

Applying for a Visa Sponsorship Licence

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Visa sponsorship webinar

- **The UK's Points-Based Immigration System**
- **Overview of skilled work, health and social care visa**
- **Walk-through the Sponsorship process**

Becoming a Visa Sponsoring Practice

- **Gaining the right to be a UK visa sponsoring practice has many advantages and could form an important part of our general practice workforce planning**
- **This will help you build your workforce and increase resilience and capacity in general practice**
- **One in three newly qualified GPs this year will be international medical graduates and numbers will increase in years to come**

Becoming a Visa Sponsoring Practice

- **These GPs have spent three years training in England as part of the HEE programme and have excellent language skills and knowledge about the NHS**
- **Most of them will require a visa to work as a GP in England and any practice wanting to recruit them will need a sponsorship licence**
- **Now is the time to start your application, so this webinar is to help you understand the process and what you need to do to make the most of this opportunity**

Becoming a Visa Sponsoring Practice

- **Supports other recruitment activity such as the GP International Induction Programme**
- **For doctors who qualified as a GP in the European Economic Area but who have never previously worked in the NHS as a GP**
- **For GP's qualified overseas from designated GMC approved training programmes outside the UK
“Streamlined CEGPR Process” currently for Australia, Canada, New Zealand & South Africa**



Home Office

The UK's Points-Based Immigration System and the EU Settlement Scheme

June 2021





Home Office

The EU Settlement Scheme

Key information



Recap : EU Settlement Scheme



EU citizens living in the UK by 31 December 2020 are eligible to apply to the EU Settlement Scheme and have until 30 June 2021 to make an application.



During that period employers, landlords and public service providers will continue to accept the passports and national identity cards of EU citizens as evidence of permission.



There have now been more than 5.61 million applications to the EUSS with over 5.27 million grants of status. *

*as of 3 05 2021

EU Settlement Scheme late applications

We will continue to give applicants a reasonable opportunity to provide what is needed for their application to be valid and then to show – both in terms of ‘reasonable grounds’ and of other eligibility criteria – they qualify for EUSS status, with caseworkers working with them to help. Caseworkers will exercise discretion in favour of the applicant where appropriate, and work with the applicant to help them avoid any errors or omissions that may impact on the application decision.

Examples include:

- where a parent, guardian or local authority has failed to apply on behalf of a child
- where a person lacks the physical or mental capacity to apply
- where a person was prevented from applying because they were a victim of modern slavery or of domestic violence or abuse.

A person does not need to be vulnerable to make a late application. For example, a person may have been unaware of the requirement to apply or they may have failed to make an application by that deadline because they had no internet access, had limited computer literacy or limited English language skills or had been living overseas.

Right to work checks

Right to work checks for EEA citizens will not change until after 30 June 2021. Until then, EEA citizens can use their passport or national identity card to evidence their right to work.

During this time, employers will not be expected to differentiate between EEA citizens who arrived before the end of the transition period (31 December 2020) and those arriving afterwards, in the grace period from 1 January to 30 June 2021.

EEA citizens with status under the EU Settlement Scheme (EUSS) or the points-based immigration system may choose to use the Home Office online service to evidence their right to work.

During the grace period employers cannot refuse to accept a passport or ID card from an EEA citizen or insist they use the Home Office's online checking service to prove their right to work during this period. The leaflet [Understanding your right to work: EU, EEA and Swiss citizens](#) can assist you to provide information to EEA citizen job applicants about the Right to Work process and their responsibilities.

Right to work checks

There is no mandatory requirement for employers to undertake retrospective checks on EEA citizens who were employed on or before 30 June 2021. Employers will maintain a continuous statutory excuse against a civil penalty in the event of illegal working if the initial right to work check was undertaken in line with right to work legislation and published guidance.

From 1 July 2021, the process for completing right-to-work checks on EU, EEA, and Swiss citizens will change. Employers will no longer be able to accept EU passports or ID cards as valid proof of right-to-work, except for Irish citizens.

An online right-to-work check is required for individuals who only hold digital proof of their immigration status in the UK. This includes most EU, EEA, and Swiss citizens.

