**SPONSORED RESEARCHER REQUEST**

**SECTION 1**

|  |
| --- |
| **Faculty:**  |

|  |
| --- |
| **Research Institute:**  |

|  |
| --- |
| **Name of Sponsored Researcher:** **Address:**  |

**Are they an EEA or Swiss national? YES** **[ ]  NO** **[ ]**

**If No - Please indicate nationality:**

**SECTION 2 – Details of Visit**

|  |
| --- |
| **Reason for Sponsorship (include a curriculum vitae :)**       |

|  |
| --- |
| **Length of Sponsorship (not to exceed 24 months):**       |
| **Requested arrangement to begin:**       |
| **Requested arrangement to end:**       |

**SECTION 3 – Funding**

**NB: The funding for this sponsorship must comply with all relevant UK and EU legislation such as the National Minimum Wage Act and Working Hours Directive**

|  |  |  |  |
| --- | --- | --- | --- |
| **Is Funding to be Offered** | **YES** **[ ]**  | **NO** **[ ]**  | **Cost/Analysis Code:**  |
| **Details - include amount and reason (Attach any further detail of the funding arrangements on a separate sheet):**  |

|  |
| --- |
| **Proposed by:**  |

**SECTION 4 – To be completed by the Director of the Research Institute**

|  |
| --- |
| **Requires Certificate of Sponsorship under Tier 5 PBS? YES [ ]  NO [ ]** **Qualifications provided YES [ ]  NO [ ]**  |
| **MAINTENANCE REQUIREMENT****EITHER****Confirmed has sufficient funds to support self (and dependents - if appropriate) i.e. has a minimum of £900 (Note: for applications submitted on or after 01 July 2014 increased £945) (and £600 for each dependent) (Note: for applications submitted on or after 01 July 2014 increased to £630 for each dependent) in their bank account for the previous 90 days period ending no earlier than 31 days before the date of application? (original bank statements must be provided and must be dated no more than 31 days before the application is dated) YES [ ]  NO [ ]** **OR****Confirm as an A rated sponsor the Research Institute will certify to maintain and accommodate the migrant until the end of their first month in the UK? (Please note you will not be able to certify maintenance for dependants)** **YES [ ]  NO [ ]** **AND****The migrant has been informed they must not claim state benefits in the UK** |

**Signed:** **Date:**

(Signature of Director of Research Institute)

**Print Name:**

**SECTION 5 – Approval by Dean**

|  |
| --- |
| **Request not agreed:**  |
| **Request agreed on terms and conditions requested:**  |

**Signed:** **Date:**

(Signature of Dean)

**Print Name:**

**Notes of Guidance**

**This form must be completed for all Sponsored Researchers. Please ensure it is completed and sent to Human Resources no later than 2 months prior to the date you require for the Sponsored Researcher. Please check the HR website for full details of the UK Borders Agency criteria for Sponsored Researchers including non EEA and Swiss nationals.**

**Procedure to engage a Sponsored Researcher**

* Complete SR form to outline the purpose and duration of the sponsorship, detailing funding arrangements. The request form is to be signed off by the Director of Research Institute and approved by Dean and forward to Human Resources.
* For the engagement of a non EEA or Swiss Nationals the Research Institute[[1]](#footnote-1) is required to ensure all supporting documents required for sponsorship have been submitted i.e. scanned[[2]](#footnote-2) copy of passport, qualifications and confirmation of supporting funds prior to requesting the HR Business Partner for the nominated area to assign a Certificate of Sponsorship under Tier 5 of the PBS.
* The HR Business Partner will advise the of the Certificate number of the assigned Certificate of Sponsorship to migrant Sponsored Researcher to enable them to apply for ‘Leave to Enter or Remain’ in the UK in order to take up the engagement and will copy to the Research Institute Director .
* The Sponsored Researcher is required to be informed original documents as outlined above must be produced for inspection prior to them commencing their engagement and they will be required to attend an ID session to produce these original documents in order to be inspected and copies retained for our records.
* It will be necessary to record the immigration status of all sponsored researchers and the duration of their engagement. In the event a Non EEA or Swiss national is engaged for more than 12 months, it will be necessary to conduct an annual check of their documents in order to maintain the University’s statutory defence in not engaging illegal workers.
1. In the case of a research student from a non EEA country who has been awarded a place on a research project for a short period to enable them to participate in a collaborative research project. [↑](#footnote-ref-1)
2. A scanned copy will be accepted to make an application for a Tier 5 Certificate of Sponsorship on the understanding that original documents will be produced prior to taking up appointment. [↑](#footnote-ref-2)