TIER 2 (GENERAL) and TIER 5 (GAE) WORKERS: YOUR RESPONSIBILITIES

WHAT DO I NEED TO KNOW?

As a Tier 2 or 5 visa holder both you and the College as your sponsor have to meet a number of ongoing legal requirements. These include:

Right to work checks
Demonstrating your right to work in the UK as part of any initial and follow up verification checks.

Absence/attendance
Maintaining an up-to-date record of:

- Any absences that are part of the College’s normal processes:
  - Planned absences such as Annual Leave; Family Leave (i.e. Maternity Leave, Paternity /Maternity Support Leave, Adoption/Surrogacy Leave & Parental Leave); and Special Leave such as Jury Service/Witness Duty, Sabbatical Leave/Leave of Absence, Secondments, Study Leave, leave for Public Duties & Volunteer Reserve Forces, etc. N.B. planned absence should be notified in advance.
  - Unplanned absences such as Sickness Absence; and Special Leave such as Compassionate Leave and Domestic/Family Emergency Leave, etc. N.B. unplanned absence should be notified as soon as possible, ideally on the day the absence occurs.

- Any other occasions where you are working away from the College and/or are not contactable e.g. attending Conferences outside the UK, etc. N.B. Absences that are part of the normal work related comings and goings such as working from home, travel to conferences within the UK, etc. do not need to be recorded providing you have provided your manager with up-to-date contact details and you are contactable within a reasonable period of time.

Contact details
Keeping your contact details (home address, home telephone number (if you have one) and mobile telephone number) up-to-date.

Biometric Residence Permit (BRP)
Reporting if your BRP is lost, stolen or damaged or changes to address, personal details or circumstances.

Travel outside the UK
Please be aware that:

- If you are outside of the UK and your leave to remain expires, you will not be able to re-enter the UK unless you make a further successful application for leave, which would require a new Certificate of Sponsorship.
- If you are a Tier 2 worker earning less than £155,300 per annum, you would also be subject to a ‘cooling off’ period of 12 months from the date your leave expired before you could apply again under Tier 2.
- Your leave to remain will automatically lapse if you leave the UK, Republic of Ireland, Isle of Man or the Channel Islands, and you do not have entry clearance or you have been granted leave to remain in the UK for 6 months or less.

WHAT DO I NEED TO DO?

Updated February 2017
Provide original documents that confirm your right to work in the UK as part of any initial and follow up verification checks. Please note that follow up checks must take place within a specified time period, normally when your existing permission expires. Where these time periods are not met or specific documents received then you will not be able to continue working.

If you have been issued with a short validity (travel) vignette in your passport, which you used to travel to the UK, you must collect your Biometric Residence Permit (BRP) from a designated Post Office within 10 days of your first arrival into the UK and provide this as a part of your right to work in the UK check. Please note that designated Post Offices are allocated according to the post code you provide on your application for entry clearance. You may therefore wish to consider providing the post code of the College campus you will be working at, if it would be easier for you to collect your BRP during the working day.

Notify your line manager of your absences as soon as possible. The College is currently carrying out a phased move to a new online absence management system, you should raise your absence request on the system currently used within your department (your line manager can advise you as to which system you should use). Please see links to both systems below:

- Imperial College Absence Management System (ICAMS) located at [www.imperial.ac.uk/ict/icams](http://www.imperial.ac.uk/ict/icams). Guidance is available from: [www.imperial.ac.uk/hr/icis/selfservice](http://www.imperial.ac.uk/hr/icis/selfservice).
- TeamSeer (add details)

Advise us of any changes to your contact details. You can do this via the ICIS self-service system (Personal Details).

Report a lost, stolen or damaged BRP or changes to address, personal details or circumstances to UK Visas & Immigration (UKVI) immediately.

**IS THERE ANYTHING ELSE I NEED TO KNOW?**

The College is obliged to inform the UKVI if:
- You do not turn up for your first day at work (new appointments/associations only)
- Your contract/work/ research project ends
- You take a period of unpaid leave in excess of one month
- Any significant changes in circumstances e.g. promotion, salary, maternity, paternity, adoption or long term sick leave in excess of one month, location, duration of contract or TUPE transfer
- You are absent from work for more than 10 consecutive working days without permission
- We suspect that you are in breach of your leave conditions

*If your immigration status changes and you cease to be a Tier 2 or 5 worker, the above requirements will also cease.*

Further information on the Points Based System is available from: [www.imperial.ac.uk/hr/procedures/immigration/pointsbasedsystem](http://www.imperial.ac.uk/hr/procedures/immigration/pointsbasedsystem)

Further information about UK visas and immigration is available from: [https://www.gov.uk/visas-immigration](https://www.gov.uk/visas-immigration)

If you have any queries, please contact your local HR representative whose details are available from: [www.imperial.ac.uk/hr/contactus](http://www.imperial.ac.uk/hr/contactus)