



University of
HUDDERSFIELD
Inspiring global professionals

Global Talent Visa: Applying from within the UK Guidance for Applicants

This guidance is for those applying under endorsement routes 1 and 3

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The Global Talent visa application is a two-stage process. Stage One is applying for endorsement, Stage Two is applying for the visa. You can choose to apply for both at the same time, should you wish to do so.

Apply for Endorsement

Please refer to your Statement of Guarantee letter confirms which endorsement route you will be considered under.

UKRI Endorsed Funder route

You will need to [apply for endorsement](#) on the Gov.uk website.

- ❖ When asked the question *‘Are you applying under exceptional promise or exceptional talent criteria?’* please select ‘Neither – I am applying under the UK Research and Innovation endorsed funder route’.
- ❖ When asked the question *‘Are you applying for fast track consideration?’* please select ‘Yes’. You should then tick the boxes which appear against the following statements:
 - Written confirmation of the award from the endorsed funder or providing a link to the grant or award on a UKRI-approved database
 - A declaration from the director of human resources (or equivalent) of your employing or hosting organisation, explaining your role. This declaration must meet specific requirements.

Please ensure that you submit your Statement of Guarantee paperwork as part of your application for endorsement.

As this is a fast-track application route, you should receive an outcome from your endorsement application within 2 weeks.

Academic/Researcher Appointments route

You will need to [apply for endorsement](#) on the Gov.uk website.

- ❖ When asked the question *‘Are you applying under exceptional promise or exceptional talent criteria?’* please select ‘Exceptional Talent’.
- ❖ When asked the question *‘Are you applying for fast track consideration?’* please select ‘I have been appointed to a qualifying academic or research position at a UK higher education institution or research institute’.

To complete the endorsement application form, you need to [check which endorsing body approves your discipline](#).

Please ensure that you submit your Statement of Guarantee paperwork as part of your application for endorsement.

As this is a fast-track application route, you should receive an outcome from your endorsement application within 2 weeks.

Apply for your Visa

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 can apply for your Global Talent visa. There are two application routes depending on your current situation:

- ❖ [Switch to a Global Talent Visa](#) if you are already in the UK on a different type of visa
- ❖ [Extend your Global Talent Visa](#) if either of the following are true:
 - you applied for the Global Talent visa based on an endorsement, and the organisation that endorsed you has not withdrawn its approval
 - you applied for a Global Talent visa based on an [eligible award](#) you won, and the award has not been withdrawn

You must also be able to show that you have earned money in your expert field during your time in 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 8 weeks*.

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 - Get a faster decision](#)).

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

Please Note: *Once you have submitted your application, you must not leave the Common Travel Area (UK, Ireland, the Isle of Man, Bailiwick of Guernsey and the Bailiwick of Jersey) otherwise your application will be considered as withdrawn by the Home Office.*

Frequently Asked Questions (FAQs)

- ❖ **What do I enter under 'Field of Talent'?**
Please enter your field of talent as listed on [gov.uk](#). If your particular field is not listed, please select the closest option.
- ❖ **Do I need an Academic Technology Approval Scheme (ATAS) Certificate?**
No.
Currently this is not required for Global Talent Visa applicants.
- ❖ **Do I need to provide a Criminal Record Certificate?**
No.
Global Talent Visa applicants are not subject to this requirement.

❖ Will the University cover my visa fees?

It is not standard practice for the University to reimburse visa fees. Your School/ Service, however, may be able to reimburse some, or all of the visa application fees to you, but they are not under any obligation to do so.

If they are able to reimburse you, whether in full or part payment, please note the following conditions:

- Any monies paid to you will be subject to tax and National Insurance contributions.
- Reimbursed fees (whether in part or full payment) must only be paid in respect of your visa application and not any dependents' applications or other associated costs.
- The University cannot reimburse the Immigration Health Surcharge aspect of your application due to tax implications, as it is classed as a benefit.

❖ Does the University offer relocation expenses?

We do have a relocation expenses policy, however, it is only available to new employees on Grade 10 or above. If your salary is below this Grade, you would not be eligible to claim these expenses.

After you Apply for your Visa

You will get an email or letter 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 which will show:

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

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 new visa – what happens next?

There are different processes to follow depending on whether you are a candidate or a current University of Huddersfield employee extending or switching your visa.

I am a current University of Huddersfield employee extending my Global Talent visa

Continuing in employment whilst awaiting the outcome

Providing you have submitted a visa application before your current visa expires, the conditions of your visa continue whilst your application is being processed.

