# Skilled Worker Guidance Document & Frequently Asked Questions

## Certificate of Sponsorship (CoS)

A Certificate of Sponsorship (CoS) is not an actual certificate or paper document.  It is a virtual document similar to a database record.  Your CoS has a unique reference number and contains information about the job and your personal details.  You do not need to send any evidence of sponsorship as your sponsorship is confirmed in your certificate of sponsorship, and you must give your reference number when you apply.

Your Certificate of Sponsorship is valid for one application only.  If your application is unsuccessful, you will need a new CoS before you can apply again.

You must apply within three months from the date your Certificate of Sponsorship was issued. You must also apply no more than three months before the start date on your CoS.

## Visa Applications

### When should you apply?

- You should apply as soon as possible, and before your current permission to stay expires (if applicable).
- The date of your application depends on how you submit your application.
- To find out how long you will need to wait for a decision on your application, see the UKVI web pages.

### How to apply if you are already in the United Kingdom

- See the UKVI web pages for details.
- You can only extend your existing visa or switch to this visa if you're already in the UK.
- You should also check the fee for your type of visa.
- From within the UK, you can apply online; or go to a premium service centre.
- A decision will be made within 8 weeks for postal and online applications; and within 10 days if you are able to use the priority application service; or usually on the same day if you use the premium service.
- You must apply online for a Skilled Worker visa. Please do not apply for the new Health & Care Visa, our roles at the University are not covered by this visa. Do not tick the box on the question "Has your sponsor or employer confirmed you are eligible for the Health and Care visa?"
- Your dependants can apply to extend or switch their visas to stay with you if they're already in the UK.  They should apply using the dependant application form.  You should send your dependant's applications at the same time as yours.  Your family members can't apply in the UK as your dependant if they hold a visitor visa.
- You should be aware that when you make an application before your authorised stay ends, your existing immigration status will continue until your application is decided, even if the decision is not made until after the end of your permitted stay.

From 20 September 2017, the Biometric Enrolment Letter (BEL) for sponsored workers will automatically be created when you complete your online application. This change applies to workers applying for further leave in the Skilled Worker and priority postal applications. You will be able to access and print the BEL at the same time as your

document checklist. You must then take your BEL to the Post Office to give your biometric information. You should enrol your biometrics and post your supporting documents swiftly.

## English Language Skills

Please note you will not need to prove your knowledge of English if you're a national of a majority English speaking country.
You must have a minimum level of English language and score 10 points in this section, or the visa application will be refused - see: https://www.gov.uk/skilled-worker-visa/knowledge-of-english for more details.
You can prove your knowledge of English by either:
- passing an approved English language test with **at least CEFR level B1 in reading, writing, speaking and listening**
- having an academic qualification that was taught in English and is recognised by UK NARIC as being equivalent to a UK bachelor's degree, master's degree or PhD

You may be able to meet the English language requirement in other ways or need a higher level of English in some circumstances. Check the full visa guidance for detailed information.

## Maintenance

The University (as your sponsor) has certified on the Certificate of Sponsorship that it will maintain and accommodate you up to the end of your first month of employment in the UK if required (so that you do not claim public funds). No additional evidence is required as this is confirmed on your Certificate of Sponsorship. See attached.
However, if you have dependants please let me know (a copy of their passports will be required (ie front cover and personal details page), as the University (as Sponsor) will be able to provide you with a letter to certify maintenance for your dependants - see: https://www.gov.uk/skilled-worker-visa/your-partner-and-children for more details.

## Frequently Asked Questions

1. **Is this role a shortage occupation Job?**
   No, it is not a shortage occupation.

2. **Is the University of Nottingham a Limited Company?**
   It is not a limited company.

3. **Has your Employer confirmed you are eligible for a Health and Care Visa?**
   You would not be eligible for a health and care visa.

4. **What is a Multiple Visa Entry?**
   If you need to leave and re-enter the UK on a regular basis, you may be assigned a multiple entry Certificate of Sponsorship. There is no difference between the conditions of a multiple entry Certificate of Sponsorship and any other Certificate of Sponsorship. This type of certificate is not needed for holidays or business trips overseas. It merely confirms that your sponsor expects you to travel regularly in and out of the UK.

5. **Can you commence work on an Entry Clearance Document (Vignette)?**
   The entry clearance document allows you to enter the country and is valid for one month. During this period it is expected that you will pick up your Biometric Residence Permit (BRP). You cannot commence work at the University of Nottingham on the Vignette due to the short validity period.

6. **Is there an Alternative Collection Point at the University?**
   The University's ACL code is 2HE427, this is for a collection on our University Park campus.

7. **What is the code of practice?**
   The international assistant assigns this when issuing your certificate. They will notify you of this code. Generally speaking, for Research posts this will be 2119 and for Assistant/Associate Professor posts it will be 2311.

8. **What happens if any of my details change?**

   If you move house or change contact details during your employment at the University please let the Staff Immigration team know by submitting the following form: http://hr.nottingham.ac.uk/Contact/ContactForm.aspx?contactTypeId=9 As sponsors we are legally required to ensure we always have your up to date contact details.

