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HUDDERSFIELD
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Temporary Worker (GAE) Visa: Applying from Outside of the UK Guidance for Applicants

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Apply for your Visa

You have been provided with a Certificate of Sponsorship (CoS) in relation to your visit to the University of Huddersfield.

Ensure you have all the documents you need before you apply ([Gov.uk - Documents you'll need to apply](#)).

Once you have everything together you should apply for entry clearance to the UK ([Gov.uk - Apply from outside the UK](#)).

If you have any dependents who are applying with you, please ensure that you follow the guidance on the Gov.uk website. We are unable to offer support with dependent applications ([Gov.uk - Your Partner and Children](#)).

Once you have applied online, proved your identity and provided your documents you should get an outcome within 3 weeks*. Further information on proving your identity can be found on the Gov.uk webpage ([Gov.uk - Prove your identity](#)).

You can find further information on when a decision may take longer and information on how to get a faster decision on the Gov.uk website ([Gov.uk - Apply from outside the UK](#)).

*Visa processing times are subject to change. The latest information can be found on the Gov.uk website ([Gov.uk - Decision waiting times](#)).

Frequently Asked Questions (FAQs)

❖ Do I need to provide a Criminal Record Certificate?

No.

Currently this is not required for Temporary Worker (GAE) Visa applicants.

❖ Am I eligible for the Health and Care Visa?

No, this is only applicable for those with job offers from the NHS, organisations providing medical services to the NHS or organisations providing adult social care.

❖ Is your sponsor a limited company?

No, the University of Huddersfield is not a limited company.

❖ Is my job on the Immigration Salary List?

We will have confirmed whether your job is on the Immigration Salary List in the email which contained your Certificate of Sponsorship.

After you Apply for your Visa

You will get an email containing the decision on your application. This will explain what you need to do next. Please send a copy of the decision email to your HR contact.

If you need to cancel your application, you can ask UK Visa and Immigration (UKVI) to do so. You will only get your fee refunded if the UKVI has not started processing your application ([Gov.uk - Cancel your visa](#)).

Please Note: Those who are granted permission to stay in the UK for 6 months or less, must not leave the Common Travel Area (UK, Ireland, the Isle of Man, Bailiwick of Guernsey and the Bailiwick of Jersey) otherwise their permission to enter or stay will end.

Getting a Decision on your Application

If your application is successful

You will be given access to view your immigration status online, please ensure that you follow the instructions in your visa outcome email. You may be given a sticker (called a vignette) that goes in your passport.

The vignette or online immigration status will show:

- ❖ What you have been granted
- ❖ The dates your visa is valid
- ❖ The conditions of your visa

You can find further information on the following points here: [Gov.uk - getting a decision](#)

- ❖ Visa conditions
- ❖ Getting your vignette
- ❖ How to report an error on your vignette
- ❖ Viewing your immigration status online

If your application is refused

You will get a letter or email explaining the reasons why including information on whether you have the right to either an administrative review, or an immigration decision panel. Further information can be found on the Gov.uk webpage: [Gov.uk - Getting a decision](#)

I have my entry clearance – what happens next?

The following documents/information must be sent to your HR contact as soon as possible:

- ❖ **The outcome from your visa application**

Key points to note:

- Please ensure that you provide the full email you have received, confirming your visa outcome and entry clearance to the UK.

❖ **A clear copy of your entry clearance vignette (if one has been issued)**

Key points to note:

- Please ensure that the copy provided is a full copy with no cut off edges and that all text is showing.
- Please ensure that the copy provided is added to your email as a full-size attachment.

❖ **Your travel plans to the UK, including date and time of arrival to the UK**

Key points to note:

- Please ensure that your travel plans provide sufficient time for us to complete a right to work check in Human Resources **before** your visit start date.
- The earliest you can arrive in the UK is on the 'valid from' date listed on your entry clearance.
- You must ensure that you do not arrive to the UK before the 'valid from' date on your entry clearance.

If you arrive before the 'valid from' date you will need to leave the Common Travel Area (UK, Ireland, the Isle of Man and the Channel Islands) and re-enter the on or after the 'valid from date'.

- **Entry Clearance Duration**

Please note that although you may be issued with a 90 day entry clearance period Temporary Worker (GAE) visa holders must start their visit **no later than 28 days after whichever is the latest of:**

- The start date on your Sponsorship (taking into account any changes to that date)
- The 'valid from' date on the entry clearance
- The date you are granted permission to enter
- The date you are notified of a grant of entry clearance

Please ensure that you take this 28 day period into account when making your travel arrangements to the UK and that you allow sufficient time for a right to work check to be undertaken, before your visit start date.

If a visit start date is delayed by more than 28 days we must stop sponsoring the worker, unless there is an acceptable valid reason for the delay. The UK Visa and Immigration service may cancel a worker's permission if they do not consider there is a valid reason for the delayed start.

❖ **If there is a change to the original planned visit start date please let us know the new date**

Key points to note:

- Your visit start date cannot be delayed by more than 28 days from the entry clearance 'valid from' date or the start date on your Sponsorship, the date you are granted permission to enter or the day you are notified of a grant of entry clearance, whichever is the latest.

- Your visit start date cannot fall on a weekend, bank holiday or University closure day.
- Your amended visit start date must be agreed with the person who will be your manager at the University of Huddersfield, during your visit.

Before your first day

Right to Work Check

As you have a fully digital immigration status we are able to undertake a right to work check before you enter the UK. The check must be completed before your visit start date.

Please [obtain a share code](#) from the Home Office webpage and send that through to your HR Contact as soon as possible, who will arrange a right to work check via video call with you.

You will not be allowed to start your visit until a right to work check has been completed with HR.

If you are not able to provide a share code, please let your HR contact know as soon as possible.

Evidencing your Entry to the UK

As you will enter the UK from overseas on your new visa, we are obliged to check your date of entry to the UK.

If you were not issued with a vignette, please provide your HR contact with an electronic copy of either:

- ❖ your travel tickets
or
- ❖ your boarding passes

If you received a stamp in your passport on arrival to the UK, please also provide a copy of that.

If you were issued with a vignette, please provide your HR contact with an electronic copy of either:

- ❖ your stamped entry clearance vignette within your passport
or
- ❖ your unstamped entry clearance vignette within your passport and your travel tickets/boarding passes showing your entry to the UK

Migrant Responsibilities Form

Please ensure that you return your migrant responsibilities form as soon as possible.

Checklist

Action	
Apply for your visa	
▪ Submit additional documentation	☐
▪ Prove your identity	☐
Once the outcome is known	
▪ Follow the instructions in your outcome email (e.g. create a UKVI account to access your immigration status)	☐
▪ Send visa outcome email, showing entry clearance, to your HR Contact	☐
▪ Send a copy of entry clearance vignette (if one has been issued) to your HR contact	☐
▪ Send travel plans to your HR Contact	☐
▪ Confirm new visit start date (if applicable)	☐
Undertake a Right to Work Check	
▪ Obtain a share code and send it through to your HR Contact (before your visit start date)	☐
▪ Attend an online right to work check video call (before your visit start date)	☐
After arriving to the UK	
▪ Send a copy of your entry clearance documentation to your HR Contact	☐
Migrant Responsibilities Form	
▪ Migrant Responsibilities Form completed and returned to HR	☐