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Staff Compliance Team

 May 2021

**SPONSORED RESEARCHER: T5 GAE TEMPORARY WORKER**

**SPONSORSHIP APPLICATION FORM**

***Pages 1-4 of form to be completed by hosting department for new/extension requests***:

Please complete and email to the Staff Compliance Team (SCT) along with the necessary documents, and payment for SCT to check eligibility, issue a Certificate of Sponsorship (CoS), sponsored research invitation and setup on ICIS.

Should you have any queries regarding these requirements, please do not hesitate to contact us

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| **New** **request** to host sponsored researcher: | [ ]  |
| **Request to** **extend** sponsored researcher (up to maximum total period of 24 months) | [ ]  |

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| **Personal Information** |
| Title: |       |
| Family/Last name: |       |
| First name(s): |       |
| Other name(s): |       |
| Nationality: |       |
| Place of Birth: |       |
| Country of Birth: |       |
| Date of Birth: |       |
| Gender: | [ ]  Male | [ ]  Female |

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| **Passport or travel document:**  |
| Passport number: |       |
| Issue date: |       |
| Expiry date: |       |
| Place of issue: |       |

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| **Home address:** *(Please note that most T5 applications are made from* ***outside*** *the UK, aside extensions)* |
| Current home address (including post/zip code): |      *(As would be given on any visa application)* |
| Country of Residence: |       |
| Email address: |       |
| Mobile Telephone number: |       |

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| **Sponsored Research details:**  |
| Hosting faculty / department / unit |       |
| Name of lead hosting academic / supervisor |       |
| Name of departmental administrative contact |       |
| Name of person who will undertake Health & safety induction for sponsored researcher |  |
| Intended start date: |       |
| End date / Minimum length of visit:*N.B. T5 leave maximum total = 24 months* |       |
| Regular work travel in and out of the UK required | [ ]  Yes  | [ ]  No |
| Total weekly working hours:*(35 hours per week standard full-time)*Working pattern if part-time |            |

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| **UK work address:** |
| Work address (including postcode):If there will be more than one work location, please confirm **all** addresses.  |       |
| **Sponsorship details:** | **Compliance check** |
| Title: | **Sponsored Researcher** |
| Please indicate the permitted sponsored research category/categories from selection:  | [ ] A formal research project or collaboration [ ] A period of work-based training/work experience/internship/placement; [ ] Skill development/knowledge transfer; [ ] A series of lectures, which does **not** amount to a formal teaching post; [ ] External examinations | [ ]       |
| **Sponsored Research Role description:***(A separate document may be attached if preferred)* |       | [ ]       |
| Skills, qualifications & experience required: |       |
| Please tick to confirm the job **is** at [RQF level 3](https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels) or above: | [ ]  |
| **Academic Technology Approval Scheme (ATAS) Requirement: Complete for new and extensions** |
| **From 21 May 2021**Where the successful candidate/employee requires permission to work in the UK under the [Temporary Worker Government Authorised Exchange route](https://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/types-of-visas-and-how-to-apply/); **and** * will be employed in a **research, academic, engineering or technician role**
* undertaking **research activities at PhD level** or above
* in one of the **Academic Subjects/Fields of Research** relevant to ATAS; and
* is not an ATAS **exempt national**

will be required to obtain a free of charge [ATAS certificate](https://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/academic-technology-approval-scheme-atas/) before the College can issue a Certificate of Sponsorship and they can apply for a visa to work in the UK. | 1. Is the individual an ATAS exempt national? – select from drop down list: Choose an item.

***If so, please skip questions below*** *as ATAS clearance is not required for exempt nationals.*1. *Academic and Research roles will be expected to be undertaking research activities at PhD level or above.* **For Engineering-related and Technical roles hosted on a sponsored research project**, please confirm if the role will include an element of research at PhD level or above? Choose an item.
2. Is the field of research in a subject set out in the list of Academic Subjects/Fields of Research relevant to ATAS – select from drop down list: Choose an item.

