



International Recruitment Timeline



Stage	Information
Offer Accepted	<p>Congratulations you have accepted your offer of Employment and will soon be joining the University of Nottingham. The Onboarding team will now issue your contract of employment to you and notify the Staff Immigration team of your acceptance who will be in touch with you shortly.</p> <p>Click HERE to access the Universities Human Resources website containing links to all our available Employee Benefits and policies.</p>
Certificate of Sponsorship Application Form	<p>The Staff Immigration Team will contact you and send you a link to the appropriate certificate of sponsorship (CoS) application form. Please complete the form and attach the following documents:</p> <ul style="list-style-type: none"> • Scan of personal details page in your passport. • Previous UK visa history (only applicable if applying in country). • Scans of required qualifications for the position. • CV • ILETS (If received. Please note: you can still submit your application to us if you are still awaiting confirmation of this) <p>The team will then check the application before they proceed to issue your certificate of sponsorship to you.</p> <p>You will be required by the Home Office to prove your English Language and undertake a Tuberculosis test (If applicable). More information on these requirements can be found in the “Skilled Worker Guidance Document & Frequently Asked Questions” document.</p> <p>At this stage, you will also be in the process of completing the required pre-employment checks with our Onboarding team.</p> <p>For more information on accommodation on Housing and Schooling within Nottingham, please refer to the “Overseas Guidance for new Staff” Document. It is best to start considering accommodation options as early as possible.</p> <p>If your dependents will be joining, you in Nottingham and you require a maintenance letter please send the Staff Immigration team a copy of your dependent’s passport identity page(s) and confirm if they will be arriving at the same time as you or at a later date. The team will process your maintenance letter at point of issuing your certificate of sponsorship.</p> <p>For financial support with Immigration Expenses, please refer to the Loan Scheme Document within the SharePoint.</p>

<p>Certificate of Sponsorship Issued</p>	<p>The Staff Immigration team will issue your certificate of sponsorship and this information will be provided to you within an email from the team. Please check over the information and contact the team if you believe any of the information to be incorrect.</p> <p>A CoS can only be issued 3 months prior to your start date and has a validity period of 3 months.</p> <p>For more information on the CoS, please see the “Information and FAQs” document.</p>
<p>Visa Application Submitted</p>	<p>Once you have been issued a CoS and have all the UKVI requirements (i.e. English Language proof), you can proceed to submit your visa application to the UKVI.</p> <p>If you wish to use the Universities Alternative collection location, our code is 2HE427. This is for collection at the University Park Campus.</p> <p>For more information on your visa application, please see the “Information and FAQs” document.</p> <p>When the application has been submitted, please notify the Staff Immigration Team providing proof of your application submission/application reference.</p>
<p>Entry Clearance Received</p>	<p>Once your entry clearance document (also known as Vignette) has been received, please forward a scan of the clearance to the Staff Immigration team.</p>
<p>Arrival & Induction</p>	<p>On arrival to the UK, you will be required to collect your pink biometric residence permit (BRP) from your chosen collection point.</p> <p>It is important that you have all documentation verified by your School before you can commence employment at the University. Instruction for verification will be included on the email sent to you when your certificate of sponsorship was issued.</p> <p>Once your visa has been verified by the School they will send the verified documents to the Staff Immigration team. Once checked the team will then request that your staffing record is setup on our payroll system by the Onboarding team and you will then be issued with a payroll number.</p> <p>Once verification has been completed you can commence employment. As all your pre-employment checks should now be complete, the Onboarding team can confirm that your offer of employment is unconditional.</p>
<p>Welcome to the University of Nottingham!</p>	<p>If your chosen Bank require a letter in order for you to open an account with them please let the team know a long with the address of the branch and they can issue a letter to meet this requirement.</p> <p>Please provide all your banking details on the payroll form as soon as you possibly can. Please remember to send this directly to the Universities payroll department for processing.</p> <p>The staff immigration team will send you an email regarding our monitoring and record keeping duties should your circumstances change at all. Please complete the link providing you're up to date contact details as soon as possible.</p> <p>Welcome to the University of Nottingham! The staff immigration team have kept a record of your current visa expiry date and will contact you 3 months prior the expiry to discuss options with you.</p>