the details may also be accepted). |
| **ATAS Certificate**: tick to confirm you have enclosed the ATAS certificate where applicable**.** |
| **Highest qualification (with certified translation where required).** Enclose a copy of the highest qualification the worker holds. This is to confirm they meet the minimum skill level required for sponsorship i.e. qualified to a minimum of RQF level 3, or equivalent. An example would be a degree certificate and/or documents that show the worker has the skills to do the role.  Where the qualification is not in English, include a copy of the original certificate **AND** a certified translation on file.  **Certifying a translation**  If you need to certify a translation of a document that’s not written in English, ask the translation company to confirm in writing on the translation:   * that it’s a ‘true and accurate translation of the original document’ * the date of the translation   the full name and contact details of the translator or a representative of the translation company |
| **2 original employment references:** This MUST be **2** references |
| **Costing of Certificate of Sponsorship Application**: 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. 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 –Sponsored Researcher  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, etc (there’s no need to use the HR SharePoint naming convention as the documents will be combined into one). |

1. A sponsored researcher is a person who wishes to come to the UK to lead or to take part in any formal research project. Formal research projects are those hosted but not necessarily funded by a UK research institution including universities, non-commercial research organisations, charitable organisations and national research councils (such as the Medical Research Council). The sponsored researcher undertakes research and works under the full or partial control of the institution, which will itself benefit from the research. Sponsored researchers can be funded from sources in the UK or overseas. Payment for the role must meet UK National Minimum Wage. This category cannot be used to fill job vacancies. [↑](#footnote-ref-1)