

## Human Resources

### Checks to Complete

*Applies to: Temporary Workers who have applied to extend their visa and have completed an online right to work check*

Please ensure that you read through the following as soon as possible.

#### **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 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.

#### **Migrant Responsibilities Form**

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Please read through the [Migrant Responsibilities Form](#) which outlines the above in more detail and return a signed copy of this form as soon as possible.