YOUR VISA / YOUR RESPONSIBILITIES

2014
TIER 2 AND 5 VISA RESPONSIBILITIES AND SPONSORSHIP DUTIES

Welcome to Kent
The University of Kent is pleased to sponsor you. Together we need to ensure we both comply with any rules and conditions associated with sponsorship under Tier 2 and Tier 5 of the United Kingdom’s Points Based System of immigration.

Why it’s important to comply
It is important that both you and the University comply with any conditions associated with Tier 2 and Tier 5 sponsorship. Failure to comply could result in you having your visa cancelled and/or being denied entry to the UK for several years. Consequences to the University include penalties or having our sponsor licence removed.

IMPORTANT
Please note that the following list of conditions and responsibilities detailed in this booklet is not comprehensive and does not represent a full statement of immigration or visa requirements.

It is your responsibility to be aware of your own visa conditions. You should ensure you understand your visa conditions and keep up to date with any changes to immigration rules during your stay in the UK in order to protect your immigration status.

Please note that this document is subject to change and the University is entitled to revise its policies or procedures relating to compliance with its Home Office sponsor duties at any time.
OUR RESPONSIBILITIES

Record keeping
As a sponsor the University is required to keep certain records. This includes copies of your passport and immigration documents, qualifications and national insurance details.

In addition we must keep a record of your up to date contact details and absences (including sickness absence, holiday, maternity leave).

Monitoring and reporting duties
A key responsibility for the University is to track and monitor colleagues sponsored under Tier 2 and Tier 5. We are required to report, within 10 working days:

- If you fail to start work when you were expected to
- If you have 10 days of consecutive unauthorised absence
- If we cease to sponsor you
- If you move into another immigration category.

The University is also required to make a report to the Home Office if we have any suspicions and evidence that you are breaking the conditions of your stay in the UK.
YOUR RESPONSIBILITIES

Visa application
It is your responsibility to apply for the appropriate visa and ensure that you meet the requirements for entry clearance or leave to remain. You will be required to meet the points requirement which include the English Language Test and financial support. Further information can be found at https://www.points.homeoffice.gov.uk/gui-migrant-jst/SelfAssessment/SelfAssessment.faces

Providing your passport and immigration documents
When you commence employment with the University you must provide your original current passport and visa, Biometric Residence Permit or other acceptable form of right to work in the UK documentation. This must be before, or on your first day of employment. As your sponsor, we must verify and keep a copy of your documentation on your personnel file. During your employment, we will monitor your visa expiry date.

Report changes of your immigration status
If you switch from a Tier 2 or Tier 5 visa, your personal circumstances change if you have acquired Indefinite Leave to Remain or a new immigration status you must let the HR Immigration Adviser know as soon as possible.
Keep your contact details up to date
It is your responsibility to ensure that you provide the University with up to date contact details including:
- Your full UK address
- Your full home address
- Your email address and phone number
- Any changes to your name

You must immediately report any changes to the University through the HR Immigration Adviser. In addition, you are required to notify the Home Office of any changes to your personal contact details. You can do this online at https://www.gov.uk/change-circumstances-visa-brp

Absence
You must ensure that during your employment, all absence is authorised. This includes sickness, annual leave, study leave and overseas travel. Your absence record is required should you wish to make an application for Indefinite Leave to Remain and must be in line with the Home Office regulations of no more than 180 days outside of the UK in any 12 consecutive months.

Police registration
If you are required to register with the police, the condition should be printed on your visa and you must do so within 7 days of arriving in the UK.

Further information on police registration can be found at www.gov.uk/register-with-the-police
Although the University is unable to provide visa advice, we will offer you support and guidance where we can.

**HR Operational Services**  
E: hropsteam@kent.ac.uk

For general information regarding joining the University and providing your eligibility documentation.

**Emma Milton**  
HR Immigration Adviser  
E: E.L.Milton@kent.ac.uk

For specific immigration issues, certificates of sponsorship and extensions and variations.

**International Staff Mailbox**  
E: internationalstaff@kent.ac.uk

To report absence, a change in circumstances or contact information.

**International Staff Website**  
www.internationalstaff.ac.uk

**Home Office, UK Visas and Immigration**  
www.gov.uk/government/organisations/uk-visas-and-immigration