To carry out an online right to work check, you will need the applicant's date of birth and their share code, which they will have obtained online. You can then complete the check online by visiting [GOV.UK/view-right-to-work](https://www.gov.uk/view-right-to-work). Updated guidance on how to conduct a right-to-work check from 1 July 2021 and lists of acceptable documents can be found on [GOV.UK](https://www.gov.uk).



Home Office

Other immigration routes



Hong Kong British National (Overseas) Visa

This new Visa recognises our historic and commitment to BN(O) citizens in Hong Kong, giving them the option to live in the UK if they decide that is an appropriate choice for them. The Home Office is putting in place a simple, streamlined application process. There will be no quota on numbers

Individuals can apply for the Hong Kong BN(O) Visa from 31st January 2021.

The Hong Kong BN(O) Visa will give BN(O) citizens the choice to apply for up to five years' leave to remain with the right to work or study.

Following the payment of the Immigration Health Surcharge, successful applicants will have access to NHS services and children of eligible BN(O) citizens will be able attend school if they are under 18.

As set out in our [impact assessment](#), we estimate between 258,000 and 322,400 BN(O)s and their dependants coming over five years.

Those with a Hong Kong BN(O) Visa do not require sponsorship to work in the UK.



Home Office

The UK's Points-Based Immigration System

Overview of skilled work, health and social care visa and sponsorship



Skilled worker route

The points-based system includes a route for skilled workers, both EU and non-EU citizens, who meet the following requirements:

Job offer from HO approved sponsor

Skill level
RQF3 (A-level and equivalent) and above

Relevant salary
-Either the general salary threshold or going rate, whichever is higher

Speak English

Criminality threshold

What's new for the skilled worker route?

No cap on numbers

No Resident Labour Market Test

Expanded skills threshold – now RQF3 (equivalent to A-level) and above

Tradeable points – points for certain characteristics are tradeable against salary

The 12-month “cooling off period” and six-year maximum length of stay in the route are being removed

Skilled worker route

Every applicant must score at least **70 points** to be eligible for the skilled worker route.

50 of these points must come from meeting the **mandatory** criteria below.

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**Non-
tradeable
points**

Job offer from an approved sponsor

Skill level RQF3 or above

English language

**Total = 50
points**

For listed health and education jobs – including GPs – the remaining 20 points are gained where salary equals or exceeds the national pay scale for other occupations the remaining 20 points can be made up by trading points in one entry from each of the two categories below.

**Tradeable
points**

Salary

Applicants must earn more than the lower limit of £20,480 in order to be eligible to trade points.

80% of relevant salary– 0 points

90% of relevant salary– 10 points

100% of relevant salary– 20 points

Other

Relevant PhD to job – 10 points

Relevant STEM PhD to job – 20 points

Job in a shortage occupation – 20 points

Skilled worker route – case study

Leonard wants to come to the UK to work as a General Practitioner (GP) in England and has been offered a post with a salary of £60,000. He meets all the mandatory criteria under the Points-Based System, scoring 50 points.

Leonard must now score a further 20 points to be eligible for the Skilled Worker route. Leonard's salary is above the general salary threshold of £25,600 and, crucially, the £58,808 going rate for salaried GPs. As GPs are a listed health job and Leonard's salary meets the national pay scale in England, he scores 20 points for his salary, meeting the total requirement of 70 points.

	Characteristic	Points	Total
Mandatory	Offer of a job by an approved sponsor	20	50
	Job at an appropriate skill level	20	
	English language skills at level B1 (intermediate)	10	
	Listed health/education job <u>and</u> meets the relevant national pay scales	20	20
Total		70	

Health and Care Visa - overview

The Health and Care Visa ensures individuals working in eligible health occupations with a job offer from the NHS, social care sector or employers and organisations which provide services to the NHS, who have good working English, are able to come to the UK.

Key aspects

Open to all nationalities who have a confirmed job offer in one of the defined healthcare professions within the NHS, the social care sector or for NHS commissioned service providers.

The main applicant must meet the requirements of the skilled worker route, including the relevant skill and salary threshold.

Fast-track entry, with reduced application fees and dedicated support regarding the application process. Eligible individuals will be able to bring their families.

Exemption from the Immigration Health Surcharge for both applicants and their families.



