University of Huddersfield
Inspiring global professionals

Human Resources
Skilled Worker Visa - Process Flowchart

The flowchart below shows the University's internal process for Skilled Worker Visas.

HR will check whether a Global Talent Visa (GTV) is possible in the first instance. If not, eligibility for a Skilled Worker visa will be determined on the basis of the role and the preferred candidate/employee.

HR sends the Manager a Skilled Worker Certificate of Sponsorship (CoS) Supporting Information form to complete. *An Academic Technology Approval Scheme (ATAS) Research Statement Form is included to be completed for applicants who require an ATAS certificate as part of their visa application.*

On receipt of the completed paperwork, HR check if an ATAS is required

ATAS certificate is required

HR sends the applicant an email with the ATAS Research Statement Form

Applicant applies for their ATAS certificate

Applicant sends the outcome from their ATAS application to HR

ATAS approval given? — **Yes** → Copy of certificate obtained from applicant

No →

Applicants can appeal the decision or can resubmit their application, however, it must be identical to the first application, using the information provided on the ATAS Research Statement Form.

If not successful on the second attempt we cannot appoint the applicant or continue employment for current employees. Employment through an alternative visa route would not be possible.

ATAS certificate is not required

Did the applicant need to obtain evidence of their English Language proficiency via a test or using the Ecctis Qualification and Language (QLS) service? (See flowchart)

Yes → Applicant sends outcome of test/ Ecctis QLS to HR

Does the documentation confirm the required level for a Skilled Worker visa? — **Yes** →

No →

Applicants can re-take their English Language test.

If the applicant chose the Ecctis QLS initially, they may take an English Language test if the Ecctis QLS results are not at the required level.

If not successful on the second attempt to evidence their English Language proficiency we cannot appoint the applicant or continue employment for current employees via a Skilled Worker Visa.

No →

HR sends an email to the applicant with the Applicant Information Form for completion.
For candidates: This will be once all the other pre-employment checks have been completed

Completed form received.
For candidates: A confirmed start date will be agreed at this stage, subject to the visa outcome

HR checks dates and information provided

Is the applicant overseas?

No → HR apply for the CoS

Yes → HR request initial approval from UKVI to issue a CoS

Approval received (approximately 2 working days after submission)
If approval is not given, we cannot proceed with a Skilled Worker Visa.

CoS issued to applicant with the relevant Applicant Guidance booklet

Applicant applies for their visa
HR may need to request a Positive Verification Notice for current employees

Applicant sends outcome of their visa to HR (with entry clearance if applicable)

Contract issued for candidates and current employees moving to a different role

Online Right to Work Check undertaken on basis of Skilled Worker Visa and entry clearance evidence seen, if arriving from overseas