

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. Failure to comply with these requirements could result in our licence being revoked, suspended or downgraded.

If we lose our licence we will no longer be able to employ individuals sponsored under the Points based Immigration System and all existing sponsored employees would have their leave curtailed.

The University needs your help to ensure that we fulfil our sponsorship duties and is grateful for your co-operation and understanding of the need to comply and of the consequences which may be imposed upon the University if there is any failure to comply.

Most of the issues below are covered on the KTP Company Manager responsibilities document, which should be read by the line manager based at the company, however, we also need your help in ensuring that any changes are notified to HR as soon as possible.

#### **Reporting Duties**

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

- Failure to attend when attendance is expected, including first day of employment.
- Unauthorised absences of 10 or more consecutive days.
- Business trips overseas – *this must be reported using the [Sponsored Worker – Business Trips/Remote Working Overseas form](#).*
- Working fully remotely overseas – *this must be reported using the [Sponsored Worker – Business Trips/Remote Working Overseas form](#).*
- Unpaid leave of more than 4 weeks in any calendar year (1 January to 31 December).
- Sabbatical Leave.
- Significant changes to their employment are being planned or considered.
- Changing to a different visa category.
- Supplementary employment.
- The University stops sponsoring the visa holder for any other reason.

Our [Recruiting & Employing Visa Holders – Guidance for Managers](#) document explains the above points in more detail.

You must also let HR know as soon as possible if:

- You suspect they are breaching the conditions of their leave to remain in the UK
- You have any information which suggests that they may be engaging in criminal activity

#### **Next Steps:**

- Download and save a copy of this document for your own records
- Sign the School Contact Responsibility Declaration box on the 'Skilled Worker Certificate of Sponsorship – Supporting Information Form'.

*By signing the form you confirm that you have read and understand the responsibilities as the School Contact of a sponsored KTP employee.*

*Please note that we require the signed declaration before a Certificate of Sponsorship can be produced.*

- Once all the required sections have been completed on the 'Skilled Worker Certificate of Sponsorship – Supporting Information Form', return that to your HR contact.