Home Office

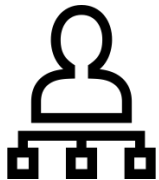
Sponsorship



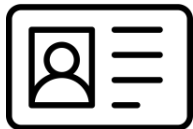
Employing a worker- sponsorship



A **streamlined, faster** process with **no Resident Labour Market Test**, **suspending the current cap on Tier 2 visas** and **no monthly panel to apply for Certificates of Sponsorship**. This will mean time savings for employers of initially up to 8 weeks.



Employers need to apply to be a sponsor if they want to recruit workers from outside the resident labour market.



Employers do not need to be a sponsor to employ someone from the resident labour market with an existing right to work in the UK. This includes EU citizens with settled or pre-settled status.



We will allow most migrants to apply to switch from one immigration route to another without having to leave the UK. However, there will be no relaxation of the qualifying criteria for the route being switched into.

There will be longer term reforms to the design and user interface of the sponsorship process in 2022, which we will test with stakeholders.



Employers guide to becoming a licensed sponsor of skilled migrant workers

1. Check your organisation is eligible

- Check the people you want to hire are eligible to come to the UK under the new **points-based immigration system**
- Ensure you are able to provide the **necessary supporting documents** for your sponsor licence application, e.g. details of your organisation and intended jobs you wish to fill
- To get a licence, you cannot have unspent criminal convictions for immigration offences or certain other crimes, such as fraud or money laundering

2. Ensure your organisation can manage its licence

- You need to appoint people within your organisation to manage the sponsorship process when you apply
- They will be responsible for ensuring your organisation remains compliant within the requirements of the licence
- You will need to **keep record of your staff that you sponsor** for reporting to UKVI (UK Visas and Immigration)

3. Apply – allow 8 weeks

1. **Apply online and pay the fee**
 2. The fee is dependent on the type of licence(s) you are applying for and the type and size of your organisation. It will either be £536 or £1,476
 3. Send your supporting documents to UKVI
 4. Confirm how many staff you plan to recruit through the sponsorship system for the current financial year
 5. Each staff member sponsored costs £21 or £199, in addition to the usual visa application fees
- ✓ If successful, your licence will be valid for 4 years

4. Sponsor a worker – 15 days*

1. Once you have selected a candidate, they must make a **visa application** to work in the UK
 2. You must first endorse your prospective employee's visa through your sponsor licence account by requesting then issuing an electronic 'certificate of sponsorship'
 3. Pay the Immigration Skills Charge. This is £1,000 for the first year of work in the UK plus £500 for each additional 6 months, or £364 and £182 respectively for small businesses or charities
 4. The employee must then submit a visa application under the same category as your licence
- ✓ If the prospective employee's visa application is granted, they may travel to the UK and start working

*If sponsoring a migrant worker from outside the EU in 2020 you must normally advertise to the UK labour market for 28 days. If recruiting from 2021, you may immediately advertise globally and non-EU nationals (including those from the EU) will need a visa and your sponsorship to work at your organisation.

Any questions ?



Feedback



Please take a moment to fill in our post event survey in sli.do either using:

- the QR Code
- the number code
- this link:

<https://app.sli.do/event/siv08tsi>



Home Office

Annex - Sponsorship screens



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Application for a sponsor licence

You should apply for a sponsor licence if you think you will need to employ a worker who is not in any of the following categories:

- a British citizen
- an Irish Citizen
- a European Economic Area (EEA) national or Swiss national who arrives in the UK before 11 pm on 31 December 2020 (and their eligible family members), providing they apply for status under the EU Settlement Scheme by 30 June 2021 and that application is granted
- a person with leave under Appendix EU (the EU Settlement Scheme) or who has entry clearance issued under Appendix EU (Family Permit)
- a person with rights under the withdrawal agreements as:
 - a Swiss service provider with leave under Appendix Service providers from Switzerland
 - an EEA national frontier worker; or
 - a person with leave under Appendix S2 Healthcare Visitor
- a British Overseas Territories citizen, except those from the Sovereign Base Areas in Cyprus

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Sponsor application online

To begin a new application, choose **Apply for sponsor licence**. You can also load a previously saved application or change your account details, such as your password.

Apply for sponsor licence

If you are fully prepared, have read the sponsor guidance and have all relevant documentation to hand, the sponsor application form should take you about 25 minutes to complete.

You can save your application and come back to complete it later. We recommend you save each page as you complete it. Your session will time out after 20 minutes of inactivity.

