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| A close up of a logo  Description automatically generated | **Human Resources****Temporary Worker – Government Authorised Exchange (GAE) – Sponsorship Application Form** |
| **To be completed by the hosting School for new or extension requests**Please complete the form and email your HR Advisor along with the necessary documents. We are unable to issue a Certificate of Sponsorship to your visitor without this information.  |
| **Type of Request** |
| **New request** to host a new sponsored researcher |[ ]
| **Request to extend** a current sponsored researcher (only permitted up to a maximum total of 24 months |[ ]
| **Personal Information** |
| **Title** |  |
| **Given Name(s)*****These details must match those stated on the passport*** |  |
| **Last Name (Family Name)*****These details must match those stated on the passport*** |  |
| **Nationality** |  |
| **Place of Birth** |  |
| **Country of Birth** |  |
| **Date of Birth** |  |
| **Gender** |  |
| **Passport Information** |
| **Passport Number** |  |
| **Issue Date** |  |
| **Expiry Date** |  |
| **Place of Issue** |  |
| **Address & Contact Details** |
| **Home Address*****Where they are currently living*** |  |
|  | **City/Town** |  |
|  | **County, Area District or Province** |  |
|  | **Postal Code/Zip Code** |  |
| **Country of Residence**  |  |
| **Email Address** |  |
| **Mobile Telephone Number** |  |
| **Details of the Visit** |
| **Visit Start Date** |  |
|  | *Please note:** *The start date of the visit must not fall on a weekend or bank holiday.*
* *The start date should allow the candidate enough time to apply for and obtain the visa. If an ATAS Certificate is required applications can take up to 20 working days therefore this should be considered when confirming a start date.*

*We are able to delay a start date by a maximum period of 28 days when the visa has been approved.* |
| **Visit End Date** |  |
| **Weekly Hours** |  |
|  | *Please note: Please enter the preferred number of weekly hours. We will then calculate the actual number of hours permitted based on their monthly stipend, the current National Minimum Wage hourly rate and their age.* |
| **Job Title** | **Sponsored Researcher** |
| **Name of Approved Scheme** | **Government Authorised Exchange** |
| **Brief Summary of Duties*****Full job description to be provided in the Recruitment Information section below*** |  |
| **Academic Technology Approval Scheme (ATAS)** |
| *Some applicants applying for entry clearance or permission to stay will need to obtain an ATAS certificate from the Counter-Proliferation and Arms Control Centre of the Foreign, Commonwealth and Development Office before they make their application. This is known as the ATAS requirement and depends on the occupation code and subject area this individual’s role falls within, as well as their nationality.* *The Temporary Worker – GAE visa is a route where an ATAS certificate may be required.* **We need your help to determine whether the applicant needs an ATAS certificate based on their nationality and research field.****Nationalities:** ***The following nationalities are exempt and do not require an ATAS certificate:***

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| Australia | Finland | Liechtenstein | Romania |
| Austria | France | Lithuania | Singapore |
| Belgium | Germany | Luxembourg | Slovakia |
| Bulgaria | Greece | Malta | Slovenia |
| Canada | Hungary | Netherlands | Spain |
| Croatia | Iceland | New Zealand | Sweden |
| Republic of Cyprus | Ireland | Norway | Switzerland |
| Czech Republic | Italy | Poland | United States of America |
| Denmark | Japan | Portugal |
| Estonia | Latvia | Republic of Korea |

*If the applicant’s nationality appears on the list above, you do not need to consider the research fields.* **Research Fields:*****If the research falls within any of the following research fields an ATAS certificate is* required:**

