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HUDDERSFIELD
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Temporary Worker (GAE) Visa: Applying from within the UK Guidance for Applicants

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Contents:

	Page
<u>Apply for your visa</u>	3
<u>Frequently Asked Questions (FAQs)</u>	3
<u>After you apply for your visa</u>	4
<u>Getting a decision on your application</u>	4
<u>If your application is successful</u>	4
<u>If your application is refused</u>	4
<u>I have my new visa – what happens next?</u>	5

Apply for your Visa

You have been provided with a Sponsorship Reference Number (SRN) in relation to your visit to the University of Huddersfield.

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

You can apply to extend your Temporary Worker (GAE) Visa if **all** of the following are true:

- The total length of the visit (including the extension period) does not exceed the permitted maximum duration of 24 months.
- Details of the extension must remain the same as the original Sponsorship, including activities, work location, title etc).
- You must be continuing to work on the same research which your Temporary Worker (GAE) visa was issued for.

If the above points are true you can apply to [extend your Temporary Worker \(GAE\) Visa](#).

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](#)).*

Please Note: *Once you have submitted your application, you must not leave the Common Travel Area (UK, Ireland, the Isle of Man, Bailiwick of Guernsey and the Bailiwick of Jersey) otherwise your application will be considered as withdrawn by the Home Office.*

Frequently Asked Questions (FAQs)

❖ Do I need to provide a Criminal Record Certificate?

No.

Currently this is not required for Temporary Worker (GAE) Visa applicants.

❖ 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 Shortage Occupation List?

We will have confirmed whether your job is on the Shortage Occupation List in the email which contained your SRN.

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 Advisor.

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](#)).

Please Note: *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.*

Getting a Decision on your Application

If your application is successful

You will be given access to view your immigration status online which 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?

Continuing your visit 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 Advisor 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 required 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 Advisor 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	<input type="checkbox"/>
▪ Prove your identity	<input type="checkbox"/>
Positive Verification Notice	
▪ Provide details to your HR Advisor (when requested)	<input type="checkbox"/>
Once the outcome is known	
▪ Send visa outcome email to your HR Advisor	<input type="checkbox"/>
Undertake a Right to Work Check	
▪ Obtain a share code and send it through to your HR Advisor (as soon as possible)	<input type="checkbox"/>
▪ Attend an online right to work check video call (as soon as possible)	<input type="checkbox"/>