You must be connected to a printer in order to print your submission sheet.

To complete the form, you will need the following information:

- Organisation details, Authorising Officer, Key Contact, Level 1 user, other users and representatives
- The number of CAS and/or CoS you need and your reasons for this number
- The names and trading dates of your organisation if it has traded under another name in the last four years
- Your organisation's size and sector
- The name and registration number of any accrediting or governing body

The name and registration number of any Stock Exchange your organisation is registered with



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Application for a sponsor licence

Licence routes - Step 1 of 1

Before making your application you should read the separate guidance notes for completing this form. These are available by selecting the link from the right hand side of this page.

Who should apply using this form?

Only prospective sponsors based in the UK who want to apply for a sponsor licence under worker, temporary worker, and the student route of the points-based system should complete this application form.

About this form

In accordance with paragraph 34 of the immigration rules, this form is specified for applications made on or after 27 November 2008. You can only make applications using this online application form.

You must complete all fields as you proceed through the application, unless stated otherwise.

Under which routes is your organisation applying to become a sponsor?

Choose the routes in which you wish to register (you can choose more than one).

Workers

- ☒ Skilled Worker
- ☐ Intra-company Routes
- ☐ Sports people
- ☐ Ministers of Religion

Student Route

- ☐ Student

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Application for a sponsor licence

Organisation - Step 1 of 4

Provide your organisation's details.

Name of the organisation:	<input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
City or Town:	<input type="text"/>
County or Area or District (optional):	<input type="text"/>
Postcode:	<input type="text"/>
Country:	UK
Telephone number:	<input type="text"/>

[Help on this question \(opens in a new window\)](#)

Provide your head office details if applicable, or registered/trading name if different from above.

Name of the organisation:	<input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

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City or Town:

County or Area or District (optional):

Postcode:

Country:

UK

Telephone number:

[Help on this question \(opens in a new window\)](#)

Provide your head office details if applicable, or registered/trading name if different from above.

Name of the organisation:	<input type="text" value="Test3"/>
Address:	<input type="text" value="Test3"/>
	<input type="text"/>
	<input type="text"/>
City or Town:	<input type="text" value="Test3"/>
County or Area or District (optional):	<input type="text" value="Test3"/>
Postcode:	<input type="text" value="S1 2SS"/>
Country:	UNITED KINGDOM
Telephone number:	<input type="text"/>

[Help on this question \(opens in a new window\)](#)[Save](#) [Exit](#) [Back](#) [Next](#)



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Organisation - Step 2 of 4

If your organisation has traded under any other name in the last four years, provide previous names, starting with the most recent.

You can add your previous trading names to the table by choosing **Add**.

You can edit details that you have entered in the table by choosing **Edit**.

You can delete details by choosing **Select** and then **Delete**.

Trading name	From	To	Select

Delete **Edit** **Add**

Select the region(s) of the UK in which your organisation operates.

UK regions (you can choose more than one):

- ☐ Wales
- ☐ Scotland
- ☐ Northern Ireland
- ☐ England

Save **Exit** **Back** **Next**

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Application for a sponsor licence

Organisation - Step 3 of 4

How many employees do you currently employ in the UK?

[Help on this question \(opens in a new window\)](#)

Is your organisation currently employing migrant workers (non-settled workers) or sponsoring overseas students?

☐ Yes

☐ No

If 'Yes', how many?

[Help on this question \(opens in a new window\)](#)

Select the sector in which your organisation operates.

Choose the sector that corresponds to your organisation's main economic activity.

- select -

[Help on this question \(opens in a new window\)](#)

Is your organisation registering as a head office, a UK branch, a single body or another type of body?

- select -

If you have selected 'Head office and all UK branches', 'Group of Branches' or 'Other', provide details in the box below. If you have answered 'Head office and all UK branches' or 'Group of Branches' you should

Is your organisation registering as a head office, a UK branch, a single body or another type of body?

- select -

If you have selected 'Head office and all UK branches', 'Group of Branches' or 'Other', provide details in the box below. If you have answered 'Head office and all UK branches' or 'Group of Branches' you should provide the branch name, first line of address and postcode for each branch you wish to register.

[Help on this question \(opens in a new window\)](#)

Is your organisation a charity, or does it hold charitable status?

