



University of  
**HUDDERSFIELD**  
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# **Skilled Worker Visa: Applying from Outside of the UK Guidance for Applicants**

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## Apply for your Visa

You have been provided with a Certificate of Sponsorship (CoS) in relation to your appointment with the University of Huddersfield.

Ensure you have all the documents you need before you apply ([Gov.uk - Documents you'll need to apply](#)).

Once you have everything together you should go ahead and apply for entry clearance to the UK ([Gov.uk - Apply from outside the UK](#)).

If you have any dependents who are applying with you, please ensure that you follow the guidance on the Gov.uk website. We are unable to offer support with dependent applications ([Gov.uk - Your Partner and Children](#)).

Once you have applied online, proved your identity and provided your documents you should get an outcome within 3 weeks\*. Further information on proving your identity can be found on the Gov.uk webpage ([Gov.uk - Prove your identity](#)).

You can find further information on when a decision may take longer and information on how to get a faster decision on the Gov.uk website ([Gov.uk - Apply from outside the UK](#)).

\*Visa processing times are subject to change. The latest information can be found on the Gov.uk website ([Gov.uk - Decision waiting times](#)).

### Frequently Asked Questions (FAQs)

#### ❖ Do I need to provide a Criminal Record Certificate?

The full list of professions which require a certificate, and their associated standard occupation code (SOC code), can be found on the [Gov.uk website](#).

Your CoS confirms which SOC code applies to your appointment.

#### ❖ Am I eligible for the Health and Care Visa?

No, this is only applicable for those with job offers from the NHS, organisations providing medical services to the NHS or organisations providing adult social care.

#### ❖ Is your sponsor a limited company?

No, the University of Huddersfield is not a limited company.

#### ❖ Is my job on the Immigration Salary List?

We have confirmed whether your job is on the Immigration Salary List in the email which contained your CoS.

#### ❖ Does the University determine a BRP collection location?

No

#### ❖ Why does my certificate of sponsorship state 'Y' against the question *Does the migrant need to leave and re-enter the UK during the period of approval?*

As the period of approval refers to the duration your visa will cover, it is our standard practice is to answer 'yes' to this question when a CoS duration exceeds a total of 6 months. This does not give you any extra benefits or restrictions on your ability to travel but does help to show your intentions to return if you do wish to leave the UK during the sponsored period.

**Please note:** For CoSs or 6 months or less in duration, we will answer 'no' to this question. This is because those who are granted permission to stay in the UK for 6 months or less, must not leave the Common Travel Area (UK, Ireland, the Isle of Man, Bailiwick of Guernsey and the Bailiwick of Jersey) otherwise their permission to enter or stay will end.

#### ❖ **Will the University cover my visa 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) must 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.

#### ❖ **Does the University offer relocation expenses?**

We do have a relocation expenses policy, however, it is only available to new employees on Grade 10 or above. If your salary is below this Grade, you would not be eligible to claim these expenses.

## **After you Apply for your Visa**

You will get an email containing the decision on your application. This will explain what you need to do next. Please send a copy of the decision email to your HR contact.

If you need to cancel your application, you can ask UK Visa and Immigration (UKVI) to do so. You will only get your fee refunded if the UKVI has not started processing your application ([Gov.uk - Cancel your visa](#)).

## **Getting a Decision on your Application**

### **If your application is successful**

You will be given either:

- ❖ A sticker (called a vignette) that goes in your passport (for those who gave their biometric information at a visa application centre)
- ❖ Access to view your immigration status online (for those who used the smartphone app to prove their identity)

The vignette or online immigration status will show:

- ❖ What you have been granted
- ❖ The dates your visa is valid\*
- ❖ The conditions of your visa

\*If you were granted with a CoS for a period of 6 months or less, your vignette will show the start and end dates relating to your visa duration. If your CoS was for a period of more than 6 months, the dates on your vignette will just relate to your entry clearance, **not** the visa duration.

You can find further information on the following points here: [Gov.uk - getting a decision](#)

- ❖ Visa conditions
- ❖ Getting your vignette
- ❖ How to report an error on your vignette
- ❖ Getting a biometric residence permit
- ❖ Viewing your immigration status online

### **If your application is refused**

You will get a letter or email explaining the reasons why including information on whether you have the right to either an administrative review, or an immigration decision panel. Further information can be found on the Gov.uk webpage: [Gov.uk - Getting a decision](#)

## **I have my entry clearance – what happens next?**

There are different processes to follow, depending on how you verified your identity.

### **I had my identity verified at a Visa Application Centre**

If you completed your identity verification at a Visa Application Centre and are successful in your visa application, you will receive a sticker (vignette) in your passport and will be granted a Biometric Residence Permit after your arrival to the UK.

*If your visa duration is for 6 months or less, it is possible that you will not be issued with a BRP, instead your vignette should show the whole duration of your visa.*

#### **Information needed to issue your contract**

The following documents/information must be sent to your HR contact as soon as possible:

##### **❖ A clear copy of your entry clearance vignette**

Key points to note:

- Please ensure that the copy provided is a full copy with no cut off edges and that all text is showing.
- Please ensure that the copy provided is added to your email as a full-size attachment.

