

Skilled Worker Certificate of Sponsorship (CoS) Application



This form should be used if you wish to employ an individual who requires a Skilled Worker visa to work in the UK.

For further details see: <https://www.edweb.ed.ac.uk/human-resources/international-staff-work-uk/additional-permission-work/university-sponsorship>

A cost of £199, and if applicable the immigration skills charge, 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, 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 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 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.

*Is the individual currently sponsored by another employer on a Tier 2/Skilled Worker Visa?	Choose an item.
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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 (if known):	Click or tap here to enter text.

Work Information and Dates

*** Has the applicant met the criteria for sponsorship?**

Please note: where the role was advertised the likelihood of sponsorship will have been confirmed by HR Operations

Mandatory	
The individual is being offered a role that can be sponsored, i.e. the job is at the appropriate skill level	Choose an item.
The individual meets Home Office English Language criteria.	Choose an item.
Salary Threshold	
A salary of £25,600 or above or at least the going rate for the profession (whichever is higher) is being offered (If 'no' is selected, please complete the Tradeable elements section).	Choose an item.
Tradeable elements (select one)	

<p>1) The individual holds a PhD in a subject related to job and a salary of £23,040 or at 90% of the going rate for the profession (whichever is higher)</p> <p>Confirmation/description of how PhD is relevant to the job (max. 1000 characters)</p> <p>If the qualification was not attained in the UK, please provide the UK ENIC reference number</p>	<p>Choose an item.</p> <p>Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p>	
<p>2) The individual holds a PhD in a STEM subject and a salary of £20,480 or 80% of the going rate for the profession (whichever is higher)</p> <p>Confirmation/description of how the PhD is relevant to the job (max. 1000 characters)</p>	<p>Choose an item.</p> <p>Click or tap here to enter text.</p>	
<p>3) The job in a shortage occupation</p>	<p>Choose an item.</p>	
<p>4) The individual is a new entrant and has a salary of at least £20,480 or 70% of the going rate for the profession (whichever is higher)</p>	<p>Choose an item.</p>	
<p>Does the ATAS requirement apply?</p>		<p>Choose an item.</p>
<p>*Proposed Employment Start Date:</p> <p>Please note a minimum period of approximately 9 weeks is required for an individual to attain their visa. These dates need to match the advertised role.</p>		<p>Click or tap to enter a date.</p>
<p>*Proposed Employment End Date:</p> <p>CoS end date should be in line with fixed term contract end date. For open ended appointments a CoS would normally be obtained for 5 years.</p>		<p>Click or tap to enter a date.</p>
<p>*Is a multiple-entry visa required?</p> <p>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.</p>		<p>Choose an item.</p>
<p>*Total weekly hours of work:</p>		<p>Click or tap here to enter text.</p>
<p>Main Work Location Address</p>		
<p>*Address:</p>	<p>Click or tap here to enter text.</p>	

*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 locations.	
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.

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.
Is the individual changing from Tier 4/Student route (including those on Tier 4 Doctorate Extension Scheme/Graduate) to Skilled Worker? If yes, does the individual have current permission to stay in the UK as a student?	Choose an item. Choose an item.
Has the student received any sponsorship for their studies in the last 12 months, which has conditions restricting their stay in the UK after completing their studies?	Choose an item.

<p>Is the individual named on a grant?</p> <p>Is the job named on the grand and If yes, have details of the competitive process been provided?</p> <p>Please note that a job description should be kept on file for 'named on grant' posts in the same way that they are for all other posts.</p>		<p>Choose an item.</p> <p>Choose an item.</p>	
<p>*Have you met the advertising requirements?</p> <p>The role must be advertised unless there is a reason for not doing this, ie the individual is named on a grant or the individual is already working in the role and changing immigration route.</p> <p>Supporting evidence must be retained of how the individual was recruited/secured the role.</p>		<p>Choose an item.</p> <p>If yes; Enter vacancy reference no</p> <p>If no; Enter reason for not advertising</p>	
<p>Does the Immigration Skills Charge apply?</p>		<p>Choose an item.</p>	
<p>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:</p>		<p>Click or tap here to enter text.</p>	
<p>*Can the financial maintenance criteria be met</p>	<p>Choose an item.</p>	<p>*If no, approved by HoS and/or HHR (evidence is essential)</p>	<p>Choose an item.</p>
<p>Supporting Documentation Required</p>			
<p>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 HR Operations. This information will be held by your HR Operations and be available to a UKVI Compliance Officer should they wish to inspect our records.</p>			
<p style="text-align: center;"><u>Required documentation:</u></p> <ul style="list-style-type: none"> • Completed Right to Work Checklist (section 3 onwards) with verified copies of all appropriate passport/identity documents. • Highest qualification (with certified translation where required) • 2 original employment references • Job description for the post (may be included in the advert) • CV or application form (may be included with recruitment documents) 			<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

- ATAS certificate/electronic approval notice from FCDO (if required)

Marie Curie Posts

Email confirmation from the Edinburgh Research Office

Marie Curie H2020 Checklist

Evidence of recruitment

1. A record of the number of people who applied for the job and the number of people shortlisted for interview.
2. At least one other item of evidence which shows the process used to identify the most suitable candidate for example:
 - a copy or summary of the interview notes for the successful candidate
 - a list of common interview questions used for all candidates as part of your selection process
 - brief notes on why the successful candidate was selected and why other candidates were rejected
 - information about any scoring or grading process you used to identify the successful candidate
 - any other relevant information or evidence

Please note: you do not have to retain application forms, CVs, interview notes or any other personal data relating to unsuccessful candidates

Costing of Certificate of Sponsorship Application

Account Code:	Click or tap here to enter text.	Cost Centre:	Click or tap here to enter text.	Job code:	Click or tap here to enter text.
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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 to enter a date.