



THE UNIVERSITY *of* EDINBURGH

A Guide to the Immigration Fee Assistance - Interest Free Loan and Visa Reimbursement.

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Introduction

This guidance has been written to support the processes relating to the request for an Interest Free Loan and Visa Reimbursement to support visa fees and includes the Immigration Fee Assistance end to end business process.

It has been written by stage in the process and with the key roles involved in the process in mind. The responsibilities of a Line Manager, Hiring Manager and School or Department Administrator may vary in this process between Colleges and Schools. For example, a School/Department Administrator (SDA) could be performing some tasks in the process of a Line Manager or Hiring Manager and where there is overlap, this is shown. Hiring/Line Managers must work in collaboration with their SDA/local support team to understand the process and responsibilities within their own area, particularly with respect to gathering information/supporting documents for request. The Hiring/Line Manager will ultimately be responsible for information provided.

Glossary

<u>Immigration Fee Financial Assistance Guidance</u>	Full Guidance and eligible visa routes for the Immigration Interest Free Loan and Visa Reimbursement.
Service Request (SR)	The term Service Request is used to describe a help ticket which is opened within People and Money. The ticket is then sent to the HR Helpline for review and response or sent on to HR Operations or Immigration to process as needed. Wherever feasible, we urge all users to submit their Service Requests through the People and Money Helpdesk App, as this route allows you to type the relevant category name into the category box and attach attachments to the Service Request.

Key Roles

Role	Description
Candidate/Employee	Individual applying for the loan or visa reimbursement.
Line Manager	All members of staff that have or will have direct or matrix style management responsibilities for the role being recruited. Line Managers may also be Hiring Managers. Line managers would be expected to review and approve the requisition as appropriate.
School/Department Administrator (SDA)	Staff that provide local administrative/operational support for the end-end recruitment process, including offline activity and practical arrangements.
UK Visas and Immigration (UKVI)	Part of the Home Office <u>UK Visas and Immigration - GOV.UK (www.gov.uk)</u>

Interest Free Loans

Anyone applying for an eligible visa route or Citizenship can apply for an Interest Free Visa Loan. Loans can be taken to assist with UK Visas and Immigration (UKVI) application fees, immigration healthcare surcharges, UK legal fees (associated to immigration queries) and the cost of using the UK ENIC/ECCTIS service (where applicable). Further information is available on our Immigration Fee Financial Assistance Guidance on our web pages:

- For managers and SDA's [Information for Managers of International Staff](#)
- For new candidates [University support for you and your family](#)
- For existing employees [Immigration Fee Assistance](#)

Route	Line Manager/SDA	Successful Candidate/Employee	HR Operations	Payroll/Accounts Payable
All eligible routes	1. Informs individual of the Immigration Fee Assistance available	2. Completes Immigration Fee Loan Request Form and reads the Terms and Conditions from Immigration Fee Assistance 3. Sends form to HR Operations for processing a) if brand new employee: email to HR Helpline b) if current employee: raise Service Request under the category 'Visa Loan'	4. Completes necessary checks following internal process notes and authorises form. 5. Update internal tracker. 6. Send form: a) For staff already on the payroll, upload HR Ops form to SR deleting the original form and redirect the Service request to the payroll queue. Indicate if 'Urgent' and 'Payroll Impacting Month'.	7. Process the Loan Request and arrange payment. If brand new employee: Payroll: set up loan recovery elements when individual starts. If current employee: set up loan recovery elements when loan processed.

			b) For staff not yet on the payroll, email the completed form to finance.helpline@ed.ac.uk . Then upload HR Ops form to SR, delete original version and re-direct SR to payroll.	
Supporting Information	Immigration Fee Assistance Immigration Fee Financial Assistance Guidelines (available on the Immigration Fee Assistance webpage)			

Reimbursement of Visa Fees

A **Visa Reimbursement** can only be requested when the individual is a current employee i.e. the successful candidate has started employment with the University or the individual is already an employee, and wants to claim reimbursement of the costs they incurred when securing or extending their, and/or their dependant's visa, as per the [Immigration Fee Financial Assistance Guidelines](#). This includes the cost of the UKVI standard service, but not any enhanced UKVI Service fees.

Route	Line Manager/SDA	Employee	HR Operations	Payroll
All eligible routes	1. Informs individual of the Immigration Fee Assistance 3. Receives form and receipts from employee. 4. Checks, adds costing information and authorises form.	2a. Completes Immigration Fee Reimbursement Request Form Immigration Fee Assistance 2b. Sends form and receipts to SDA	6. Completes necessary checks following internal guidance notes and authorises form. 7. Update internal tracker. 8. Upload HR authorised form to SR and redirect to Payroll.	9. Process reimbursement.

	5. Raises SR under Forms > Visa Fee Reimbursement ensuring the title is: "EMPLOYEE NUMBER EMPLOYEE NAME Visa Reimbursement". 10. Receives resolved SR notification			
Supporting Information	Immigration Fee Financial Assistance Guidelines (available on the Immigration Fee Assistance web page)			