*Departments undertaking any research activities related to the listed subjects/fields* *will be expected to have all relevant staff meet the ATAS requirement.* | **ATAS exempt**[ ] or**ATAS required**[ ]  |
| **Where answers for 1,2,3 above indicate that ATAS is required:** |
| **(ATAS) Research Statement:**Please provide a research statement, 6-7 lines in length, summarising the research activities the individual will undertake. The individual will need to submit this information when they apply for their ATAS certificate. [Examples of research statements](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/international-student-support/public/FCO-examples-of-ATAS-proposals.pdf) are available for reference. |       | [ ]  |
| **Funding details: (will usually need to meet the** [**UK minimum wage requirements**](https://www.gov.uk/national-minimum-wage-rates)**)**  |
| *Gross pay (pounds sterling):* | **£**      | [ ]       *Sponsored Researcher will be required to provide evidence of their payments during the period they are hosted* |
| *Frequency of pay:*  | *[ ] annual* *[ ] monthly* *[ ] weekly* |
| *Gross allowances (pounds sterling):* | **£**      |
| *Frequency of pay:*  | *[ ] annual [ ] monthly [ ] weekly\** |
| *If frequency of pay is* ***irregular****, please provide detail:*  |       |
| Employing Organisation: |       |
| Funding source(s): |       |
| Will any funding paid directly by Imperial College London directly?  | [ ]  Yes | [ ]  No |
| If Yes – confirm payment type *(e.g. Stipend/PAYE salary)*       |
| Date of first expected payment *(if known)* |       |
| ***Please note that:*** *Sponsored researcher must* ***not*** *be paid in cash.* |
| *If funding is paid in a non-UK currency, please use the* [***OANDA***](https://www1.oanda.com/currency/converter/) *currency converter* |
| *Evidence that ‘salary’ on CoS is being paid to the individual is required during the visit* |
| Please tick to confirm that the Sponsored Researcher **is** **not** filling a genuine vacancy or advertised College vacancy: | [ ]  | [ ]  |
| Please tick to confirm that the work **does not** form part of a course of study | [ ]  | [ ]  |
| Please tick if department will certify the migrant’s [financial maintenance](https://www.gov.uk/tier-5-government-authorised-exchange/eligibility) requirement on CoS | [ ]  | [ ]  |
| ***Please note*** *that if maintenance cannot be certified, the researcher will be required to provide evidence they meet the UKVI financial maintenance requirements for them and any dependents travelling with them* |

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| **Required Supporting Documents: *Before CoS is assigned and Sponsored Researcher invitation letter is issued.*** | **Compliance check** |
| *Staff Compliance team will require copies of the following documents attached:* |
| *[ ]* Copy of Identity documents:* **Passport:** including any page with the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details and photograph, and any page containing information indicating the holder holds a current entitlement to enter, remain, and/or work in the UK *(check that not ‘downgrading from Tier 2 / SWR to T5 TW, or applying to switch from other TW category – e.g. YMS)*

*N.B. Before the Sponsored Researcher can start, a* [*Right to Work check*](https://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/right-to-work/right-to-work-checks/) *and Staff Compliance Induction must be undertaken and recorded by the* *Staff Compliance team**, (including UK entry vignette and/or T5 BRP card, and evidence of their UK Entry date – either passport stamp or flight booking evidence)*  | *[ ]*  |
| *[ ]* Copy of **National Insurance number** evidence, where held *(unless exempt from requiring one)* | *[ ]*  |
| *[ ]* Copy of **C.V.** | [ ]  |
| *[ ]* Copies of essential **qualifications/professional accreditation,** **translated into English** as required*N.B. Before the Sponsored Researcher can start their hosted research, the original qualifications and translation certificates will need to be checked and certified.*  | [ ]  |
| **Evidence of competitive process / sponsorship arrangement** [ ]  Advertisement for the grant; or[ ]  Programme for the selection process; or[ ]  Judging criteria; or[ ]  Terms & conditions from the sponsoring body which contain the details of the recruitment and selection process; or[ ]  Copy of letter from third party employing organisation/funding body confirming * + that they will continue to employ the Sponsored Researcher
	+ the date funding will start and end, level of funding and allowances
	+ names of individuals the Sponsored Researcher will be collaborating with
 | [ ]  |
| [ ]  2 Copy of [**financial maintenance**](https://www.gov.uk/tier-5-government-authorised-exchange/eligibility) letter (if applicable) / general agreement that department certifies CoS maintenance in all instances or [ ]  Evidence the sponsored researcher holds the required funds in bank account in their name, for themselves and for any dependents travelling with them to UK | [ ]  |
| *[ ]* **Job Description** / full list of duties/tasks/researchto be undertaken | [ ]  |
| *[ ]* **ATAS Certificate** *(where applicable) and certificate details checked*  | [ ]  |
| *[ ]* **Payment Details for Certificate of Sponsorship** |
| Each Certificate of Sponsorship costs £21\*. Hosting department to provide a **Virtual Credit Card** for online payment – **this should be generated no earlier than 4 months before the intended College start date*****\*no CoS fee payable*** *for nationals of countries which have ratified the* [*European Social Charter*](https://www.coe.int/en/web/conventions/full-list/-/conventions/treaty/035/signatures?p_auth=if90rIae)*; 22 EU countries, 2 EEA (Iceland and Norway)* |

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| Authorisation & agreement to host manager sponsorship responsibilities:  |
| Name & E-signature |       | Date |       |
| *\*Should you have any queries regarding line manager’s and/or sponsored researchers UKVI* [*responsibilities*](http://www.imperial.ac.uk/human-resources/procedures/immigration/the-importance-of-compliance/) *please contact the* *Staff Compliance Team**.*  |

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| **Staff Compliance Team check prior to CoS assigned and invitation letter issued:** |
| *Where applicable:* ATAS Certificate checked [ ]  | ATAS-exempt[ ]  |
| ***Request and eligibility documents checked; CoS drafted by:*** |
| Name: |       | Date: |       |
| ***Quality checked by:*** |
| Name: |       | Date:  |       |

 ***SCT REMINDER:*** *At point a CoS and Sponsored Researcher invitation is assigned to the individual by email, please ensure a ‘****start date placeholder’ is added to the Staff Compliance team calendar*** *to ensure progress with their application is checked, and Sponsored Researcher Induction and RTW check is scheduled before their College start date.*

**Following sections are for Staff Compliance Team use only:**

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| **Pre-engagement checks: *On arrival at the College*** | **SCTA** | **SCTM Audited** |
| **Yes** | **No** | **N/A** | **Yes** | **No** | **N/A** |
| **Right to Work documents:*** **Current passport with leave to enter vignette as a T5 Temporary Worker:**

*BRP card must be on file by end of the entry vignette validity period** **Biometric Residence Permit card (***both sides copied) or* **Online RTW Check result**
* **College** [**Right to work checklist**](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/procedures/immigration-asylum-and-nationality-act-2006/Imperial-Right-to-Work-Checklist.doc)completed for evidence checks
* **Evidence of UK entry** (usually a ‘stamp’ from UK Border staff within passport, but if this is not present in passport, a boarding pass or evidence of flight booking is also accepted)
* **Confirmation of satisfactory pre-research checks / final start date addendum issued to sponsored researcher**
 | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  |  | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  |  |
| **Where start date has changed** from the original CoS work start date, this has been reported via the **Sponsorship Management System** **within 10 working days** of start date | *[ ]*  | [ ]  | [ ]  | *[ ]*  | [ ]  | [ ]  |
| **UK home address and contact details** have been provided and added to HR file/ICIS record (and if temporary address – a follow up reminder/check has been diarised) | [ ]  | [ ]  |  | [ ]  | [ ]  |  |
| **Any qualifications/professional accreditation and translation certificates** (original copies) provided – including any translations, copies retained for file | [ ]  | [ ]  |  | [ ]  | [ ]  |  |
| **Sponsorship** [**responsibilities guidance**](https://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/staff--manager-sponsorship-responsibilities/)has been provided to both the sponsored researcher and their line manager (including Teamseer link/guidance) – at induction and/or by email | [ ]  | [ ]  |  | [ ]  | [ ]  |  |
| **Evidence of payment(s) into bank account or FOREX card**, indicating individual is being paid at the rate/frequency stated on the CoS *(Or via payslip/ICIS record if administered through College payroll/finance) – if evidence is not available at start date a follow up request must be diarised.*  | [ ]  | [ ]  |  | [ ]  | [ ]  |  |
| Where applicable**,** Evidence of **National Insurance number** or application for NI submitted | *[ ]*  | [ ]  | [ ]  | *[ ]*  | [ ]  | [ ]  |

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| ***Other T5 Temporary Worker compliance file auditing:*** |
| ***Sponsorship reporting duties:*** | ***Review file during visit****– Sponsor Management System* * *Any change to start date reported via SMS?*
* *Have relevant hours/research tasks/’salary’ changes been reported via SMS?*
* *Have all changes been SMS reported within 10 days?*
* *Have any changes been reported on the correct CoS number?*
* *Review file and Teamseer report – check that no unauthorised absences*

*If* ***no*** *to any above – steps taken to obtain / rectify:*  | *[ ] [ ] [ ] [ ] [ ]*  |
| ***Sponsorship record-keeping responsibilities:*** | ***Review file during visit*** *- Are all* [*Appendix D*](https://www.gov.uk/government/publications/keep-records-for-sponsorship-appendix-d) *documents present on the HR file/record?* ***Including:*** * *Current valid passport on file + UK Entry evidence*
* *Teamseer/absence and leave records being maintained by researcher/manager*
* *Current contact details (address and phone) recorded in ICIS*
* *Evidence of payment in-line with CoS / sponsored research documents*

*If* ***no*** *to any above – steps taken to obtain / rectify:*  | *[ ]* *[ ]* *[ ]* *[ ]* *[ ]*  |
| ***Follow-up RTW check(s):*** | ***Review file during visit –*** *Have follow-up RTW checks been undertaken on-time, and evidence been obtained and recorded correctly on HR file? (e.g. evidence of in-time application, ECS checks)* | *[ ]*  |
| ***Additional comments:*** |  |
| ***File audited by:*** | *Name:*  *on Date:*  |

The requirements of this checklist are taken from [UKVI Temporary Worker Sponsor Duties & Compliance Guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/936740/2020-11-18_Sponsor-guidance-Part-3-compliance-11-20_v1.0.pdf) and [Appendix D](https://www.gov.uk/government/publications/keep-records-for-sponsorship-appendix-d). Please refer for more detailed information on recordkeeping and reporting responsibilities**.**