##### **❖ Your travel plans to the UK, including date and time of arrival to the UK**

Key points to note:

- Please ensure that your travel plans provide sufficient time for us to complete a right to work check in Human Resources **before** your start date in the role.
- The earliest you can arrive in the UK is on the 'valid from' date listed on your entry clearance.



- You must ensure that you do not arrive to the UK before the 'valid from' date on your entry clearance vignette.

If you arrive before the 'valid from' date you will need to leave the Common Travel Area (UK, Ireland, the Isle of Man and the Channel Islands) and re-enter the on or after the 'valid from' date.

- **Entry Clearance Duration**

Please note that although you may be issued with a 90 day entry clearance period Skilled Workers must start working in their sponsored employment no later than 28 days after whichever is the latest of:

- The start date on the Certificate of Sponsorship (taking into account any changes to that date shown in the sponsor note at the top of the Certificate)
- The 'valid from' date on the entry clearance
- The date you are granted permission to enter
- The date you are notified of a grant of entry clearance

***Please ensure that you take this 28 day period into account when making your travel arrangements to the UK and that you allow sufficient time for a right to work check to be undertaken, before your start date.***

***If a start date is delayed by more than 28 days we must stop sponsoring the worker, unless there is an acceptable valid reason for the delay. The UK Visa and Immigration service may cancel a worker's permission if they do not consider there is a valid reason for the delayed start.***

❖ **If there is a change to the original planned start date please let us know the new date**

Key points to note:

- Your start date cannot be delayed by more than 28 days from the entry clearance 'valid from' date, the start date on the Certificate of Sponsorship, the date you are granted permission to enter or the day you are notified of a grant of entry clearance, whichever is the latest.
- Your start date cannot fall on a weekend, bank holiday or University closure day.
- Your amended start date must be agreed with your manager.

On receipt of the above, your contract of employment will be issued.

## **When you arrive in the UK**

### **Collect Your Biometric Residence Permit**

When you arrive in the UK, you must collect your Biometric Residence Permit (BRP) within 10 days of your arrival.

If your BRP is not available for collection before your start date please let your HR contact know as soon as possible.

## **Before your first day**

### **Evidencing your Entry to the UK**

As you will enter the UK from overseas on your new visa, we are required to check your date of entry to the UK. Normally this will be in the form of an ink stamp in your passport, however, there are circumstances where your passport will not have an entry stamp to the UK, for example when using the e-Passport Gates. In these instances, you will need to evidence your entry to the UK in another format such as your travel tickets or boarding passes.

Please provide your HR contact with an electronic copy of either:

- ❖ your stamped entry clearance within your passport  
or
- ❖ your unstamped entry clearance within your passport and your travel tickets/boarding passes showing your entry to the UK

### **Right to Work Check**

We are required to complete a right to work check, before you can start in this role. Please [obtain a share code](#) from the Home Office webpage and send that through to your HR contact as soon as possible, who will arrange a right to work check via video call with you.

### **I cannot obtain a Share Code before my start date**

If you are not able to obtain a share code before your start date we can undertake a right to work check on the basis of your entry clearance documentation. Please come to the HR Department at the University of Huddersfield with your original documentation for this check, before your start date.

The HR Department is located on Level 6 of the Schwann Building and is open during the following times:

- ❖ 8.30 am and 4.45 pm Monday to Thursday
- ❖ 8.30 am and 3.45 pm Friday

Please ensure that you bring the following original documentation with you:

- ❖ your stamped entry clearance within your passport  
or
- ❖ your unstamped entry clearance within your passport and your travel tickets/boarding passes showing your entry to the UK

**You will not be allowed to start work until a right to work check has been completed with HR. If an initial check was undertaken on your entry clearance documents, a follow up right to work check using a share code will also be required.**

### **Migrant Responsibilities Form**

Please ensure that you return your migrant responsibilities form as soon as possible.

## Once you have started your role

### Payroll Induction

You will receive an email, within 48 hours of your start date, to attend a Payroll induction to go through the salary and pension details. During this induction our Payroll team will also provide details on how to obtain a Staff ID card.

### UK Contact Details

As your sponsor we are required to have up to date contact details on file for you. Once your manager has provided your University log in details, please ensure that you log into MyHR (<https://myhr.hud.ac.uk/>) as soon as possible to update your UK address and telephone number.

