

Tier 5 Sponsored Researcher Certificate of Sponsorship Application



This form should be used if you wish to engage an individual who is **not eligible** to work in the UK AND who meets the criteria to be employed as a Government Authorised Exchange Sponsored Researcher¹. The form should not be used if the University is to be the employer of a researcher on a 'normal' grant managed by the University– use the Skilled Worker CoS application form in such instances. For further details see:

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

Important - please note the following requirement:

It should be noted that a Tier 5 Sponsored Researcher must apply for leave to remain within 3 months of the date the CoS is issued; in addition, they cannot apply for initial leave to remain more than 3 months before their current visa expires.

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 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	
*Address:	Click or tap here to enter text.

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.

*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.

Individual's Sponsorship Details			
*Job Title:	Sponsored Researcher		
*SOC code: Please note the Tier 5 Sponsored Researcher route is exempt from SOC code minimum salary requirements but funding must be at least the national minimum wage	Click or tap here to enter text. Should be one of the following: 2111 Chemical Scientist 2112 Biological Scientist & Biochemist 2113 Physical Scientist 2114 Social & Humanities Scientist 2119 Natural & Social Science Professionals not elsewhere classified 2150 Research & Development Manager 2311 Higher Education Teaching Professionals 2426 Business & Related Research Professional		
*Details of funding:	Click or tap here to enter text.	*Details of allowances:	Click or tap here to enter text.
*Confirm if funding (including allowances) is above minimum wage. Details of national minimum wage can be found here: www.direct.gov.uk/en/Employment/Employees/TheNationalMinimumWage/DG_10027201	Choose an item. If 'No', contact HR Services by raising a service request.		
*Job Description summary: (1000 character limit) The job description should accurately reflect what the individual will be doing e.g. summary of the main responsibilities. Please note you must also provide a full job description including a full description of duties, responsibilities including skills, qualifications and experience required for the role.	Click or tap here to enter text.		
*The individual's highest qualification is (level, full title, awarding institution):	Click or tap here to enter text.		

<p>*The researcher is sponsored by: Give details of the awarding body or scheme of sponsorship.</p>	<p>Click or tap here to enter text.</p>
<p>*Is a multiple-entry visa required?</p>	<p>Choose an item. Answer 'Yes' if the individual 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 individual will live and work in the UK & occasionally travel out of the UK for leisure, domestic or work purposes.</p>
<p>*Can financial maintenance be met? (£1270)</p>	<p>Choose an item. If 'No', contact HR Services by raising a service request.</p>
<p>Does the ATAS requirement apply?</p>	<p>Choose an item.</p>
<p>If yes above, please provide the CAH Code and enter Research description below:</p>	<p>Enter CAH Code Enter research description</p>

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.

<p>Required documentation:</p> <ul style="list-style-type: none"> • Completed Right to Work Checklist (section 3 onwards) with verified copies of all appropriate passport/identity documents. • Job description - must be detailed enough for a research SOC code to be assigned to it. • Letter from sponsoring body detailing the value of the award, the period involved, name of individual and confirming the placement is at University of Edinburgh. • Letter from School to sponsored researcher 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/electronic approval notice from FCDO, if required • Highest qualification (with certified translation where required) Note: A sponsored researcher's qualification must be at least at S/NQ level 3. • 2 original employment references 	<p align="center"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p>
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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.
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.		