

As a Sponsor with the Home Office, the University must comply with extremely strict Home Office requirements in order to retain our licence to sponsor international talent. As a sponsor of a Temporary Worker – Government Authorised Exchange (GAE) migrant, named above, you also have specific responsibilities which are detailed below.

The University is grateful for your co-operation and understanding of the need to comply with Home Office requirements and the consequences which may be imposed upon the University if there is any failure to comply.

The University must report certain information or events to the Home Office **within strict timescales** (normally within 10 working days). It is therefore very important that HR are informed **immediately** if any of the following occur so that we can report this information within the required period:

#### 1) Absences

- If the sponsored individual does not arrive to start their visit on the date agreed (and the reasons known (e.g. missed flight).
- If the sponsored individual is absent for more than 10 consecutive working days without your permission.

It is imperative that you ensure that all leave is recorded and agreed in advance with your migrant and that you inform the HR Department immediately of any periods of unauthorised absence.

***Any absence that the migrant takes, has to be recorded and a manual or electronic record kept for up to one year after their sponsorship ends. Please therefore ensure that an accessible record is kept within the School/Service to present to a Home Office Compliance Officer if requested.***

**It is your responsibility to know the movements of your Temporary Worker – GAE migrant at all times.**

#### 2) Changes to details recorded on the Certificate of Sponsorship

- A change to the work location
- If your Temporary Worker - GAE migrant leaves earlier than the end date stated on their Certificate of Sponsorship

It is extremely important that if you become aware of any changes that you notify the HR Department immediately, and before any changes are agreed or take effect.

#### 3) Record Keeping

The University must also keep up-to-date records of sponsored individuals contact details and when they are absent from work, this means we need you to:

- Remind the individual to inform HR if you are aware that their contact details are changing. HR will send a form every 6 months to visa holders for completion.
- Ensure that the individual notifies HR when they are travelling to an area where they cannot be contacted (such as going on a field trip to a remote location) and advises when they expect to be back in an area where they can be contacted.
- Ensure that the individual contacts you (or the appropriate person in your department) if they need to be absent for any other reason (e.g. sickness, bereavement etc.) and that their absence is always recorded.

**Please note:**

Your Temporary Worker - GAE migrant must attend HR before their first day to provide their entry clearance documentation and to complete an online right to work check, using a share code provided by the individual.

If they are not able to obtain a share code before their first day, an initial check on the basis of the entry clearance documentation will be made, however, a follow up check will be required once the share code has been obtained.

They will not be allowed to start the exchange work until they have been to HR with their documentation. Failure to do this may impact upon their status which could lead to the withdrawal of sponsorship.

**Next Steps:**

<b>If you are completing the ‘Temporary Worker GAE – Sponsorship Application Form’:</b>	<b>If you have received a manager’s responsibility reminder email:</b>
<ul style="list-style-type: none"><li>• Sign the Manager’s Responsibility Declaration box on the form and return it to your HR contact. The signed form is required before a Certificate of Sponsorship can be issued.</li></ul> <p><i>By signing the form you confirm that you have read and understand the responsibilities you have as the manager of a sponsored migrant.</i></p> <ul style="list-style-type: none"><li>• Download and save a copy of this document for your own records.</li><li>• You will receive regular emails from HR as a reminder of your responsibilities.</li></ul>	<ul style="list-style-type: none"><li>• Ensure that you have read through the document and understand your responsibilities.</li><li>• Download and save a copy of this document for your own records.</li><li>• You will receive regular emails from HR as a reminder of your responsibilities.</li></ul>