



University of
HUDDERSFIELD
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Skilled Worker Visa: Applying from Outside of the UK Guidance for Applicants

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Apply for your Visa

You have been provided with a Certificate of Sponsorship (CoS) in relation to your appointment with the University of Huddersfield.

Ensure you have all the documents you need before you apply ([Gov.uk - Documents you'll need to apply](#)).

Once you have everything together you should go ahead and apply for entry clearance to the UK ([Gov.uk - Apply from outside the UK](#)).

If you have any dependents who are applying with you, please ensure that you follow the guidance on the Gov.uk website. We are unable to offer support with dependent applications ([Gov.uk - Your Partner and Children](#)).

Once you have applied online, proved your identity and provided your documents you should get an outcome within 3 weeks*. Further information on proving your identity can be found on the Gov.uk webpage ([Gov.uk - Prove your identity](#)).

You can find further information on when a decision may take longer and information on how to get a faster decision on the Gov.uk website ([Gov.uk - Apply from outside the UK](#)).

*Visa processing times are subject to change. The latest information can be found on the Gov.uk website ([Gov.uk - Decision waiting times](#)).

Frequently Asked Questions (FAQs)

▪ Do I need to provide a Criminal Record Certificate?

The full list of professions which require a certificate, and their associated standard occupation code (SOC code), can be found on the [Gov.uk website](#).

Your CoS confirms which SOC code applies to your appointment.

▪ Am I eligible for the Health and Care Visa?

No, this is only applicable for those with job offers from the NHS, organisations providing medical services to the NHS or organisations providing adult social care.

▪ Is your sponsor a limited company?

No, the University of Huddersfield is not a limited company.

▪ Is my job on the Immigration Salary List or Temporary Shortage List?

We have confirmed whether your job is on the Immigration Salary List or Temporary Shortage List in the email which contained your CoS.

▪ Why does my certificate of sponsorship state 'Y' against the question *Does the migrant need to leave and re-enter the UK during the period of approval?*

As the period of approval refers to the duration your visa will cover, it is our standard practice is to answer 'yes' to this question when a CoS duration exceeds a total of 6 months. This does not give you any extra benefits or restrictions on your ability to travel but does help to show your intentions to return if you do wish to leave the UK during the sponsored period.

Please note: For CoSs of 6 months or less in duration, we will answer 'no' to this question. This is because those who are granted permission to stay in the UK for 6 months or less,

must not leave the Common Travel Area (UK, Ireland, the Isle of Man, Bailiwick of Guernsey and the Bailiwick of Jersey) otherwise their permission to enter or stay will end.

▪ **Will the University cover my visa fees?**

It is not standard practice for the University to reimburse visa fees. Your School/Service, however, may be able to reimburse some, or all of the visa application fees to you, but they are not under any obligation to do so.

If they are able to reimburse you, whether in full or part payment, please note the following conditions:

- Any monies paid to you will be subject to tax and National Insurance contributions.
- Reimbursed fees (whether in part or full payment) must only be paid in respect of your visa application and not any dependents' applications or other associated costs.
- The University cannot reimburse the Immigration Health Surcharge aspect of your application due to tax implications, as it is classed as a benefit.

▪ **Does the University offer relocation expenses?**

We do have a relocation expenses policy, however, it is only available to new employees on Grade 10 or above. If your salary is below this Grade, you would not be eligible to claim these expenses.

After you Apply for your Visa

You will get an email containing the decision on your application. This will explain what you need to do next. Please send a copy of the decision email to your HR contact.

If you need to cancel your application, you can ask UK Visa and Immigration (UKVI) to do so. You will only get your fee refunded if the UKVI has not started processing your application ([Gov.uk - Cancel your visa](#)).

Please Note: *Those who are granted permission to stay in the UK for 6 months or less, must not leave the Common Travel Area (UK, Ireland, the Isle of Man, Bailiwick of Guernsey and the Bailiwick of Jersey) otherwise their permission to enter or stay will end.*

Getting a Decision on your Application

If your application is successful

You will be given access to view your immigration status online, please ensure that you follow the instructions in your visa outcome email.

Your online immigration status will show:

- What you have been granted
- The dates your visa is valid (start date and end date)
- The conditions of your visa

You can find further information on the following points here: [Gov.uk - getting a decision](#)

- Visa conditions
- How to report an error in your eVisa
- Viewing your immigration status online

If your application is refused

You will get a letter or email explaining the reasons why including information on whether you have the right to either an administrative review, or an immigration decision panel. Further information can be found on the Gov.uk webpage: [Gov.uk - Getting a decision](#)

I have my entry clearance – what happens next?

