

## Guidance Document: Tier 5 Visa

### Tier 5 visa

The University is able to sponsor individuals under the Tier 5 (Temporary Worker – Government Authorised Exchange) visa. This category is for migrants coming to the UK through approved schemes that aim to share knowledge, experience and best practice. It is primarily for sponsored researchers and can be issued for a maximum of 2 years. This category cannot be used to fill job vacancies.

### CoS Application Procedure

If an individual wishes to come to the University through Tier 5 they must be issued with a Certificate of Sponsorship (CoS). All Tier 5 requests must be made to HR by the School/Service area.

In order to apply for a Tier 5 CoS, the following information needs to be supplied:

- The University's Tier 5 GAE form
- Full Curriculum Vitae (CV)
- Photo page of a valid passport
- Copy of Degree certificate plus certified translation if not in English
- A copy of the letter from the organisation that is going to sponsor their stay whilst they are at the University. The letter should include details on the dates for their stay and the total amount of funds they will receive.

If the application for Tier 5 sponsorship is authorised by HR they will apply for a Certificate of sponsorship. If approved by the Home Office HR will be sent a CoS reference number which will be sent to the individual who can then apply for entry clearance.

### Roles and Responsibilities

On arrival to Edinburgh the Tier 5 visa holder must report directly to HR at the Sighthill Campus, in advance of undertaking any activity for the University. HR will carry out a right to work check and will outline the individual's roles and responsibilities that must be adhered for the duration of their stay in order for the sponsorship to remain valid.

As a licensed sponsor the University has to fulfil certain duties. These duties are:

- Reporting late arrivals to the UKVI;

- Keeping a record of the individual's contact details while in UK;
- Keeping a record of the individual's absences;
- Reporting unauthorised absence to UKVI;
- Reporting when an individual finishes work before the CoS end date.

### Further Information

Tier 5 Guidance documents can be found at the below link:

[Tier 5 Government Authorised Visa](#)

[Tier 2 and 5: Guidance for sponsors](#)

For further information please contact [HumanResources@napier.ac.uk](mailto:HumanResources@napier.ac.uk) ( ext 3344)

### Document Control

Author	Human Resources
Version	1.0
Date First Approved	19 April 2018
Review Frequency	2 years or as appropriate