

## Human Resources

### Checks to Complete before your Start Date

*Applies to: Sponsored visa holders who have completed a right to work check (UK applicants).*

We are looking forward to welcoming you to the University.

Please ensure that you read through the following before your start date.

#### **Please note:**

As your sponsor under the points-based immigration system we ask you to note the following:

- ❖ A requirement of your Certificate of Sponsorship is that you must ensure your manager has access to your movements at work (by keeping an up-to-date electronic diary, or other agreed mechanism) and has authorised any absences from work. If you are absent from work without authorisation for more than ten working days, we are obliged to notify the UK Visas and Immigration.
- ❖ You must also ensure that you make Human Resources aware of any changes to your personal details including marital status, home address, personal email address, landline and mobile number.

***Your employment with the University will remain subject to you holding a continuous right to work in the UK for your role. This may mean that you are required to apply for a new visa at a future date.***

#### **Migrant Responsibilities Form**

Please read the [Migrant Responsibilities Form](#) which outlines the above in more detail and return a signed copy ***before your start date.***

#### **Staff Member Guidance**

Once you have your University log in details you will be able to access the [Skilled Worker & Tier 2 Visas - Staff Member \(Visa Holder\) Guidance](#) which provides information you may require throughout your employment with us.