



University of  
**HUDDERSFIELD**  
Inspiring global professionals

# **Skilled Worker Visa: Applying from within 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 your Skilled Worker visa. There are three application routes depending on your current situation:

- ❖ [Switch to a Skilled Worker Visa](#) if you are already in the UK on a different type of visa
- ❖ [Extend your Skilled Worker Visa](#) if **all** of the following are true:
  - you have the same job as when you were given your previous permission to enter or stay in the UK
  - your job is in the same [occupation code](#) as when you were given your previous permission to enter or stay in the UK
  - you're still working for the employer who gave you your current certificate of sponsorship
- ❖ [Update your Skilled Worker Visa](#) if **any** of the following are true:
  - you want to change your job and your new job is with a different employer
  - your job changes to a different occupation code, and you're not in a graduate training programme
  - you leave a job that's on the Immigration Salary List for a job that is not on the list

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 8 weeks\*.

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 - Get a faster decision](#)).

*\*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?**

No.

Only those applying for entry clearance to the UK are subject to this requirement.

❖ **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 of 6 months or less 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 Biometric Residence Permit (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 Biometric Residence Permit or online immigration status will show:

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

### **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 new visa – what happens next?

There are different processes to follow depending on whether you are a candidate, a current University of Huddersfield employee extending your visa or a current employee updating your visa.

### I am a current University of Huddersfield employee extending my visa in the same role

#### Continuing in employment whilst awaiting the outcome

Providing you have submitted a visa application before your current visa expires, the conditions of your visa continue whilst your application is being processed.

We must undertake either a right to work check on the new visa or obtain a Positive Verification Notice within 28 days of the original visa expiry date.

#### Positive Verification Notice (PVN)

The Employer Checking Service is used to request a Positive Verification Notice (PVN) from the Home Office to demonstrate that an individual has the right to work in the UK when they have an outstanding application with the Home Office.

You will be asked for certain information to enable us to obtain a PVN to cover your employment whilst your application is underway. A PVN lasts for six months, however, as soon as you receive your visa you must let us know so we can undertake a right to work check.

If you still have not received your visa when the PVN is due to expire, a further PVN can be requested.

#### Once the outcome is known

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.

#### Right to Work Check

We are not able to accept Biometric Residence Permits as evidence of your right to work in the UK. As a result, we will need to undertake a right to work check on the basis of your digital immigration status.

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.



## Checklist

### Action

#### Apply for your visa

- Submit additional documentation
- Prove your identity

#### Positive Verification Notice

- Provide details to your HR contact (when requested)

#### Once the outcome is known

- Send visa outcome email to your HR contact
- Send copy of BRP to your HR contact (if you have been issued with one)

#### Undertake a Right to Work Check

- Obtain a share code and send it through to your HR contact (as soon as possible)
- Attend an online right to work check video call (as soon as possible)

## **I am a current University of Huddersfield employee moving to a new role in a different occupation code**

As you are moving to a new role in a different occupation code, you are not permitted to commence in that role until your visa has been approved and a right to work check has been undertaken. A new contract of employment will be issued once we have received confirmation that your visa has been approved.

### **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.

#### **❖ 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 start date on the Certificate of Sponsorship or the date your leave was granted, 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 new contract of employment will be issued.

### **Before your first day**

#### **Right to Work Check**

We are not able to accept Biometric Residence Permits as evidence of your right to work in the UK. We will need to undertake a right to work check on the basis of your digital immigration status. The check must be completed before your start date in your new 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 in your new role until a right to work check has been completed with HR.**



## **Migrant Responsibilities Form**

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

### **Checklist**

<b>Action</b>	
<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"/>
▪ Confirm new start date (if applicable)	<input type="checkbox"/>
▪ Send a copy of your BRP to your HR contact (if you have been issued with one)	<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"/>
<b>Migrant Responsibilities Form</b>	
▪ Migrant Responsibilities Form completed and returned to HR	<input type="checkbox"/>

## I am a candidate joining the University of Huddersfield

The Home Office may issue you with a Biometric Residence Permit (BRP) in addition to your digital immigration status. Not everyone will have a physical BRP card.

### 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.

#### ❖ 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 start date on the Certificate of Sponsorship or the date your leave was granted, 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

We are not able to accept Biometric Residence Permits as evidence of your right to work in the UK. As a result, we will need to undertake a right to work check on the basis of your digital immigration status. 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.**

## 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.

### 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 address and telephone number (if applicable).

## 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"/>
▪ Confirm new start date (if applicable)	<input type="checkbox"/>
▪ Send a copy of your BRP to your HR contact (if you have been issued with one)	<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"/>
<b>Migrant Responsibilities Form</b>	
▪ Migrant Responsibilities Form completed and returned to HR	<input type="checkbox"/>
<b>Contact Details</b>	
▪ Add your address and telephone number on MyHR (if applicable)	<input type="checkbox"/>