



Sponsored Visa Conditions Information

1. Introduction

Ulster University are a Sponsor with the Home Office and as such must comply with extremely strict Home Office requirements in order to retain our Sponsor licence and to be able to continue to sponsor international talent.

Your visa also carries some conditions in relation to work and access to benefits. Failure to comply with the Home Office's conditions set out in this guide may affect your visa status. Ulster University is grateful for your cooperation and understanding of the need to comply with Home Office requirements.

2. Changes to your personal and job details

You must notify your manager immediately of any of the following as Ulster University must record/report these to the Home Office:

Contact Details

You must ensure that Ulster University holds up to date contact information for you at all times. This includes but is not limited to Contact Number, Home Address, Email Address.

You must also notify your manager if you know you will travel to an area where you cannot be contacted and advise on when you expect to be contactable.

Start Date

You must notify Ulster University immediately of any circumstances likely to impact on your start date (as detailed on your Certificate of Sponsorship)

Absence Reporting / Unpaid Leave

You must comply with Ulster University's absence reporting requirements. Failure to do so, will be considered as unauthorised absence and must be reported to the Home Office.

Unpaid leave in excess of 4 weeks within any calendar year must be reported to the Home Office. Therefore, you must notify your line manager of all instances of unpaid leave (including strike action)

Job Details (As recorded on your Certificate of Sponsorship)

Any changes to your job must be reported to the Home Office. Therefore you must ensure any changes that have been agreed are reported to your line manager, who will report these to the Resourcing Compliance team before the change takes effect.

Immigration Status

You must report any changes to your immigration status to your line manager. For example, if you have been granted Indefinite Leave to Remain, A dependant visa or any other visa which is not sponsored by Ulster University. A copy of this must be provided to your line manager.

3. Employee Declaration

I accept the responsibilities detailed above and will notify my manager immediately of any changes in my circumstances.

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| Signed | |
| Full Name | |
| Date | |