

Extension of Skilled Worker Certificate of Sponsorship (CoS) Application



This form is used if you wish to continue 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 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)

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.
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*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 £25,600 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 £23,040 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.
2) The individual holds a PhD in a STEM subject and a salary of £20,480 or 80%	Choose an item.

<p>of the going rate for the profession (whichever is higher)</p> <p>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)</p>	Click or tap here to enter text.
3) The job in a shortage occupation	Choose an item.
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)	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	
*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	

<p>If the individual is named on a grant, fresh verified copies of the grant papers naming the individual.</p>		<p>Choose an item.</p>			
<p>Individual's Employment Details</p>					
<p>*Job Title</p>		<p>Click or tap here to enter text.</p>			
<p>*SOC Code</p>		<p>Click or tap here to enter text.</p>			
<p>Line Manager</p>		<p>Click or tap here to enter text.</p>			
<p>*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.</p>		<p>Click or tap here to enter text.</p>			
<p>*Gross pay per annum:</p>		<p>Click or tap here to enter text.</p>			
<p>Details of any allowances:</p>		<p>Click or tap here to enter text.</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>Does the Immigration Skills Charge apply?</p>					<p>Choose an item.</p>
<p>Supporting Documentation Required</p> <p>Completed Right to Work Checklist (section 3 onwards) with verified copies of all appropriate passport/identity documents.</p> <p>Proof of change assignment (if extending) or transfer contract request (if moving to a new role) if not already processed by HR</p> <p>ATAS certificate/electronic approval notice from FCDO (if required)</p>					<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>Costing of Certificate of Sponsorship Application</p>					
<p>Account Code:</p>	<p>Click or tap here to enter text.</p>	<p>Cost Centre:</p>	<p>Click or tap here to enter text.</p>	<p>Job code:</p>	<p>Click or tap here to enter text.</p>
<p>Originator Details</p>					

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.