

QUICK GUIDE EMPLOYING NON-UK NATIONALS

APPLYING FOR CERTIFICATES OF SPONSORSHIP

A sponsorship licence holder is the organisation responsible for issuing a certificate of sponsorship (CoS) directly to the migrant. The CoS is not an actual document but a reference number which the migrant can use to apply for leave to remain in, or entry to the UK. This step-by-step guide highlights the differences between undefined and defined CoS and the process employers should use when applying for them.

Undefined CoS

Applies to:

- in-country recruitment
- switching into skilled worker
- Skilled worker extensions.

Employer applies online to Home Office UK Visas and Immigration (UKVI) for yearly allocation of CoS.



Recruitment takes place (employment checks completed and job offer made) or CoS needs renewing for visa extension.

CoS is assigned by employer to the

Individual applies for skilled worker visa within three months of receiving CoS.

Application successful. Entry clearance/leave to remain granted.

Defined CoS

Applies to:

- all new other out-of country applications
- family members (dependants) of student migrants who are switching to a skilled worker visa.

Recruitment takes place and employment checks completed, job offer made.

Employer applies online to UKVI for a certificate. A minimum of 70 points is required.

Applications assessed by UKVI will be held every working day when a panel meeting takes place.

If CoS is granted, employer assigns to the individual within three months or the CoS will expire. This is the point when the employer is charged for the CoS.

Individual applies for skilled worker visa within three months of receiving CoS.

Application successful. Entry clearance/leave to remain granted.