☐ Yes

☐ No

[Help on this question \(opens in a new window\)](#)

Select the option that best describes your type of organisation.

- select -

Select the period for which your organisation has been trading.

- select -

Is your organisation registered with Her Majesty's Revenue & Customs (HMRC) to pay PAYE, National Insurance, or VAT?

☐ Yes

☐ No



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Organisation - Step 3 of 4

PAYE Reference(s)

[Help on this question \(opens in a new window\)](#)

You can add additional PAYE references by choosing **Add**.

You can edit references that you have entered in the table by choosing **Edit**.

You can delete references by choosing **Select** and then **Delete**.

PAYE Reference	Select

Delete Edit Add

Save Exit Back Next

Application for a sponsor licence

Organisation - Step 4 of 4

Are you registered on the London Stock Exchange or one or more Financial Conduct Authority / Prudential Regulation Authority-approved stock exchanges?

- ☐ Yes
☒ No

If 'Yes', provide the name of the stock exchange(s).

[Help on this question \(opens in a new window\)](#)

Is your organisation required to be registered with or accredited by a governing body to operate legally in the UK?

- ☒ Yes
☐ No

If 'Yes', you must add your accreditation or registration details to the table by choosing **Add**.

Once details have been recorded in the table, you can edit them by choosing **Edit**.

You can delete details by choosing **Select** and then **Delete**.

Name	Number	Expiry date	Select

Delete Edit Add

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Application for a sponsor licence

CoS and CAS - Step 1 of 1

Number of undefined certificates of sponsorship for Skilled Worker

Enter the estimated number of CoS required in this route during your first year as a sponsor, providing detailed reasons for this requirement.

Number of CoS:

Reasons required: please provide as much detail as possible about why you need the requested allocation. For example: business expansion; specialist skills required; extension of leave for existing migrant worker(s).

Please note, CoS granted in this allocation can only be used for undefined posts.

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Supporting documents - Step 1 of 1

To prove your organisation is genuine and has an established trading presence in the UK, you must send your supporting documents and submission sheet, by email where possible, within 5 working days from the date that you submit your application.

The documents you must send are dependent on a number of factors, including your organisation type and the route or routes for which you are applying. You must supply at least 4 document(s) to support your application. We will also conduct online checks to verify your organisation.

You must refer to the [Sponsorship policy guidance](#) before submitting your application; you must also refer to [Appendix A](#) of the guidance for the most up to date list of evidence that you must send.

Choose **Restart** to clear this screen and re-enter your supporting documents.

Mandatory documents

The following documents are mandatory and you must send them with your application.

Documents	To be sent

[Help on this question \(opens in a new window\)](#)

The following documents must be sent if they are applicable to your type of organisation.

Documents	To be sent	Not applicable to this application
Audited Annual Accounts	<input type="radio"/>	<input type="radio"/>
Governing Body Registration	<input type="radio"/>	<input type="radio"/>

The following documents must be sent if they are applicable to your type of organisation.

Documents	To be sent	Not applicable to this application
Audited Annual Accounts	<input type="radio"/>	<input type="radio"/>
Governing Body Registration	<input type="radio"/>	<input type="radio"/>
Franchise Agreement	<input type="radio"/>	<input type="radio"/>
Digitech declaration	<input type="radio"/>	<input type="radio"/>

[Help on this question \(opens in a new window\)](#)

Other documents

You may send any of the following documents in support of your application.

Documents	To be sent	Not applicable to this application
Employers Liability Insurance Cert.	<input type="radio"/>	<input type="radio"/>
HMRC - Self Asses. (SA300 or SA302)	<input type="radio"/>	<input type="radio"/>
HMRC Reg - VAT	<input type="radio"/>	<input type="radio"/>
HMRC Reg-PAYE Ref No/Acc Off Ref No	<input type="radio"/>	<input type="radio"/>
Proof of Bus Prem/Fxd Assets/Lease	<input type="radio"/>	<input type="radio"/>
HMRC - Self Emp. - Uniq. Tax Ref.	<input type="radio"/>	<input type="radio"/>
Corp/Business Bank Statement OR Letter from bank	<input type="radio"/>	<input type="radio"/>

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Application for a sponsor licence

Contact details - Step 1 of 7

You must appoint an Authorising Officer, who should be the most senior person responsible for the recruitment of migrant workers and students as they must ensure that your sponsor duties are fulfilled. Furthermore, the Authorising Officer must be based in the UK.

