

The University is delighted to be able to sponsor your employment. As a Sponsor with the Home Office, the University must comply with Home Office requirements in order to retain our licence to sponsor international talent. We are grateful for your cooperation.

Contact Details

You are required to ensure that the University has up-to-date contact details for you **at all times**, including your home address, home phone number, personal email address and mobile phone number. You therefore must notify the HR department immediately if any of these details change.

You must also notify the HR department of the dates prior to travelling to an area where you cannot be contacted (such as going on a field trip to a remote location) and advise of a time that you expect to be back in an area where you can be contacted. During a Home Office inspection, the University must show that it holds your most up to date contact information.

You can update your telephone number(s) and address details by logging into your MyHR account. To provide other updated information, please contact the HR Department by email: hr@hud.ac.uk.

Absence recording and reporting

The Home Office requires that the University records your absences (i.e. sick absence and annual leave) and reports to the Home Office any periods of unauthorised leave in excess of ten consecutive working days.

In addition, sponsored visa holders are not permitted to take unpaid leave in excess of a total of 4 weeks in any twelve month period from January to December (except in the case of maternity, paternity, parental, shared parental, adoption and sick leave).

In the event of the University having to report unauthorised leave in excess of ten consecutive working days or unpaid leave in excess of 4 weeks to the Home Office, the Home Office may cancel your visa.

You must therefore ensure that all leave is recorded and agreed in advance with your line manager:

- Annual leave should be booked and authorised through MyHR.
- Family leave requests should be made using the relevant form, which can be downloaded from the HR website.
- Unpaid leave should be requested via your manager and then forwarded to HR for processing.
- You should also keep a record of any absences outside of the UK (both private and work related). This does not need to be reported to the Home Office however, it will be required if you wish to apply for indefinite leave to remain (settlement) in the UK in the future.

The HR department can be contacted by email: hr@hud.ac.uk.

Changes to job details as recorded on your Certificate of Sponsorship

The University is required to report the following changes to the job details on your Certificate of Sponsorship to the Home Office:

- A change in job title, duties, hours and work location;
- A change in salary (including salary changes due to maternity, paternity, parental, shared parental, adoption and sick leave) but not salary changes due to University-wide pay increases;
- If you leave early (e.g. if you resign, have your funding withdrawn or are dismissed)

It is important that you report any changes to the information recorded on your Certificate of Sponsorship to the HR department immediately and before any changes are agreed or take effect.

The HR department can be contacted by email: **hr@hud.ac.uk**

Changes to your immigration status

The University is required to report to the Home Office if you change your immigration status which means that the University is no longer your sponsor (e.g. if you obtain Indefinite Leave to Remain, a dependant visa, or any other form of visa which is not sponsored by the University).

A new right to work check will need to be undertaken before we can report the change to the Home Office therefore, it is vital that you report any changes in your immigration status immediately to the HR Department.

The HR department can be contacted by email: **hr@hud.ac.uk**.