

Congratulations on your offer of employment!

The Skilled Worker visa is a sponsored route and the University of Huddersfield is an A-rated sponsor. To qualify for a Skilled Worker visa both you and your role need to meet certain eligibility criteria for sponsorship.

We can confirm that the role you have been offered is an eligible role, however, we may require further information from you to confirm that you are eligible for a Skilled Worker visa, such as evidence of your English Language knowledge.

You may find our [Skilled Worker visa process flowchart](#) useful to highlight stages of the process.

Please read through the following information.

#### **Student Visa Holders**

Student visa holders applying for a Skilled Worker visa must meet one of the following conditions on the date they make their application to be allowed to switch:

- they must have completed the course of study for which they were being sponsored as a Student
- they must be studying a full-time course of study at degree level or above with a higher education provider which has a track record of compliance, and the start date on their Certificate of Sponsorship (CoS) must be no earlier than the course completion date
- they must be studying a full-time course of study leading to the award of a PhD with a higher education provider which has a track record of compliance, and the start date on their CoS must be no earlier than 24 months after the start date of their PhD

#### **Certificate of Sponsorship (CoS)**

Once we have evidence that you fully meet the requirements for sponsorship, and all other pre-employment checks are complete, we will provide you with a CoS which is specific to the role you have been offered.

You will be required to make an independent visa application, however, you may wish to appoint an immigration specialist to help you with your application.

#### **Academic Technology Approval Scheme (ATAS) Requirement**

Some applicants applying for entry clearance or permission to stay will need to obtain an ATAS certificate from the Foreign, Commonwealth and Development Office before they make their visa application. This is known as the ATAS requirement and depends on the occupation code and subject area your role falls within, as well as your nationality.

We will request confirmation from the Recruiting Manager as to whether this requirement will apply to you and if does, we will let you know.

Useful links:

- [Gov.uk - Academic Technology Approval Scheme \(ATAS\)](#)
- [UoH - Academic Technology Approval Scheme \(ATAS\)](#)

## Immigration Health Surcharge

UK Visas and Immigration require you to pay an Immigration Health Surcharge at the point of submitting your visa application which will give you access to public services, including healthcare.

Payment of the surcharge is a mandatory requirement of the immigration application process and is payable upfront and in full to cover the whole period of permission to stay in the UK.

Useful links:

- [Gov.uk - Pay for UK healthcare as part of your immigration application](#)
- [Gov.uk - Calculate your immigration health surcharge](#)

## 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) can 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.

Useful links:

- [Gov.uk - Skilled Worker Visa - How much it costs](#)

## Maintenance

You would usually need to have a certain amount of money in your bank account to show you can support yourself in the UK, however, as an A-rated sponsor we can 'certify maintenance' on your certificate of sponsorship so you don't need to evidence that you have money in your account.

Please note:

- This certification does not include any dependents who may be accompanying you so you must ensure that all of your dependents meet the mandatory financial requirements when applying for their visa.
- You will have no recourse to public funds in the UK.

Useful links:

- [Gov.uk - Skilled Worker Visa - How much it costs](#)

## Knowledge of English

You may be required to evidence your knowledge of English as part of your Skilled Worker visa application and there are various ways to demonstrate this, depending on your circumstances.

Please look at the [English language knowledge flowchart](#) and let your HR contact know if you currently meet the knowledge of English requirement or if not, whether you will need to use the Ecctis verification service or pass a Secure English Language Test (SELT).

Useful links:

- [Gov.uk – Skilled Worker – Knowledge of English](#)
- [Gov.uk – Immigration Rules Appendix – English Language](#)

## PhD Verification

If you are using a PhD to obtain a reduction to the going rate, **that was not awarded in the UK**, you will need to have it verified by Ecctis and provide a copy of the outcome to us.

If you also need to evidence your English Language, Ecctis have a joint “Visas and Nationality (**PhD verification with English proficiency**)” service which will cover both requirements.

Alternatively, you may wish to use their single “Visas and Nationality service (**PhD verification**)” service **and** pass a Secure English Language Test (SELT) from an approved provider.

Useful links:

- [Ecctis - Visa and Nationality Services](#)
- [Gov.uk – Skilled Worker – Knowledge of English](#)

## Criminal Record Certificates

**This section only applies if you are coming to the UK from overseas:**

Skilled Worker visa applicants coming to the UK may need to provide a criminal record certificate for any country (excluding the UK) where they have lived for 12 months or more (whether continuous or in total), in the 10 years before their application, while aged 18 or over.

Only certain Standard Occupation Classification (SOC) codes are subject to this requirement, as shown in [this list](#) and your SOC code is confirmed in our email.

The requirement also applies to the partner of a Skilled Worker if they will be applying to accompany or join them. The requirement does not apply to dependent children.

Useful links:

- [Gov.UK - Criminal Records Checks overseas](#)

## Tuberculosis Test

**This section only applies if you are coming to the UK from overseas:**

You may need to take a Tuberculosis (TB) test and provide the results as part of your visa application.

Useful links:

- [Gov.uk - Check if you need a TB test for your visa application](#)

## Partner or Children

If your partner or children are applying with you, you will need to provide proof of your relationship as part of your visa application. We are unable to provide any support or guidance in relation to your partner/children's visa applications. You may wish to appoint an immigration specialist to help with their application.

Useful links:

- [Gov.uk - Skilled Worker - Your Partner and Children](#)

## Skilled Worker Guidance

We recommend that you read through the Gov.uk webpages below to ensure that you are aware of your requirements as an applicant.

Useful links:

- [Gov.uk - Skilled Worker Visa](#)
- [Gov.uk - Immigration rules Appendix - Skilled Worker](#)

## Relocating to the UK

Our [relocating to the UK webpage](#) is aimed at those who are relocating to the UK from overseas, however, the information provided may be useful to all international candidates, regardless of where they are currently based.

## International Buddies

Our International Buddy scheme is available to new international colleagues who are relocating to the UK. You can get in touch with someone who has already made the move to the UK and can provide you with support, based on their own experiences.

Take a look at our [International Buddies webpage](#) for further information about the scheme and our current buddies.

You will be offered the opportunity to join the scheme a couple of months after your appointment with the University has commenced.

## National Insurance Number

Your National Insurance (NI) number is a number given to you by the UK Government to keep track of your tax record and benefit entitlements and you will need this for your employment in the UK.

- If you already have an NI number you do not need to apply for a new one, even if your personal details change.
- If you are based in the UK and do not have an NI number, you can apply for one now.
- If you are based outside of the UK, you may be issued with an NI number as part of your visa application. If you are not issued with an NI number as part of your visa application, you will need to apply for one but can only do so once you have arrived in the UK.

Useful links:

- [Gov.uk - Apply for a National Insurance Number](#)