9. **What is a National Insurance?**

   The appropriate national insurance contributions will be deducted from your salary and forwarded to H.M Revenue & Customs National Insurance Contributions Office together with your national insurance number. This number is normally located on your income tax form P45 which is provided by your former employer. If it is not and you have a separate record of it, please ensure that you quote it on your Payroll form.

10. **What is a National Insurance Number (NINo)?**

    Your National Insurance Number (NINo) is your own personal account number.  The number makes sure that the National Insurance contributions and tax you pay are properly recorded on your account.  It also acts as a reference number for the whole social security system.

    **How to apply for a National Insurance Number (NINo)**
    Call the Jobcentre Plus on 0800 141 2075.

    If you are an EU/EEA national who has applied for a visa or Biometric Residence Permit you will be able to arrange an appointment at your local Jobcentre office.

    **Information for Skilled Worker Visa Holders**
    If you are a non-EU/EEA national and have been granted Leave to Enter on a Skilled Worker Visa, you will automatically be allocated a NINo. This can be found in the remarks on the reverse of your Biometric Residence Permit.

    For further information on National Insurance, visit  www.gov.uk/national-insurance

11. **What is Income Tax?**

    Income Tax is a tax you pay on your income. Most people pay Income Tax through PAYE (Pay As You Earn)**.** This is the system your employer or pension provider uses to take Income Tax and National Insurance contributions before they pay your wages or pension. Your tax code tells your employer how much to deduct. Most people in the UK get a Personal Allowance of tax-free income. This is the amount of income you can have before you pay tax.

12. **How do I open a bank account?**

    Before you leave home, talk to your bank and find out if they have any links with banks in the UK. It may also help to bring a letter from your bank manager with you to confirm your account history. Different banks or building societies may ask you for different documents to open an account; you may want to check this with them before arriving.  There are a number of banks local to the University and several others in Nottingham City Centre.  You will need to make an appointment to see

    To open a Basic bank account in the UK, you will normally need the following documents:
    -A confirmation letter of employment (Produced by your department/school or HR upon request, the immigration team can also provide this for you)
    -Your passport or your European Union National Identity Card
    -UK address (temporary is acceptable).

13. **What is the Universities PAYE reference number?**

    If required for your application our PAYE code is 507/231696

## COVID-19 Guidance

**University of Nottingham Website:**

https://www.nottingham.ac.uk/coronavirus/
**Government Advice for Tier 2/Skilled Worker and Tier 5 Visa Holders:**
https://www.gov.uk/guidance/coronavirus-covid-19-advice-for-uk-visa-applicants-and-temporary-uk-residents?utm_source=31202869-fd45-4fbc-bc79-e169265b1978&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate


# Support & Wellbeing

**Staff Wellbeing:**
https://www.nottingham.ac.uk/hr/your-benefits/your-wellbeing/staff-wellbeing.aspx
**The University of Nottingham Counselling Service:**
https://www.nottingham.ac.uk/counselling/index.aspx
**Self Help Resources:**
https://www.nottingham.ac.uk/counselling/self-help-resources/self-help-resources.aspx
**Action for Happiness:**
https://www.actionforhappiness.org/10-keys-to-happier-living
**COVID-19 NHS App:**
https://www.covid19.nhs.uk/?utm_campaign=App_Launch_England&utm_medium=paid_social&utm_source=Google&utm_content=PPC&gclid=Cj0KCQjwqrb7BRDlARIsACwGad5mfMZUyIxw9JWE_WC3dkP9YAcZcEY1BlVBsn89Xoug-JEroadB6dQaArtoEALw_wcB
**Emergencies:**
https://www.nottingham.ac.uk/counselling/emergencies/emergencies.aspx
**Samaritans:**
https://www.samaritans.org/


# Nottingham

**Moving to Nottingham:**
https://www.nottingham.ac.uk/jobs/moving-to-nottingham/index..aspx
**Nottingham City Centre Map:**
https://www.nottinghamcity.gov.uk/your-council/about-the-council/access-to-information/information-we-publish/nottingham-city-centre-map/
**Transport & Travel:**
https://www.transportnottingham.com/
**NHS 111:**
https://www.nhs.uk/using-the-nhs/nhs-services/urgent-and-emergency-care/nhs-111/
**Left Lion Magazine:**
https://www.leftlion.co.uk/
**DG Cars Taxi Service:**
https://dgcars.co.uk/


# Working at the University of Nottingham

**Applying from overseas:**
https://www.nottingham.ac.uk/jobs/applyingfromoverseas/index2.aspx
**Working Here:**
https://www.nottingham.ac.uk/hr/services/working-here.aspx
**New Staff:**
https://www.nottingham.ac.uk/hr/new-staff/index.aspx
**Coronavirus Helpline for Staff:**
https://www.nottingham.ac.uk/hr/contact-us/coronavirus-helpline-for-staff.aspx