

Information required for a Tier 2 (General) Certificate of Sponsorship

Please read the guidance notes on employing non-EEA Nationals before completing this form:
<http://www.sheffield.ac.uk/hr/recruitment/guidance/eligibility/recruitment>

PERSONAL INFORMATION

Name:

What is the individual's current visa status?

Is the person currently in the UK? Yes No

If the person is currently on a student visa have they completed their degree?

Yes No

If not when are they expected to complete their degree?

(Please note people currently on a student visa who have not yet gained a degree qualification from a UK Higher Education Institution may not be able to switch to a Tier 2 (General) visa until they have been awarded their degree. However, they may be able to work 20 hours per week. For further advice about this matter please contact your customary HR Assistant).

Are you aware of any plans that the individual has made to travel outside the UK?

Yes No

If yes, please provide dates of travel:

DETAILS OF THE JOB

Number of applicants: How many were EEA nationals?.....

Number shortlisted:..... How many EEA nationals were shortlisted?.....

Names of all applicants shortlisted for interview.

Reasons why each EEA national was unsuitable? (the reasons should include which of the essential criteria they did not meet in the person specification section of the About the Job)

Why are you unable to train or transfer an existing employee to do this job?

What special qualifications, skills or experience does the person have which makes them uniquely qualified to do the job?

Points awarded

The individual will be required to meet a minimum number of points to be able to apply under the points-base system. Individuals should use the UK Border Agency's points-based calculator to calculate how many points they may get:

<http://www.ukba.homeoffice.gov.uk/pointscalculator>

Note: The job must have been advertised for a minimum of 28 calendar days on jobs.ac.uk, JobCentrePlus.

REQUIRED DOCUMENTS

The individual will be required to provide copies of the following documents. Please forward any that you have obtained/that are not attached in e-Recruitment to the HR Assistants for your Faculty:

1.	All notes from final interviews.	
2.	Two references from employers for the last 2 years, which should include: start and end date, type of employment, including specific relevant experience.	
3.	Copy of CV.	
4.	Copies of academic/professional qualifications.	
5.	Copy of passport/immigration document (front cover, personal details page, expiry date page, current visa/biometric card).	
6.	Evidence of English language skills e.g. English language test (only applicable if the person has not provided copies of degree certificates obtained from an English speaking country/course taught in English recognised by the UKBA).	
7.	Evidence of maintenance of funds (Copies of bank statements showing deposits to the value specified in the points table – covering the previous 3 months).	
8.	Evidence of named Researcher on grant (e.g. award letter), if applicable.	

MANAGER DUTIES

As a sponsor for the migrant we must report the following information or events to the UKBA. Please advise your Faculty HR Assistants as soon as possible if any of the below occur:

If the migrant does not turn up for their first day of work/visit.
If the migrant sponsored under Tier 2 is absent from work for more than 10 consecutive days without permission.
If a sponsored migrant's visit terminates earlier than was indicated on their CoS.
If the location the migrant is employed at changes.
Any information which suggests the migrant is breaching the conditions of their leave.

Name: Department:

Signed: Date: