

Sponsored Workers:
Skilled Worker visas
Staff member (visa holder) guidance

Human Resources
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Changes made since last version:

This document replaces the last published version dated 29 October 2025. The following changes have been made:

- Updated to include new branding.
- The guidance has been revised to reduce and simplify content, improving clarity and usability while retaining key information.

Glossary

Academic Technology Approval Scheme (ATAS)	This applies to certain foreign students and researchers who wish to study or conduct research in specific sensitive technology-related fields in the UK. The Foreign, Commonwealth & Development Office (FCDO) administers the scheme and issues ATAS certificates.
ATAS certificate	A certificate issued under the Academic Technology Approval Scheme (ATAS). Individuals subject to the ATAS requirement must obtain an ATAS certificate before submitting their visa application. A further certificate may be required if there is a significant change to the research area or role.
Certificate of Sponsorship	An electronic record issued by a licensed sponsor containing details of the worker and the role being sponsored. A CoS is required to apply for a Skilled Worker visa.
Endorsement	Approval from an authorised endorsing body confirming that an applicant meets the requirements of the Global Talent route.
eVisa	A digital record of a person's UK immigration status, accessible through their UKVI account.
General salary threshold	The minimum salary requirement that must be met for Skilled Worker sponsorship. The applicable threshold depends on the points option being relied upon. Where the going rate for the relevant Standard Occupation Classification (SOC) code is higher than the applicable salary threshold, the going rate must be met.

Global Talent visa	A visa route for recognised leaders and potential leaders in specific fields, including academia, research, arts and digital technology. Most applicants must first obtain endorsement from an approved endorsing body.
Going rate	The minimum salary requirement associated with a particular Standard Occupation Classification (SOC) code. In addition to meeting the going rate, Skilled Worker applicants must also meet the relevant salary threshold.
Home Office	The UK government department responsible for immigration, security and law enforcement.
Immigration Health Surcharge (IHS)	A fee paid as part of most UK visa applications which provides access to NHS healthcare during the period of immigration permission.
Immigration salary list	A list of occupations eligible for Skilled Worker sponsorship that benefit from a reduced salary threshold. This list is expected to be removed in December 2026.
Indefinite Leave to Remain (ILR)	Also known as settlement. ILR allows a person to live, work and study in the UK without immigration restrictions and may lead to British citizenship.
Positive Verification Notice (PVN)	Confirmation from the Home Office that an individual has the right to work in the UK for a temporary period where a standard right to work check cannot be completed.
Regulated Qualifications Framework (RQF) levels	A system used to classify qualifications and skill levels. Skilled Worker roles are assigned an RQF skill level, which helps determine whether a role is eligible for sponsorship.
Right to work	A person's legal permission to work in the UK.
Right to work check	A check carried out before employment begins, and where required during employment, to confirm a person's right to work in the UK.
Settlement	See Indefinite Leave to Remain (ILR).
Shortage Occupation List	The predecessor to the Immigration Salary List. It identified occupations experiencing labour shortages in the UK.
Skilled Worker visa	A sponsored work visa allowing individuals to work in an eligible role with a licensed UK sponsor.
Sponsorship / Sponsor	Sponsorship is the process by which a licensed employer supports a worker's visa application. Sponsors must meet a range of Home Office duties, including reporting and record-keeping requirements.
Sponsorship Management System	The Home Office online system used by licensed sponsors to manage sponsorship activities and fulfil their reporting duties. Any reporting responsibilities we have as a sponsor, or any specific key information for sponsored workers, will be shown in this format.
Standard Occupation Classification (SOC) code	A code assigned to a role which determines whether it is eligible for Skilled Worker sponsorship and the applicable salary requirements.
The British Academy	A Global Talent endorsing body for applicants in the humanities and social sciences.
The Royal Academy of Engineering	A Global Talent endorsing body for applicants in engineering.
The Royal Society	A Global Talent endorsing body for applicants in the natural and medical sciences.

Temporary shortage list	A list of specified occupations below RQF level 6 that remain eligible for Skilled Worker sponsorship under transitional arrangements. This list is expected to be removed in December 2026.
Time-limited visa	A visa with an expiry date. Further immigration permission must be obtained before it expires if the holder wishes to remain in the UK.
UK Research and Innovation (UKRI)	A Global Talent endorsing body for researchers working on eligible research grants or awards.
UK Visas and Immigration (UKVI)	A division of the Home Office responsible for administering the UK's visa and immigration system.

Extending or updating a current Skilled Worker visa

The following information applies where a member of staff requires a new visa in connection with their employment at the University of Huddersfield.

Extension applications

Required where a Skilled Worker visa holder is remaining in the same role and their visa is due to expire.

Change of employment applications

Required where a Skilled Worker visa holder moves to a role under a different SOC code. The new role cannot be started until the visa outcome has been received and a right to work check completed.

Alternative option

Depending on the role, a Global Talent visa may be an alternative to a further Skilled Worker visa. Further information is provided below.

Global Talent visas

A Global Talent visa (GTV) is for leaders and potential leaders in academia or research, arts and culture and digital technology. At the University, we primarily focus on the academia or research field which covers science, medicine, engineering, humanities and social science.

Further information about the arts and culture and digital technology routes can be found on the GOV.UK:

- Global Talent visa - Arts and Culture
- Global Talent visa - Digital Technology

The following information relates to applications made under the academia or research route.

Applying for a GTV is a two-stage process:

1. Obtaining endorsement
2. Applying for the visa

There are four endorsement routes available:

Route 1: Academic and Research Appointments
Route 2: Individual Fellowship
Route 3: Endorsed Funder
Route 4: Peer Review

UK Research and Innovation (UKRI) endorses applications under Route 3. Applications under the other routes are endorsed by The British Academy, The Royal Academy of Engineering or The Royal Society, depending on the applicant's field of expertise.

Endorsement Routes

Route 1: Academic and Research Appointments

This route is for senior leadership roles or those whose primary function is research or innovation. The person specification must state an essential PhD or equivalent research experience (PhD or nearing completion is also acceptable).

A job offer from the University is required and our GTV - Academic and Research Appointments - Process Flowchart outlines the internal process for this endorsement route.

If the route is available, HR would contact the staff member's manager to obtain the information required to support the endorsement application.

Route 2: Individual Fellowship

This route is for individuals who have been awarded a fellowship approved by The British Academy, The Royal Academy of Engineering or The Royal Society. A job offer is not required.

Route 3: Endorsed Funder

This route is for researchers and Knowledge Transfer Partnership (KTP) associates working on an eligible research grant or award from a UKRI-approved funder.

Both the grant and the applicant must meet the eligibility requirements for this route.

A job offer from the University is required and our Global Talent visa - Endorsed Funder - Process Flowchart outlines the internal process for this route.

If applicable, HR will contact the staff member's manager to obtain the information required for the endorsement application.

Route 4: Peer Review

Individuals who are not eligible under another endorsement route may be able to obtain endorsement through peer review.

An application for endorsement can be made as either:

- an established leader in an approved field ("exceptional talent"); or
- a potential leader in an approved field ("exceptional promise").

A job offer is not required. Please refer to the GOV.UK guidance for full eligibility requirements.

Benefits of a GTV

- Freedom to change roles or employers without applying for a new visa
- A fast-track route to settlement after three years, subject to eligibility
- Flexibility to choose the length of the visa
- No sponsorship requirement, reducing both University reporting duties and sponsorship costs
- No current ATAS requirement
- No English language requirement

Skilled Worker visas

A Skilled Worker visa is a sponsored work visa route. Our Skilled Worker visa – Process Flowchart outlines the internal process for this route.

Where a member of staff requires a further Skilled Worker visa, HR will first assess whether a Global Talent visa (GTV) may be an option. If this is not possible, HR will assess eligibility for Skilled Worker sponsorship.

Sponsored workers applying for a further Skilled Worker visa must score 70 points to qualify for sponsorship, comprising 50 mandatory ('non-tradeable') points and 20 'tradeable' points.

Mandatory criteria

Points Type	Description	Points Available
Sponsorship	The applicant must have a valid CoS for an eligible role.	20
Job at an appropriate skill level	The job must be in an eligible occupation and (where relevant) meet the ATAS requirement. **Please note:** When assessing sponsorship, a role is mapped to a Standard Occupational Classification (SOC) code. The SOC code determines whether the role is eligible for sponsorship and the salary requirements that apply.	20
English language	The applicant must demonstrate English language ability at level B2 or above on the Common European Framework of Reference (CEFR) for languages in all 4 components (speaking, listening, reading, writing). **Please note:** Individuals who held a Skilled Worker visa before 8 January 2026 and are applying to extend or update their visa need to meet the B1 English language requirement but do not need to demonstrate their knowledge of English again.	10

Tradeable points for salary

In addition to meeting the mandatory criteria above, applicants must meet the salary requirements for the role. This means their salary must meet or exceed both the applicable general salary threshold and the going rate for the relevant SOC code. Where the salary offered falls below the required level, applicants may be able to rely on one of the tradeable points options below.

- Options A to E below, apply to applicants **granted permission for a Skilled Worker visa on or after, 4 April 2024**.

- Options F to J below, apply to applicants **granted permission for a Skilled Worker visa prior to 4 April 2024** and are applying to extend/change jobs or employers before 4 April 2030. They can be considered under transitional arrangements.

Option	Description
A: Salary only (no discounts)	20 points will be awarded where the salary meets or exceeds all of the following: - £41,700 per year - 100% of the going rate for the relevant SOC code - £17.13 per hour
B: Relevant PhD (10% discount on the general threshold and going rate)	PhD must be relevant to the sponsored role. 20 points will be awarded where the salary meets or exceeds all of the following: - £37,500 per year - 90% of the going rate for the relevant SOC code - £17.13 per hour ***Note: Not all SOC codes are eligible to use a relevant PhD as a tradeable points option.***
C: Relevant STEM PhD (20% discount on general threshold and going rate)	PhD in a STEM subject must be relevant to the sponsored role. 20 points will be awarded where the salary meets or exceeds all of the following: - £33,400 per year - 80% of the going rate for the relevant SOC code - £17.13 per hour ***Note: Not all SOC codes are eligible to use a relevant STEM PhD as a tradeable points option.***
D: Immigration Salary List (20% discount on general threshold only)	Role must appear on the Immigration Salary List. 20 points will be awarded where the salary meets or exceeds all of the following: - £33,400 per year - 100% of the going rate for the relevant SOC code - £17.13 per hour
E: New Entrant (20% discount on general threshold and 30% discount on going rate)	An applicant may qualify as a New Entrant if they meet one of the following: 1) are under the age of 26 on the date of application. 2) are undertaking an eligible postdoctoral role 3) are working towards a recognised professional qualification in a UK Regulated Profession 4) are working towards professional registration or chartered status for the job they are being sponsored for. 5) currently hold, or last held within the previous two years, permission on the Graduate route. 6) currently hold, or last held within the previous two years, Student permission and meet the relevant qualification requirements. 20 points will be awarded where the salary meets or exceeds all of the following: - £33,400 per year - 70% of the going rate for the relevant SOC code and

	- £17.13 per hour
Transitional Options	**Description**
F: Salary only (no discounts)	20 points will be awarded where the salary meets or exceeds all of the following: - £31,300 per year - 100% of the going rate for the relevant SOC code - £12.82 per hour
G: Relevant PhD (10% discount on general threshold and going rate)	PhD must be relevant to the sponsored role. 20 points will be awarded where the salary meets or exceeds all of the following: - £28,200 per year - 90% of the going rate for the relevant SOC code - £12.82 per hour ***Note: Not all SOC codes are eligible to use a relevant PhD as a tradeable points option.***
H: Relevant STEM PhD (20% discount on general threshold and going rate)	PhD in STEM subject must be relevant to the sponsored role. 20 points will be awarded where the salary meets or exceeds all of the following: - £25,000 per year - 80% of the going rate for the relevant SOC code - £12.82 per hour ***Note: Not all SOC codes are eligible to use a relevant STEM PhD as a tradeable points option.***
I: Immigration Salary List (20% discount on general threshold only)	Role must appear on the Immigration Salary List. 20 points will be awarded where the salary meets or exceeds all of the following: - £25,000 per year - 100% of the going rate for the relevant SOC code - £12.82 per hour
J: New Entrant (20% discount on general threshold and 30% discount on going rate)	An applicant may qualify as a New Entrant if they meet one of the following: 1) are under the age of 26 on the date of application. 2) are undertaking an eligible postdoctoral role 3) are working towards a recognised professional qualification in a UK Regulated Profession 4) are working towards professional registration or chartered status for the job they are being sponsored for. 5) currently hold, or last held within the previous two years, permission on the Graduate route. 6) currently hold, or last held within the previous two years, Student permission and meet the relevant qualification requirements. 20 points will be awarded where the salary meets or exceeds all of the following: - £25,000 per year - 70% of the going rate for the relevant SOC code - £12.82 per hour

If the role is not eligible for Skilled Worker sponsorship, or the applicant cannot score the required points for salary, they will not qualify for a Skilled Worker visa.

English language requirement

Applicants must meet the English language requirement. Existing Skilled Workers will normally have already satisfied this requirement in a previous application.

ATAS

Researchers working in certain sensitive subject areas must obtain an ATAS certificate before undertaking research in the UK. Where an ATAS certificate is required, it must be submitted as part of the visa application.

A new ATAS certificate may be required if the research area changes, when extending a Skilled Worker visa, making a change of employment application, or following a change in job title (including promotion). Any change cannot take effect until the new ATAS certificate has been obtained.

If a role includes an element of research at PhD level or above, an ATAS assessment may be required even where the role is not primarily a research post. **All academic roles at the University include an element of research.**

An applicant may be exempt from the ATAS requirement if:

- they are a national of an exempt country
- the relevant SOC code is exempt
- the role does not involve research at PhD level or above
- the research does not fall within an ATAS subject area

Where an ATAS certificate is required, a copy must be provided before a CoS can be assigned.

After a visa application has been submitted

Please note: Once an application has been submitted, the applicant must not leave the Common Travel Area (the UK, Ireland, the Isle of Man, Bailiwick of Guernsey and the Bailiwick of Jersey). Leaving the Common Travel Area before a decision is made will result in the application being treated as withdrawn by the Home Office.

Visa outcome

Once the visa application has been approved, the applicant must provide a copy of the decision to their HR contact to enable a right to work check to be completed.

If the applicant is moving to a new role, a start date will be agreed and a contract of employment issued, subject to a satisfactory right to work check.

Right to work checks

For applicants who are **not** moving to a new role, a right to work check must be completed as soon as possible after the visa has been granted.

For applicants starting a new role, a right to work check must be completed **before** the start date. If the check cannot be completed before the proposed start date, the start date must be postponed.

Skilled Worker visa holders evidence their right to work using the Home Office online checking service. To enable this, they must generate a share code and provide it to HR.

Start date changes (change of employment visa applications)

Earlier start dates

If the start date is earlier than originally proposed, they may commence employment only after they have been granted their Skilled Worker visa for that role and a right to work check has been completed.

The latest a check can be completed is the working day before they start (for example, a check completed on a Friday permits a Monday start date).

No UKVI notification is required in this instance.

Later start dates

Where the start date is delayed, they must have been granted their Skilled Worker visa and a right to work check must be completed before the new start date. The latest a right to work check can be completed is the working day before they start (for example, a check completed on a Friday would permit a Monday start date).

Sponsored workers must commence employment no later than 28 days after the latest of:

- the start date on their CoS (including any changes to that date reported by HR before their visa application was decided)
- the "valid from" date on their eVisa
- the date they are granted permission to enter or stay

If they do not start work within this 28-day period, the delayed start date and reason for the delay must be reported to UKVI. The University will consider whether the reason for the delay is likely to be acceptable under Home Office guidance; however, the final decision rests with the Home Office. Where there is no acceptable reason for the delay, the employment offer would normally be withdrawn and sponsorship would cease.

Further information on acceptable reasons can be found in the **Sponsorship Guidance** under the Start date on the CoS section.

Expiring visas

Staff members with time-limited permission must obtain further leave to remain to continue working in the UK. Where a staff member's contract extends beyond their current visa expiry date, sponsorship may be extended, subject to continued eligibility and the necessary approvals.

The HR Operations Team monitor visa expiry dates and will normally contact Skilled Worker visa

holders approximately four months before their visa expires. This allows sufficient time for the extension process, including obtaining an ATAS certificate where required.

If an extension application has been submitted but a decision has not been received before the current visa expires, the University will need to undertake an interim right to work check to obtain a statutory excuse to continue employment while the application is pending. This check is valid for six months and can be renewed if required.

Once the new visa has been granted, a further right to work check must be completed as soon as possible.

Absences

Unauthorised absence

Unauthorised absence occurs when a staff member fails to attend work when expected and has not informed their School or Service of the reason for their absence.

If a sponsored worker has been absent from work without the University's permission for more than 10 consecutive working days, the University must notify the UKVI within 10 working days.

The information that must be reported includes:

- the date the absence began
- the date the worker returned to work (if applicable)
- details of any attempts made to contact the worker (if they have not returned)
- details of any salary deductions made or proposed in relation to the absence
- whether the University intends to continue sponsoring the worker

Information reported to the UKVI regarding a worker's non-attendance, non-compliance or disappearance may be used to cancel their permission or take enforcement action against them.

Annual leave

All annual leave must be requested and approved through MyHR to ensure an electronic record is maintained.

Business trips

Sponsored workers undertaking business travel overseas must ensure their manager is aware of their travel plans and that the University has up-to-date contact details for them while they are abroad.

Where a sponsored worker will be travelling overseas on business, their manager must complete and return the Sponsored Worker – Business Trips/Remote Working Overseas form, providing:

- the dates of travel
- the overseas residential and work addresses
- a contact telephone number

The University must notify the UKVI of a temporary work location.

Travel overseas and time spent outside of the UK

Skilled Worker visa holders intending to apply for settlement should be aware that absences from the UK may affect their eligibility. Under the current rules, applicants must not have spent more than 180 days outside the UK in any 12-month period.

Staff members are advised to keep a record of all travel outside the UK, including dates, destination and duration of each trip, whether for annual leave, business travel or personal reasons.

When applying for settlement, staff members may be required to provide details of all overseas travel undertaken during their employment with the University.

When requesting a confirmation of employment letter in support of a settlement application, staff members will be asked to provide details of all overseas travel undertaken during their employment with the University.

The staff member's manager, Head of Department or Head of Service will be asked to confirm any business travel outside the UK. HR will compare periods of personal travel against annual leave records and, where available, provide annual leave summaries from iTrent as supporting evidence.

Sickness absence

The sickness absence reporting procedure set out in the Staff Handbook and Management of Sickness Absence Policy applies to all staff, regardless of immigration status.

The University is normally required to stop sponsoring Skilled Worker visa holders who take more than four weeks of unpaid leave. However, some types of absence are exempt from this requirement, including sickness absence.

