

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. ATAS certificate is not On receipt of the completed paperwork, HR check if ATAS certificate is required an ATAS is required required HR sends the applicant an email with the ATAS Did the applicant need to Copy of certificate obtained from Research Statement Form obtain evidence of their applicant English Language proficiency via a test or using the Ecctis service? Applicant applies for their (See flowchart) ATAS certificate Yes Yes No Applicant sends the outcome from their ATAS Applicant sends outcome of test/ application to HR Ecctis service to HR HR sends an email to the applicant with the Applicant ATAS approval given? Information Form for Does the documentation confirm completion. the required level for a Skilled Yes For candidates: This will be Worker visa? once all the other pre-No employment checks have No been completed Applicants can re-take their English Applicants can appeal the decision Language test. or can resubmit their application, Completed form received. however, it must be identical to the For candidates: A confirmed If the applicant chose the Ecctis service first application, using the start date will be agreed at initially, they may take an English Language information provided on the ATAS this stage, subject to the visa test if the Ecctis results are not at the Research Statement Form. outcome required level. If not successful on the second If not successful on the second attempt to attempt we cannot appoint the HR checks dates and evidence their English Language proficiency applicant or continue employment information provided we cannot appoint the applicant or continue for current employees. employment for current employees via a Employment through an alternative Skilled Worker Visa. visa route would not be possible. Is the applicant overseas? CoS issued to applicant with the Contract issued for candidates relevant Applicant Guidance and current employees moving to HR apply for Yes booklet a different role No the CoS HR request initial approval from Applicant applies for their visa Online Right to Work UKVI to issue a CoS HR may need to request a Check undertaken on Positive Verification Notice for basis of Skilled Worker current employees Visa and entry Approval received (approximately clearance evidence 2 working days after submission) seen, if arriving from If approval is not given, we Applicant sends outcome of their overseas

visa to HR (with entry clearance if

applicable)

cannot proceed with a Skilled

Worker Visa.