The following documents/information must be sent to your HR contact as soon as possible:

▪ The outcome from your visa application

Key points to note:

- Please ensure that you provide the full email you have received confirming your visa outcome.

▪ Your travel plans to the UK, including date and time of arrival to the UK

Key points to note:

- Please ensure that your travel plans provide sufficient time for us to complete a right to work check in Human Resources **before** your start date in the role.
- The earliest you can arrive in the UK is on the 'valid from' date listed on your entry clearance.
- You must ensure that you do not arrive to the UK before the 'valid from' date on your entry clearance.

If you arrive before the 'valid from' date you will need to leave the Common Travel Area (UK, Ireland, the Isle of Man and the Channel Islands) and re-enter the on or after the 'valid from' date.

○ **Entry Clearance Duration**

Please note that although you may be issued with a 90 day entry clearance period Skilled Workers must start working in their sponsored employment **no later than 28 days after whichever is the latest of:**

- The start date on the Certificate of Sponsorship (taking into account any changes to that date shown in the sponsor note at the top of the Certificate)
- The 'valid from' date on the entry clearance
- The date you are granted permission to enter
- The date you are notified of a grant of entry clearance

Please ensure that you take this 28 day period into account when making your travel arrangements to the UK and that you allow sufficient time for a right to work check to be undertaken, before your start date.

If a start date is delayed by more than 28 days we must stop sponsoring the worker, unless there is an acceptable valid reason for the delay. The UK Visa and Immigration service may cancel a worker's permission if they do not consider there is a valid reason for the delayed start.

- **If there is a change to the original planned start date please let us know the new date**

Key points to note:

- Your start date cannot be delayed by more than 28 days from the entry clearance 'valid from' date, the start date on the Certificate of Sponsorship, the date you are granted permission to enter or the day you are notified of a grant of entry clearance, whichever is the latest.
- Your start date cannot fall on a weekend, bank holiday or University closure day.
- Your amended start date must be agreed with your manager.

Before your first day

Right to Work Check

As you have a fully digital immigration status we are able to undertake a right to work check before you enter the UK. The check must be completed before your start date in the role.

Please [obtain a share code](#) from the Home Office webpage and send that through to your HR contact as soon as possible, who will arrange a right to work check via video call with you.

You will not be allowed to start work until a right to work check has been completed with HR.

If you are not able to provide a share code, please let your HR contact know as soon as possible.

Evidencing your Entry to the UK

As you will enter the UK from overseas on your new visa, we are required to check your date of entry to the UK.

Please provide your HR contact with an electronic copy of:

- your travel ticket(s) or your boarding pass(es) showing your date of entry to the UK.
- A photo/scan of the wet stamp in your passport evidencing your arrival date to the UK. If you did not receive a wet stamp on arrival, please let your HR contact know.

Migrant Responsibilities Form

Please ensure that you return your migrant responsibilities form as soon as possible.

Once you have started your role

Payroll Induction

You will receive an email, within 48 hours of your start date, to attend a Payroll induction to go through the salary and pension details. During this induction our Payroll team will also provide details on how to obtain a Staff ID card.

UK Contact Details

As your sponsor we are required to have up to date contact details on file for you. Once your manager has provided your University log in details, please ensure that you log into MyHR (<https://myhr.hud.ac.uk/>) as soon as possible to update your UK address and telephone number.

Checklist

Action	
Apply for your visa	
▪ Submit additional documentation	<input type="checkbox"/>
▪ Prove your identity	<input type="checkbox"/>
Once the outcome is known	
▪ Follow the instructions in your outcome email (e.g. create a UKVI account to access your immigration status)	<input type="checkbox"/>
▪ Send visa outcome email to your HR contact	<input type="checkbox"/>
▪ Send travel plans to your HR contact	<input type="checkbox"/>
▪ Confirm new start date (if applicable)	<input type="checkbox"/>
Undertake a Right to Work Check	
▪ Obtain a share code and send it through to your HR contact (before your start date) <i>If you are unable to obtain a share code, please let your HR contact know as soon as possible</i>	<input type="checkbox"/>
▪ Attend an online right to work check video call (before your start date)	<input type="checkbox"/>
After arriving to the UK	
▪ Send a copy of your entry clearance documentation to your HR contact	<input type="checkbox"/>
Migrant Responsibilities Form	
▪ Migrant Responsibilities Form completed and returned to HR	<input type="checkbox"/>
Contact Details	
▪ Add your UK address and telephone number on MyHR	<input type="checkbox"/>