Where a period of sickness absence results in reduced or unpaid salary, the University must notify the UKVI within 10 working days.

Family leave

The relevant University family leave policy applies to all staff members, regardless of immigration status.

The University is normally required to stop sponsoring Skilled Worker visa holders who take more than four weeks of unpaid leave. However, some types of absence are exempt from this requirement, including:

- Statutory maternity leave
- Statutory paternity leave
- Statutory parental leave
- Statutory shared parental leave
- Statutory adoption leave
- Statutory neonatal care leave

Where family leave will result in reduced or unpaid salary, the University must notify the UKVI within 10 working days.

Unpaid leave

Periods of unpaid leave may affect annual leave entitlement, so managers should seek advice from HR Operations before approving any request.

Sponsored workers must not take more than four weeks of unpaid leave in any calendar year, unless the absence falls within one of the permissible absence categories outlined above. This applies whether the absence is for a single period of more than four weeks, or where the absences over the calendar year total more than four weeks.

Where a sponsored worker takes a period of unpaid leave, HR will review any previous periods of unpaid leave taken within the same calendar year.

If the total unpaid leave does not exceed four weeks, the absence must be reported within 10 working days.

If the total unpaid leave exceeds four weeks, the University will be required to stop sponsoring the worker. The UKVI will be notified that sponsorship has ended and the worker's permission will be cancelled.

Sabbatical leave

Staff members wishing to take sabbatical leave should refer to the Sabbatical Leave policy to determine eligibility.

Sabbatical leave is permitted where the staff member remains in employment with the University and continues to undertake activities associated with their sponsored role.

Sabbatical leave to undertake work in a different role, or other activities unrelated to the sponsored role, is not permitted on a Skilled Worker visa, regardless of whether those activities are paid or unpaid and whether they take place in the UK or overseas.

Where a period of sabbatical leave is permitted and will involve time spent overseas, the manager must complete and return the Sponsored Worker – Business Trips/Remote Working Overseas form, providing:

- The dates of the visit
- The overseas residential and work addresses
- A contact telephone number

The University must notify the UKVI of a temporary work location.

Other absences

Jury Service

Staff members who receive a jury summons must notify their manager as soon as possible.

Staff members are required to make a loss of earnings claim from the court. The University will deduct from salary an amount equal to the allowance received.

Jury service is a permissible absence, however, as the staff member's pay is adjusted during the period of jury service, the University must notify the UKVI within 10 working days.

Industrial Action

HR will receive notification of staff members who have taken part in industrial action and will make any necessary salary adjustments.

Where participation in legally organised industrial action results in a reduction in pay, the University must notify the UKVI within 10 working days.

Staff member changes

Working remotely

Remote working outside the UK and outside the University's Hybrid Working Framework is not normally permitted. In exceptional circumstances permission may be granted, but this must be agreed in advance with HR as there may be tax, National Insurance and immigration implications.

If a sponsored worker will be working fully remotely, managers must complete and return the Sponsored Worker – Business Trips/Remote Working Overseas form. The University is required to notify the UKVI of the remote working address, contact telephone number and duration of the engagement within 10 working days.

Hybrid Working: The University notes on Certificates of Sponsorship that staff may work off campus for up to two days per week in accordance with the Hybrid Working Framework and subject to business needs.

The University is not required to notify the UKVI where a staff member moves to a hybrid working pattern. However, any change to a sponsored worker's main office work location must be reported to HR as soon as possible so we may notify the UKVI within 10 working days.

Contact details

All staff members should ensure that their contact details, including their home address, are kept up to date in MyHR.

The University is required to maintain accurate contact details for all sponsored workers. To support this requirement, sponsored workers are asked to complete a Migrant Worker Contact Details and Status Form every six months from the date of their first Skilled Worker/Tier 2 right to work check.

In addition to confirming their contact details, staff members are asked to declare any changes which may affect their sponsorship, including changes to their job, core duties, immigration status, personal circumstances or criminal convictions.