## Checklist

Action	
<b>Apply for your visa</b>	
▪ Submit additional documentation	<input type="checkbox"/>
▪ Prove your identity	<input type="checkbox"/>
<b>Once the outcome is known</b>	
▪ Send visa outcome email to your HR contact	<input type="checkbox"/>
▪ Send a copy of entry clearance vignette to your HR contact	<input type="checkbox"/>
▪ Send travel plans to your HR contact	<input type="checkbox"/>
▪ Confirm new start date (if applicable)	<input type="checkbox"/>
<b>After arriving to the UK</b>	
▪ Collect your BRP	<input type="checkbox"/>
▪ Send a copy of your stamped entry clearance to your HR contact (if your entry clearance is unstamped, send a copy of your travel tickets/boarding passes)	<input type="checkbox"/>
▪ Send a copy of your BRP to your HR contact.	<input type="checkbox"/>
<b>Undertake a Right to Work Check</b>	
▪ Obtain a share code and send it through to your HR contact (before your start date)	<input type="checkbox"/>
▪ Attend an online right to work check video call (before your start date)	<input type="checkbox"/>
<i>If you are unable to provide a share code, you must attend HR in person, before your start date, with your original entry clearance documentation. An online right to work check will follow.</i>	
<b>Migrant Responsibilities Form</b>	
▪ Migrant Responsibilities Form completed and returned to HR	<input type="checkbox"/>
<b>Contact Details</b>	
▪ Add your UK address and telephone number on MyHR	<input type="checkbox"/>



## I verified my identity using the UK Immigration: ID App

If you completed your identity verification using the UK Immigration: ID App you will not get a sticker (vignette) in your passport, instead you will be issued with a digital immigration status.

You will not be issued with a Biometric Residence Permit.

### Information needed to issue your contract

The following documents/information must be sent to your HR contact as soon as possible:

#### ❖ The outcome from your visa application

Key points to note:

- Please ensure that you provide the full email you have received, confirming your visa outcome and entry clearance to the UK.

#### ❖ Your travel plans to the UK, including date and time of arrival to the UK

Key points to note:

- Please ensure that your travel plans provide sufficient time for us to complete a right to work check in Human Resources **before** your start date in the role.
- The earliest you can arrive in the UK is on the 'valid from' date listed on your entry clearance email.
- You must ensure that you do not arrive to the UK before the 'valid from' date on your entry clearance email.

If you arrive before the 'valid from' date you will need to leave the Common Travel Area (UK, Ireland, the Isle of Man and the Channel Islands) and re-enter the on or after the 'valid from date'.

- **Entry Clearance Duration**

Please note that although you may be issued with a 90 day entry clearance period Skilled Workers must start working in their sponsored employment **no later than 28 days after whichever is the latest of:**

- The start date on the Certificate of Sponsorship (taking into account any changes to that date shown in the sponsor note at the top of the Certificate)
- The 'valid from' date on the entry clearance
- The date you are granted permission to enter
- The date you are notified of a grant of entry clearance

***Please ensure that you take this 28 day period into account when making your travel arrangements to the UK and that you allow sufficient time for a right to work check to be undertaken, before your start date.***

***If a start date is delayed by more than 28 days we must stop sponsoring the worker, unless there is an acceptable valid reason for the delay. The UK Visa and Immigration service may cancel a worker's permission if they do not consider there is a valid reason for the delayed start.***

❖ **If there is a change to the original planned start date please let us know the new date**

Key points to note:

- Your start date cannot be delayed by more than 28 days from the entry clearance 'valid from' date or the start date on the Certificate of Sponsorship, the date you are granted permission to enter or the day you are notified of a grant of entry clearance, whichever is the latest.
- Your start date cannot fall on a weekend, bank holiday or University closure day.
- Your amended start date must be agreed with your manager.

On receipt of the above, your contract of employment will be issued.

## **Before your first day**

### **Right to Work Check**

As you have a fully digital immigration status we are able to undertake a right to work check before you enter the UK. The check must be completed before your start date in the role.

Please [obtain a share code](#) from the Home Office webpage and send that through to your HR contact as soon as possible, who will arrange a right to work check via video call with you.

**You will not be allowed to start work until a right to work check has been completed with HR.**

### **Evidencing your Entry to the UK**

As you will enter the UK from overseas on your new visa, we are obliged to check your date of entry to the UK. You will not have been issued with an entry clearance sticker so you will need to evidence your entry to the UK by showing your travel tickets or boarding passes.

Please provide your HR contact with an electronic copy of either:

- ❖ your travel tickets  
or
- ❖ your boarding passes

### **Migrant Responsibilities Form**

Please ensure that you return your migrant responsibilities form as soon as possible.

## **Once you have started your role**

### **Payroll Induction**

You will receive an email, within 48 hours of your start date, to attend a Payroll induction to go through the salary and pension details. During this induction our Payroll team will also provide details on how to obtain a Staff ID card.

### **UK Contact Details**

As your sponsor we are required to have up to date contact details on file for you. Once your manager has provided your University log in details, please ensure that you log into MyHR (<https://myhr.hud.ac.uk/>) as soon as possible to update your UK address and telephone number.

## Checklist

### Action

#### Apply for your visa

- Submit additional documentation
- Prove your identity

#### Once the outcome is known

- Send visa outcome email, showing entry clearance, to your HR contact
- Send travel plans to your HR contact
- Confirm new start date (if applicable)

#### Undertake a Right to Work Check

- Obtain a share code and send it through to your HR contact (before your start date)
- Attend an online right to work check video call (before your start date)

#### After arriving to the UK

- Send a copy of your travel tickets/boarding passes to your HR contact

#### Migrant Responsibilities Form

- Migrant Responsibilities Form completed and returned to HR

#### Contact Details

- Add your UK address and telephone number on MyHR