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| Temporary Worker Sponsored Researcher  Certificate of Sponsorship Application Form | | | | Edin Univbold |
| |  | | --- | | This form is used if you wish to engage an individual who requires a Temporary Worker Sponsored Researcher visa to work in the UK.  Information on how to complete the form is at [Temporary Worker Sponsored Researcher CoS application Form - Guidance Document](https://www.ed.ac.uk/human-resources/a-to-z-of-forms).  For further details see the [Sponsored Researcher CoS webpages](https://www.edweb.ed.ac.uk/human-resources/international-staff-work-uk/additional-permission-work/university-sponsorship/tier-5-sponsored-researcher)  A cost of £25 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. | | | | | |
| **Fields marked with an asterisk are mandatory** | | | | |
| **\*Initial or Extension application** | Choose an item. | | | |
| **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 here to enter text. | | | |
| **\*Expiry date:** | Click or tap here to enter text. | | | |
| **\*Place of issue of passport:** | Click or tap here to enter text. | | | |
| **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**  The fields in this section are not mandatory, as the individual may not have an ID card or NI No. If they have, provide the information, otherwise leave fields blank. | | | | |
| **UK National Insurance number:** | Click or tap here to enter text. | | | |
| **Work Dates** | | | | |
| **\*Proposed Start Date:** | | | Click or tap here to enter text. | |
| **\*End Date (max 2 years from start date):** | | | Click or tap here to enter text. | |
| **\*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. | | |

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| **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. |

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| **Individual’s Sponsorship Details** | | | | |
| **\*Job Title:** | **Sponsored Researcher** | | | |
| **\*SOC code:** | Click or tap here to enter text. | | | |
| **\*Details of payment:** | Click or tap here to enter text. | **\*Details of allowances:** | Click or tap here to enter text. | |
| **\*Confirm if payment (including allowances) is above minimum wage.** | Choose an item. | | | |
| **\*Role Description summary:**  **(1000 character limit)** | Click or tap here to enter text. | | | |
| **\*Can financial maintenance be met? (£1270)** | Choose an item. | | | |
| **Does the ATAS requirement apply?** | Choose an item. | | | |
| **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 by HR Operations. This information will be held by 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 3 onwards) with verified copies of all appropriate passport/identity documents. * Role description - must be detailed enough for a research SOC code to be assigned to it. * Letter from sponsoring body. * Letter from School to sponsored researcher * ATAS certificate/electronic approval notice from FCDO, if required * Highest qualification * 2 original employment references | | | |  |

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| **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)  **If costs related to this assignment are to be charged in part or total to cost centre 30010003 (research salary control account) a research salary management labour schedule may need to be created or amended. Please liaise with your school research administration team to provide this information if required.** | | | | | | | | | |
|  | **% 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** | **MANDATORY**  **Required to capture the type of funding the payroll cost is attached to​** | **MANDATORY**  **Organisational Unit (department)** | **MANDATORY** | **Likely to always be zero** | **Likely to always be** | **Likely to always be zero** | **For cross charging to or from a subsidiary** |
| EXAMPLE | 100% | 110 | 123456 | 12345678 | 0000 | 000000 | 00000000 | 00000000 | 000 |
| **Costing Split 1** | % |  |  |  |  |  |  |  |  |
| **Costing Split 2** | % |  |  |  |  |  |  |  |  |
| **Costing Split 3** | % |  |  |  |  |  |  |  |  |

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| **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 here to enter text. |
| **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 – Temporary 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). | | | |