Visa holders must also update their UKVI account if they have changed their contact details (home address, postal address, email or mobile number).

If an individual does not have a UKVI account or needs to report a different type of change, they must use the change of circumstances form.

Changes in marital status and name

Staff members may update their marital status and emergency contact details via MyHR.

If a Skilled Worker visa holder separates from a dependant partner, they must notify the UKVI as soon as possible.

If a staff member wishes to change their name, they must provide HR with official documentation showing the link between their previous and new name. This may include a marriage certificate, decree absolute, deed poll or updated passport.

Visa holders must update their UKVI records following a change in name.

Changes to marital status, name, immigration status or other personal circumstances that may affect sponsorship should be reported to HR as soon as possible.

Changing to a different visa category

If a staff member changes to a different visa category, they must notify HR as soon as possible so a new right to work check can be completed.

The new immigration permission must allow the individual to continue in their employment. Any restrictions on work will be verified as part of the right to work check.

Where a Skilled Worker visa holder switches to a different visa category, the University must report the end of sponsorship to the UKVI. Although the UKVI have granted the new visa, sponsor records are maintained separately and the change must still be reported through the Sponsorship Management System (SMS).

The change must be reported as soon as the University becomes aware of the new visa and a right to work check has been completed.

Contractual changes

Job title changes

All requests for changes to a staff member's job title must be submitted through HR for approval.

Where only the job title is changing, the University must notify the UKVI of the change within 10 working days.

Where a job title change is accompanied by changes to the role, duties, responsibilities or other contractual details, HR must assess whether the staff member continues to meet the requirements for sponsorship and whether a new visa application is required, before the change can take effect.

HR must also determine whether a new ATAS certificate is required. Where required, the new certificate must be received before the change can take effect.

Change in work location

HR must be informed if a staff member's main work location changes. This does not include home-working arrangements made under the University's Hybrid Working Framework.

The University is required to notify the UKVI of changes to a sponsored worker's main work location. Managers must provide HR with the full address and contact telephone number for the new work location.

Where the change is temporary, the start and end dates must also be provided, together with details of the location from which the staff member will work when the temporary arrangement ends.

Promotions

Academic or research staff members seeking promotion should follow the relevant University promotion or appointment approval process.

Before a promotion can take effect, HR must assess whether the new role continues to meet the requirements for sponsorship under the Immigration Rules in force at the time of the change.

Where the promotion remains within the same occupation (SOC) code, a new visa application will not normally be required. However, the role must still meet the applicable sponsorship requirements.

HR must also determine whether a new ATAS certificate is required. Where required, the certificate must be obtained before the promotion can take effect.

The University must notify UKVI of a sponsored worker's promotion within 10 working days of the change.

Acting up

Please refer to the Staff Handbook for information on the Acting Up allowance process.

Sponsored workers may only act up into a role which falls within the same SOC code as their sponsored role and continues to meet the requirements for sponsorship. Where the sponsored role relies on the Immigration Salary List, the acting up role must also be eligible under the Immigration Salary List.

HR must also determine whether an ATAS certificate is required. Where required, the certificate must be obtained before the acting up arrangement can commence.

Where the acting up arrangement is permitted, the University must notify UKVI of the change within 10 working days.

Flexible working/decreases in hours/FTE

Please refer to the Flexible Working Policy for further information.

Eligibility for sponsorship is based on a staff member's salary. As a reduction in hours would reduce salary, it could affect a sponsored worker's eligibility to continue holding a Skilled Worker visa.

Sponsored workers wishing to reduce their hours should contact HR before any changes are agreed to ensure that the proposed arrangement will not have an adverse impact on their immigration status.

Where the change is permitted and sponsorship can continue, the University must notify the UKVI of the change to the staff member's hours and salary, within 10 working days of the change taking effect.

Increases in hours/FTE

A monitoring submission must be completed and approved before a staff member's hours or FTE can be increased.

