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| A close up of a logo  Description automatically generated | **Human Resources****Sponsored Migrant Worker – Contact Details and Status Form** |
| The University is your sponsor under the points-based Immigration system. As part of our sponsorship duties the Home Office requires us to keep certain records about you and report particular changes in your employment to them. In order to meet this requirement we ask individuals to confirm their details every six months. Please complete the sections below so we can ensure that we have the most up to date information on our system. ***Please note that the form must be completed and returned even if your details and circumstances remain unchanged.***  |
| **Full Name** |  |
| **Job Title**  |  |
| **School/Service** |  |
| **Section 1: Contact Details** |
| **UK Home Residential Address including post code** |  |
| **UK Home Landline Telephone Number, if applicable** |  |
| **Mobile Telephone Number** |  |
| **Personal Email Address** | *Please note: We are required to have a personal (non-work related) email address on file, as your sponsor. Please do not provide your @hud.ac.uk email address.*  |
| **Section 2: Changes to Your Circumstances** |
| **Q1.**  | **Do you still hold a Skilled Worker or Tier 2 visa (as the main applicant)?**  |
| **Yes** [ ] If yes, please go to Q2 | **No** [ ] **Please confirm which visa type you now hold:** **Please provide a** [**share code**](https://www.gov.uk/prove-right-to-work/get-a-share-code-online) **so we can complete a right to work check on your new visa:**  |
| **Q2.**  | **Have any circumstances relating to your employment changed during the past 6 months? *For example, changes to your job title, core duties or work location.*** |
| **Yes** [ ] **Please provide details of the changes:**  | **No** [ ] If no, please go to Q3 |
| **Q3.**  | **Has your status changed during the past 6 months? *For example, have you got married, become divorced or separated from your partner?*** |
| **Yes** [ ] **Please provide details of the changes:**  | **No** [ ] If no, please go to Q4 |
| **Q4.**  | **Have any circumstances occurred that may mean that you are in breach of the terms of your leave to remain in the UK? *For example, immigration status or criminal record.*** |
| **Yes** [ ] **Please provide details of the changes:**  | **No** [ ] If no, please go to Q5 |
| **Q5.**  | **Have you updated your passport?**  |
| **Yes** [ ]  | **No** [ ] If no, please go to the next section |
| **Section 3: Actions Required** |
| **Actions required:** 1. Return your completed migrant worker – contact details and status form to your HR Advisor
2. If you have obtained a different type of visa to that of Skilled Worker/Tier 2 (main applicant), we will need to notify the UKVI and undertake a right to work check on your new visa. You must provide the share code for your new visa in the section above and on receipt of your form we will contact you to arrange a convenient time to complete the check. We must notify the UKVI within 10 working days of becoming aware of the new visa.
3. [Update your UKVI account](https://www.gov.uk/update-uk-visas-immigration-account-details) if you have changed your:
* Mobile phone number
* Email address
* Name
* Identity document, such as your passport or national identity card
* Home address
* Postal address

If you do not have a UKVI account, you will need to set up access to your eVisa as new BRPs are no longer issued. If you cannot access your eVisa and update your UKVI account, you can [report a change of address online](report%20a%20change%20of%20address%20online) or complete the [change of circumstances form](https://www.gov.uk/change-circumstances-visa-brp). 1. If you are changing your name, please provide HR with a copy of the official document evidencing the change, such as marriage certificate, deed poll or decree absolute. On receipt, our system will be updated accordingly
2. If you have updated your passport, you must provide HR with a copy of the new document. We are required to have this on file as your sponsor.
3. Read through the [Skilled Worker - Migrant Responsibilities Statement](https://staff.hud.ac.uk/media/universityofhuddersfield/content/files/hr/downloads/MigrantResponsibilitiesStatement.pdf) to ensure you are aware of and fully understand your responsibilities as a sponsored worker.

*As information is subject to change, the document may have been updated since you last received it.* It is important that you understand all of the conditions that the Home Office places on your stay in the UK, including having to tell them about changes to your contact details and personal circumstances. Full details can be found within the [policy guidance](https://www.gov.uk/skilled-worker-visa) on their website.Please also refer to the [Skilled Worker & Tier 2 Visas - Staff Member (Visa Holder) Guidance](https://staff.hud.ac.uk/media/intranet/content/hr/downloads/Skilled_Worker__Tier_2_Visas-Staff_Member_Visa_Holder_Guidance.pdf) which provides useful you may require throughout your employment with us.1. If you will be going overseas on a business trip, or working remotely overseas on a temporary basis, please ask your manager to complete the [Sponsored Worker - Business Trips & Remote Working Overseas Form](https://staff.hud.ac.uk/media/intranet/content/hr/forms/Sponsored_Worker-Business_Trips__Remote_Working_Overseas_Form.docx).  Depending on the duration of time spent outside the UK, we may be required to notify the UKVI of a temporary change to a staff member’s work location.
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| **Signed** |  | **Date** |  |