Positive Verification Notice (PVN)

The Employer Checking Service is used to request a Positive Verification Notice (PVN) from the Home Office to demonstrate that an individual has the right to work in the UK when they have an outstanding application with the Home Office.

You will be asked for certain information to enable us to obtain a PVN to cover your employment whilst your application is underway. A PVN lasts for six months, however, as soon as you receive your visa you must let us know so we can undertake a right to work check.

If you still have not received your visa when the PVN is due to expire, a further PVN can be requested.

Once the outcome is known

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.

Right to Work Check

We are required to undertake a right to work check on the basis of your digital immigration status.

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.

Checklist

| Action | |
|--|--------------------------|
| Apply for endorsement | |
| ▪ Submit your Statement of Guarantee paperwork | <input type="checkbox"/> |
| Apply for your visa | |
| ▪ Submit additional documentation | <input type="checkbox"/> |
| ▪ Prove your identity | <input type="checkbox"/> |

Positive Verification Notice

- Provide details to your HR Advisor (when requested)

Once the outcome is known

- Send visa outcome email to your HR contact

Undertake a Right to Work Check

- Obtain a share code and send it through to your HR contact (as soon as possible)
- Attend an online right to work check video call (as soon as possible)

I am a current University of Huddersfield employee switching to a Global Talent visa

Current Skilled Worker visa holders

Skilled Worker visa holders wishing to change to a role which is different to the one listed on their Certificate of Sponsorship may need to wait for their new visa and a right to work check to be undertaken **before** the new role can commence.

Your HR contact will be able to confirm whether you are required to wait or can commence the new role whilst your application is underway.

Continuing in employment whilst awaiting the outcome

Providing you have submitted a visa application before your current visa expires, the conditions of your visa continue whilst your application is being processed.

Positive Verification Notice (PVN)

If your visa was due to expire at the time of your application, we will need to obtain a PVN through the Employer Checking Service to demonstrate your right to work in the UK whilst you have an outstanding application with the Home Office.

You will be asked for certain information to enable us to obtain a PVN to cover your employment whilst your application is underway. A PVN lasts for six months, however, as soon as you receive your visa you must let us know so we can undertake a right to work check.

If you still have not received your visa when the PVN is due to expire, a further PVN can be requested.

Once the outcome is known

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.

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Checklist

| Action | |
|--|--------------------------|
| Apply for endorsement | |
| ▪ Submit your Statement of Guarantee paperwork | <input type="checkbox"/> |
| Apply for your visa | |
| ▪ Submit additional documentation | <input type="checkbox"/> |
| ▪ Prove your identity | <input type="checkbox"/> |
| Positive Verification Notice | |
| ▪ Provide details to your HR contact (when requested) | <input type="checkbox"/> |
| Once the outcome is known | |
| ▪ Send visa outcome email to your HR contact | <input type="checkbox"/> |
| Undertake a Right to Work Check | |
| ▪ Obtain a share code and send it through to your HR contact (as soon as possible) | <input type="checkbox"/> |
| ▪ Attend an online right to work check video call (as soon as possible) | <input type="checkbox"/> |

I am a candidate joining the University of Huddersfield

Once the outcome is known

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.

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

Key points to note:

- Your start date cannot fall on a weekend, bank holiday or University closure day.
- Your amended start date must be agreed with your manager.

Before your first day

Right to Work Check

We are required to undertake a right to work check on the basis of your digital immigration status. The check must be completed before your start date in the role.

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 work until a right to work check has been completed with HR.

Once you have started your role

Payroll Induction

You will receive an email, within 48 hours of your start date, to attend a Payroll induction to go through the salary and pension details. During this induction our Payroll team will also provide details on how to obtain a Staff ID card.

Checklist

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|---|--------------------------|
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| ▪ Submit your Statement of Guarantee paperwork | <input type="checkbox"/> |
| Apply for your visa | |
| ▪ Submit additional documentation | <input type="checkbox"/> |
| ▪ Prove your identity | <input type="checkbox"/> |
| Once the outcome is known | |
| ▪ Send visa outcome email to your HR contact | <input type="checkbox"/> |
| ▪ Confirm new start date (if applicable) | <input type="checkbox"/> |
| Undertake a Right to Work Check | |
| ▪ Obtain a share code and send it through to your HR contact (before your start date) | <input type="checkbox"/> |
| ▪ Attend an online right to work check video call (before your start date) | <input type="checkbox"/> |