No UKVI notification is required in this instance as the salary will be higher than that listed on the CoS.

Extending fixed term contracts

A monitoring submission must be completed and approved before a fixed term contract can be extended.

Where a sponsored worker's fixed term contract is extended beyond their current visa expiry date, they will be required to apply for further permission to remain in the UK. As part of this process, a new ATAS certificate may be required.

Provided the staff member continues to meet the requirements for sponsorship and submits their visa application before their current permission expires, they may continue working while the application is being considered. The University will be required to undertake an interim right to work check to establish a statutory excuse for continued employment until a decision is received.

Conversions to indefinite or permanent contracts

A monitoring submission must be completed and approved before a fixed-term contract can be converted to indefinite or permanent.

Where a sponsored worker's fixed-term contract is converted to an indefinite or permanent contract, they will be required to apply for further permission to remain in the UK before their current visa expires. As part of this process, a new ATAS certificate may be required.

Provided the staff member continues to meet the requirements for sponsorship and submits their visa application before their current permission expires, they may continue working while the application is being considered. The University will be required to undertake an interim right to work check to establish a statutory excuse for continued employment until a decision is received.

Request to appoint

A monitoring submission must be completed and approved to appoint a staff member to a new role.

Where the new role sits within the same SOC code as the staff member's current role, HR must assess whether it continues to meet the requirements for sponsorship. Where the existing sponsorship relies on the Immigration Salary List, the new role must also be eligible under that route. If the change is permitted, the University must notify the UKVI within 10 working days.

Where the new role falls within a different SOC code, HR must assess whether the staff member continues to meet the requirements for Skilled Worker sponsorship. If they do, a new Skilled Worker visa application must be approved before they can commence the new role. If the requirements cannot be met, the appointment cannot proceed.

HR must also determine whether an ATAS certificate is required. Where required, the certificate must be obtained before the change can take effect.

Supplementary employment

Academic staff must refer to the staff handbook before commencing any additional employment: Academic Staff, Supplementary Information: Section 4. Guidance to Academic Staff Wishing to Undertake External work.

Sponsored workers may undertake additional paid employment ("supplementary employment"), provided they continue to work for the University, in the role for which their CoS was assigned.

The supplementary employment must:

- Be for no more than 20 hours per week;
- Take place outside of the normal working hours of their sponsored role; and
- Be either:
    - In an eligible occupation code that is a 'higher skilled job';
    - In a job listed on the Immigration Salary List; or
    - In the same profession and at the same level as their main job.

Employment in a role classed as medium skilled is only permitted where:

- Skilled Workers were granted permission before 22 July 2025; and
- They have continuously held Skilled Worker permission since that date.

Leaving employment

Resignations

Staff members who wish to resign must submit a formal notification to their manager. For further information please refer to the **Resignations Process Flowchart**.

The University must notify the UKVI within 10 working days that sponsorship has ended.

Retirements

Staff members intending to retire must submit a formal notification to their manager. For further information, please refer to the **Retirement Process Flowchart**.

The University must notify the UKVI within 10 working days that sponsorship has ended.

Fixed term ends

Schools and Services are notified two months before a fixed-term contract is due to end. Where continued employment is required, a monitoring submission should be made as soon as possible to allow sufficient time for the necessary approvals and any visa extension process.

Where a sponsored worker's employment is to continue beyond their current contract end date, HR should be informed at the earliest opportunity. The visa extension process should ideally begin three to four months before the contract end date, particularly where a new ATAS certificate may be required.

Where employment is ending the University must notify the UKVI within 10 working days that sponsorship has ended.

Redundancy

Please refer to the Redundancy Policy for further information on the redundancy process.

The University must notify the UKVI within 10 working days that sponsorship has ended.

Dismissals

Dismissals may arise following a formal University process such as the Management of Sickness Absence Policy or Disciplinary Procedure.

The University must notify the UKVI within 10 working days that sponsorship has ended.