

TIER 2 & 5 SPONSORSHIP

Duties and Responsibilities

The University of Reading must keep the following records or documents, and make them available to UK Visas & Immigration (UKVI) on request:

- a photocopy or electronic copy of the relevant page, or pages, of each sponsored migrant's passport, worker authorisation (Purple Registration Certificate) or UK immigration status document and biometric residence permit (if available) - that show their entitlement to work including their period of leave to remain in the UK
- each sponsored migrant's contact details - up to date UK residential address, telephone number and mobile telephone number.

The Human Resources Department will take and store a copy of the relevant documentation prior to the commencement of your employment and will contact you 90 days prior to any visa expiration throughout the course of your employment.

The University is committed to protecting the rights and privacy of individuals in accordance with the Data Protection Act 1998. Your responsibility is to ensure that the University has up-to-date documentation and contact details for you at all times, including your UK address, UK phone number and mobile phone number. You can use Employee Self-Service to update your contact information www.reading.ac.uk/ess. It is imperative that you notify the HR department immediately if any of these details change.

Reporting duties

The University is required by law to report certain information or events to UKVI.

The University must report the following within 10 working days:

- if a sponsored migrant does not turn up for their first day of work – The University must include any reason given for their non-attendance, for example a missed flight: The University must include the last recorded residential address and contact telephone number for the migrant, and any personal email addresses the University has for them
- if a sponsored migrant's contract of, or for employment, or services or registration is terminated earlier than shown on their Certificate of Sponsorship (CoS), for example, if the migrant resigns or is dismissed the University must include the name and address of any new employer that the migrant has moved to, if known; the University must include the last recorded residential address and contact telephone number for the migrant, and any personal email addresses the University has for them
- if The University stop sponsoring a migrant for any other reason, this could be if:
 - the University become aware that they have moved into an immigration route that does not need a sponsor
 - they are absent from work without pay for 4 weeks or more, which is not covered by the exceptions in reduction in salary; the University must include the last recorded residential address and contact telephone number for the migrant, and any personal email addresses the University has for them

- if there are any significant changes in the sponsored migrant's circumstances, for example:
 - a promotion or change in job title, or core duties, other than those which need a change of employment application
 - a change of salary from the level stated on the CoS, other than changes due to annual increments or bonuses
 - a change of salary from that stated on the CoS due to maternity, paternity shared parental or adoption leave, or a period of long term sick leave lasting one month or longer
 - the location they are employed at changes - this includes where a sports player moves on loan
- if a sponsored migrant's employment is affected by TUPE or similar protection - this could be if the University are involved in a merger or demerger or if a research group is transferring to another University under TUPE
- if a sponsored migrant is absent from work for more than 10 consecutive working days without permission, the University must report this within 10 working days of the 10th day of absence.

The University must give the police any information that suggests any migrant the University are sponsoring, or endorsing under any tier may be engaged in terrorism or criminal activity.

The University must report details of any third party intermediary, whether in UK or abroad, that has assisted us in the recruitment of migrant employees.

Please notify Human Resources of any of the above changes to ensure the University meets its obligations under this legislation. For further information please contact Human Resources hr@reading.ac.uk

Useful links

Apply

<https://www.gov.uk/apply-uk-visa>

UKVI - Tier 2 (General) visa

<https://www.gov.uk/tier-2-general/overview>

UKVI - Tier 5 (Temporary Worker - Government Authorised Exchange) visa

<https://www.gov.uk/tier-5-government-authorised-exchange/overview>

Version control

VERSION	KEEPER	REVIEWED	DATE
1.0	HR		01/08/2017
