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### *Tier 5 temporary worker – overseas sponsored researcher*

**This form is used to make an application for a Certificate of Sponsorship (CoS) for a sponsored researcher under Tier 5 of the points-based migration system. If a CoS is granted the individual can apply for a two-year Tier 5 work visa. Please read the Tier 5 guidance at:** [**https://www.york.ac.uk/admin/hr/working-in-the-uk/getting-permission/visa-schemes/tier5/**](https://www.york.ac.uk/admin/hr/working-in-the-uk/getting-permission/visa-schemes/tier5/)

**You must show that the individual will be involved in supernumerary work (will not displace an EU researcher who would otherwise be recruited), is not funded by the University, that the work is collaborative with another institution and benefits the University.**

**The University is legally obliged to inform UKVI of migrant activity. You must inform us immediately if the individual does not arrive in the UK as planned, has an unauthorised absence for more than 10 working days, if their involvement ends early, if any aspect of their role changes, or if their visa status changes whilst they are working with you.**

**Supernumerary research statement**

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| **Statement about the research project, indicating how it is collaborative with an overseas institution, supplementary to the current research programme and therefore is a supernumerary position:** |

**Eligibility statements**

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| **Will the individual be filling a vacancy which is part of the normal activities of the department?** | No [ ]  Yes [ ]  |

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| **How long will the researcher stay?** |       months |

|  |  |
| --- | --- |
| **Will the individual leave the UK at the end of the period of research visit?** | No [ ]  Yes [ ]  |

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| **Does this role require a DBS (Disclosure Baring Service), check? E.g. the role involves unsupervised contact with under 18 year olds or vulnerable adults.** | No [ ]  Yes [ ]  |

**University Collaboration**

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| **We will need to confirm independently the collaboration with the participating institution. Please give details of your collaboration contact:****Name:****Department:** **Institution:** **Email:** **Address:**  |

**Financial resources**

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| **We will need to confirm independently that the temporary worker is wholly financed from outside the University. Please provide details of the institution financing the visit:****Name:****Institution:****Email:****Address:** |

**Personal details of the researcher**

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| --- | --- | --- | --- | --- |
| Surname: |  |  | Home address: |  |
| First name(s): |  |  |  |  |
| Title: |  |  |  |  |
|  |  |  | Postcode/ZIP code: |  |
|  |  |  | email address: |  |

**Maintenance Requirement**

Departments must certify whether they will support the entry maintenance requirements of the applicant. If the department certifies maintenance support the applicant will only have to show that they have sufficient funds to support any dependants’ coming to the UK, but not their own maintenance (because this is underwritten by the department).

By supporting the applicant’s maintenance the department certifies that they will, **if necessary**, financially support the applicant (to a minimum value of £945) for the **first month** of the visit.

Please confirm whether the applicant’s maintenance will be supported by checking the boxes below:

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| 1. Department **intends to certify maintenance** on behalf of the main applicant (£945);*When the individual applies for a visa they must submit bank statements to show that £630 for each dependant has been held for a consecutive 90 day period ending no more than 31 days before the visa application is submitted.*2. Department **does NOT intend to certify maintenance** on behalf of the main applicant. *When the individual applies for a visa they must submit bank statements to show that that £945 plus £630 for each dependant has been held for a consecutive 90 day period ending no more than 31 days before the visa application is submitted.* | [ ] [ ]  |

**Details of the visit**

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| Job / role title  |  |
| Host department |  |
| Funding source  |  |
| Project title |  |
| Summary of job description  | ***Please attach as a separate document******(max. 1000 characters)*** |
| Please tick to confirm the job is at N/SVQ level 3 or above ❒ *(equivalent to A-level standard qualification)*   |
| Start date: | End date: | Total weekly hours: |
| Full work address: |  |
| Other regular UK work address(es) *(if applicable)* |  |
| If applicable, gross funding | £  |
| Allowance type (e.g., travel) ***Please provide document proof of allowances and/or subsistences. This can be from the funding body or from the institution of the individual*** | Gross Allowance amount **\*(per hour/day/week/month/year)****e.g. £1,000 per annum for travel, £20,000 per annum for living and accommodation.** |
|  | £ |
|  | £ |
|  | £ |
| **Does the migrant require multiple entry to the UK for work purposes?** No [ ]  Yes [ ] *Migrants who will be required to travel overseas for work purposes (such as to attend conferences or conduct fieldwork) will require a multiple entry visa. Migrants who will only travel overseas for domestic and leisure purposes do not require a multiple entry visa.* |

***\*Please delete as applicable***

**Departments hosting migrants on Tier 5 (Government Authorised Exchange) visas have a number of record-keeping and reporting responsibilities. The consequences of non-compliance with these duties, including reporting details late, are potentially severe for the University, these are:**

* If a sponsored migrant does not turn up for their first day of work (the start date given on the Certificate of Sponsorship) for **any** reason, you must inform HR Services.
* Keep and inform HR Compliance of contact details (UK address, telephone number, mobile telephone number). Note that the UKVI expects a history of contact information to be kept, not just the latest contact information. This information must always be kept up to date.
* Maintain an absence record for the individual.
* If a migrant sponsored under Tier 2 or Tier 5 is absent from work for more than 10 consecutive working days without your permission you must report this immediately to HR Services.

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| HoD signature: | Print name: | Date: |
| PI signature: | Print name: | Date: |

**NEXT STEPS**

* Return completed Tier 5 form to HR Compliance (hr-compliance@york.ac.uk)
* HR Services will contact the individual for other details to support the application
* HR Services will apply to UKVI for a Tier 5 CoS
* If a CoS is been granted, HR Services will contact the individual and provide them with the CoS reference number.
* The individual must then apply to the British Embassy/Consulate in their country of residence for a visa. The individual must have their visa approved before they make plans to travel to the UK.
* Once the individual has obtained their visa, they must present the original documents to HR Services **before their first day in the hosting Department**.