You must ensure that the email address provided does not block or redirect (e.g. to spam/junk folders) emails from the domain '@homeoffice.gov.uk', as we may write to this address to request more information in support of your sponsor licence application and limited time would be given to you to respond.

Complete all fields for your Authorising Officer.

Title:	<input type="text" value="- select -"/>
If 'Other', provide the title:	<input type="text"/>
First name(s):	<input type="text"/>
Last name:	<input type="text"/>
Previously known as if applicable (optional):	<input type="text"/>
Address where employed:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
City or Town:	<input type="text"/>
County or Area or District (optional):	<input type="text"/>
Postcode:	<input type="text"/>

If the Authorising Officer is a non-settled worker and is under immigration control, provide their details.

Is the Authorising Officer a non-settled worker under immigration control?	<input type="radio"/> Yes
	<input type="radio"/> No
Immigration status:	<input type="text"/>
Home Office Reference:	<input type="text"/>
Date the current leave to enter or leave ends:	<input type="text" value="v"/> <input type="text" value="v"/> <input type="text" value="v"/>
Passport number:	<input type="text"/>

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Contact details - Step 2 of 7

You must tell us if the Authorising Officer in your application has any convictions or penalties.

Has the Authorising Officer been:

- convicted of a relevant offence, as detailed in the [Sponsorship policy guidance](#); or
- issued with a fixed or civil penalty for any offence listed in [Appendix C](#) of the Sponsorship policy guidance, in the five years period before the date of this application (unless that penalty was withdrawn by us or cancelled on appeal); or
- an un-discharged bankrupt, or are legally prevented from becoming or acting as a company director?

☐ Yes

☐ No

If 'Yes', provide details of the conviction or penalty and the date it was given.

Conviction or penalty details:

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Contact details - Step 3 of 7

The Key Contact is the person who is the main point of contact in your organisation. If your organisation has overseas branches you can only appoint a Key Contact who is based in a UK branch of your organisation.

Key Contact

Will the Authorising Officer be the Key Contact?

- ☐ Yes
☐ No

[Help on this question \(opens in a new window\)](#)

[Save](#) [Exit](#) [Back](#) [Next](#)



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Contact details - Step 5 of 7

You must appoint one Level 1 user who is based in the UK and is an employee in your organisation. If you would like to nominate a Level 1 user who is a representative, you would need to make a request in the sponsorship management system (SMS) if your sponsor licence is granted.

Please ensure that the email address provided does not block or redirect (e.g. to spam/junk folders) emails from the domain '@homeoffice.gov.uk', as we may write to this address with important information in the future if your application is granted.

Level 1 user

Select who will be the Level 1 user.

- ☒ Authorising Officer
- ☐ Key Contact
- ☐ Other

[Help on this question \(opens in a new window\)](#)

Save Exit Back Next

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Application for a sponsor licence**Contact details - Step 7 of 7****Has an external representative helped you to complete your application?**

- ☐ Yes
☐ No

[Help on this question \(opens in a new window\)](#)**Previous application**

Have you helped a sponsor with an application to join the register of sponsors or a migrant to apply under the points-based system before?

- ☐ Yes
☐ No

If you have, provide your PBS reference number (if known):

Representative details

Only complete this section if you are a third party, for example a legal representative, helping a sponsor with their application.

Complete all details.

Name of your organisation

Contact name in your organisation

Address:

Representative details

Only complete this section if you are a third party, for example a legal representative, helping a sponsor with their application.

Complete all details.

Name of your organisation

Contact name in your organisation

Address:

Address 2 (optional):

Address 3 (optional):

City or Town:

County or Area or District (optional):

Postcode:

Country:

UK

Telephone number:

Email:

Is it a UK-based organisation?

- ☐ Yes
☐ No

[Help on this question \(opens in a new window\)](#)

Select how you are qualified to operate under Section 84 of the Immigration and Asylum Act 1999.

Regulation status:

[Save](#) [Exit](#) [Back](#) [Next](#)



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Application for a sponsor licence

Declarations - Step 1 of 1

Complete this section if you are the nominated Authorising Officer.

You must agree with all the statements for the application to be successful.

Read the declaration and tick the box to say you have understood and agree with all the statements.