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| **Subjects allied to Medicine:** | CAH02-02-01 - PharmacologyCAH02-02-02 - ToxicologyCAH02-02-03 - PharmacyCAH10-01-06 - Bioengineering, Medical and Biomedical Engineering |
| **Biological Sciences:** | CAH03-01-02 - Biology (non-specific)CAH03-01-03 - Ecology and Environmental BiologyCAH03-01-06 - ZoologyCAH03-01-04 - Microbiology and Cell ScienceCAH03-01-05 - Plant SciencesCAH10-03-05 - BiotechnologyCAH03-01-07 - GeneticsCAH02-05-03 - Biomedical Sciences (non-specific)CAH03-01-08 - Molecular Biology, Biophysics and BiochemistryCAH03-01-01 - Biosciences (non-specific)CAH03-01-10 - Others in Biological Sciences |
| **Veterinary Sciences, Agriculture and related subjects:** | CAH05-01-02 - Others in Veterinary SciencesCAH06-01-02 - Agricultural sciences |
| **Physical Sciences:** | CAH07-02-01 - ChemistryCAH10-03-07 - Materials ScienceCAH07-01-01 - PhysicsCAH07-01-02 - AstronomyCAH26-01-05 - Others in Geographical StudiesCAH07-04-01 - Physical Sciences (non-specific)CAH07-04-03 - Sciences (non-specific)CAH07-04-04 - Natural Sciences (non-specific) |
| **Mathematical and Computer Sciences:** | CAH09-01-01 - MathematicsCAH09-01-02 - Operational ResearchCAH11-01-01 - Computer ScienceCAH11-01-02 - Information TechnologyCAH11-01-03 - Information SystemsCAH11-01-04 - Software EngineeringCAH11-01-05 - Artificial Intelligence |
| **Engineering:** | CAH10-01-01 - Engineering (non-specific)CAH10-01-07 - Civil EngineeringCAH10-01-02 - Mechanical EngineeringCAH10-01-04 - Aeronautical and Aerospace EngineeringCAH10-01-05 - Naval ArchitectureCAH10-01-08 - Electrical and Electronic EngineeringCAH10-01-09 - Chemical, Process and Energy Engineering |
| **Technologies:** | CAH10-03-03 - Polymers and TextilesCAH10-03-01 - Minerals TechnologyCAH10-03-02 - Materials TechnologyCAH10-03-04 - Maritime Technology |

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| **Please choose the relevant statement:** |[ ]  **An ATAS certificate is not required as the applicant’s nationality is on the exempt nationalities list above** |
|  |[ ]  **An ATAS certificate is not required as the research does not fall within one of the research fields listed above** |
|  |[ ]  **An ATAS certificate is required and the relevant research field CAH Code is:**

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| ***Please note: If a worker who requires an ATAS certificate does not obtain one and include a copy with their application, their visa application will be refused and our sponsor licence could be revoked.******We understand that those who are coming to us as PhD students are required to apply for an ATAS certificate as a student, rather than researcher.*** |
| **Cost Centre** |
| *Please provide the cost centre details for recharging the Certificate of Sponsorship to.*  |
| **Cost Centre** |  |
| **School Manager Details** |
| *Please ensure that you keep in regular contact with the visitor during the application process and to finalise visit arrangements, including information for their first day.* *All Temporary Workers are required to come to HR for a right to work check before they commence their visit. Please accompany your visitor to HR in case there are any queries.*  |
| **Manager Name** |  |
| **Manager Job Title** |  |
| **School**  |  |
| **Manager’s Responsibility Declaration** |
| I have read the [Manager’s Responsibility Statement](https://staff.hud.ac.uk/media/intranet/content/hr/downloads/Managers_Responsibility_Temporary_Worker_GAE_Visa_Holders.pdf) and understand the responsibilities I have as the manager of a sponsored migrant. |
| **Signed** |  |
| **Date** |  |
| **Recruitment Information** |
| **Job Description***Please provide a detailed job description to outline the specific duties and responsibilities of the post.* |
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| **Person specification***Please list the skills, qualifications and experience required for the post. The minimum qualification for a sponsored researcher role would be a Degree or equivalent or a higher qualification.* |
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| **Recruitment Process details***Please confirm how the individual was identified for this role e.g. did they make a ‘speculative’ application or was the opportunity advertised? You also need to include details of how you were satisfied they had the necessary skills and experience to do the job e.g. by interviewing them and/or checking references or qualifications.* |
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| **Checklist** |
| *Please use the checklist below to ensure you have all the documentation required, before submitting the documentation to your HR Advisor for processing.* |
| **Fully completed sponsorship application form** |[ ]
| **Copy of the visitor’s CV** |[ ]
| **Copy of the visitor’s passport** *Copies of all pages containing their photo and personal information (including signature) must be provided* |[ ]
| **Copy of the visitor’s qualification certificates (including translations if applicable)***The qualifications provided need to match those listed on the person specification.* |[ ]
| **Copy of the invitation letter from the School confirming the details of the visit***Template letter available on HR website*  |[ ]
| **Evidence of their funding for the visit***A copy of the letter from the organisation that is going to sponsor their stay whilst they are at the University of Huddersfield. The letter should include details on the dates of their stay and the total amount of funds they will receive.* |[ ]