- I agree to comply with my [sponsor duties](#).
- I understand that if I do not comply with the rules of the sponsor licensing system I may lose my licence and be removed from the register of sponsors, which would mean that I could no longer sponsor overseas nationals wanting to come to the UK to work for or study with me. The permission of any existing non-settled workers or students under the Worker, Temporary Worker, or Student routes may also be curtailed.
- The information I have given in this online application is complete, accurate and true to the best of my knowledge.
- I will inform you without delay if there is a material change in my circumstances or new information relevant to this application becomes available before this application is decided.
- I agree to co-operate with Home Office officials when they are carrying out checks on our compliance with our sponsor duties. I also agree to co-operate with any third party which is collecting information on the Home Office's behalf about our compliance with our sponsor duties.
- I agree to comply with requests for information from the Home Office in connection with the prevention or detection of crime, the administration of illegal working civil penalties and/or the apprehension or prosecution of immigration offenders.
- I understand that if I knowingly make any false representations or submit any false documents, the

Tick the box if you agree with all the statements.

Tick the box if you agree with all the statements:



Date (dd/mm/yyyy):

Name of Authorising Officer:

Position within organisation:

Choose **Submit & pay** to submit your information and go to the payment screen. You will not be able to make any changes to your information once you have submitted it. Your application is not complete until you have paid and sent us your submission sheet with your supporting documents.

[Save](#) [Exit](#) [Back](#) [Submit & pay](#)

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Application for a sponsor licence

Payment - Step 1 of 1

Your sponsor licence application reference number is below.

Sponsor licence application reference number

SPL7825000021

Select your fee

IMPORTANT: You must ensure that you pay the correct fee to prevent your application being rejected or you being charged incorrect fees for the duration of your licence. Please select the 'Help on this question' link below and read all the information before you select a fee.

Fee:

£1476 (see Help below) ▼

[Help on this question \(opens in a new window\)](#)

Next



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Application for a sponsor licence

Online card payment

You are about to be redirected to a third party online payment service where you will pay. Once you have paid, you will be brought back to the sponsor application online to finish your application. Your application is not complete until you have paid and sent us your submission sheet with your supporting documents.

All payments must be made in pounds sterling (£).

Choose **Next** to be redirected to WorldPay, or **Cancel** to return to the fee selection screen.

Cancel **Next**

Test Mode - This is not a live transaction.

▼ Order summary

Reference: L2E782500002I
Description: Sponsor Licence Application
Amount (GBP): £1,476.00

Payment details

* Indicates a required field

Card number * ❌

Enter a valid card number

Expiry date *

 /

Billing address



Cardholder's name *

Security code *



3 digits on the back of the card or 4 digits on the front of card

Close ▲

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Sponsor application online - Submission sheet

Your application details have been submitted successfully.

You must now complete this submission sheet and send it to us to complete your application.

We advise you to retain a copy of this submission sheet for your records.

Part 1: Your Application

Application details

Sponsor licence application reference number: **SPL7825000021**

Payment note number: **L2E7825000021**

Date submitted: 03/06/2021

Your organisation name: **Test3**

Key Contact details

Name: **TEST3 TEST3**

Telephone number: 11111111111

Address:
TEST3
TEST3
S1 1SS

Email: **shyvon.oshinusi@homeoffice.gov.uk**

Any questions ?





Home Office

Resources



Available GOV.UK resources/assets

Guidance for EU citizens

Selected guides have been translated into the 24 EU languages. A guide for 'Business Travelers' is currently being developed.

EU citizens introductory Guide



EU students Guide



EU workers Guide



EU visitors Guide



Resources and guidance for employers

Employer toolkit can be found on GOV.UK [here](#).

'Understanding your right to work in the UK' guide [here](#).

Employer's introductory Guide



Podcast: Business and the future of immigration in 2021



EU frontier worker permit guide



Association of Labour Providers/ Home Office handbook



Available at GOV.UK

Resources and guidance for employers

Right to work and sponsorship process

Right to work guide



Guidance employers can share with EU, EEA and Swiss citizens about the Right to Work process, and their responsibilities as an individual.

Provides employers with an overview of the sponsorship process: from applying for a sponsor license to hiring a new employee from outside the UK

Sponsorship process guide



Available at GOV.UK