

**Frequently Asked Questions – Overseas applicants**

Once you have received both a job offer and a valid Certificate of Sponsorship

(CoS) from Aston University, you can apply for permission to work in the UK. We

are able to sponsor you to work in the UK because we have a sponsor licence

from the UK Visas and Immigration (UKVI) which enables us to do so. Please

see the following guidance regarding the visa application process.

**Do I need a visa to work at the University?**

The following individuals do not need a visa for the UK, but do still have to prove their right to

work before employment can commence:

* **British Citizens or Irish Nationals**
	+ **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
* **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

All other non-British/Irish citizens will need to apply for an appropriate visa before they can work in the UK.

**What is the Skilled Worker visa?**

The Skilled Worker Visa is open to EU and

non-EU citizens who have an offer of an eligible skilled job in the UK. The route

can lead to settlement. and applicants can be joined by dependents, partners

and children if eligible.

To secure a Skilled Worker Visa, you will need to be sponsored to do a

specific job, and there are certain skill and salary requirements to be

eligible. Further guidance on the new Points-Based Immigration System and

routes to work in the UK can be found on the Government [website](https://www.gov.uk/browse/visas-immigration/work-visas).

**How do I apply for the visa (Applying from outside the UK)?**

You must apply online [here](https://www.gov.uk/skilled-worker-visa).

**When should I apply for the visa?**

You need to apply for your visa no later than 3 months from the date your CoS

was assigned to you.

As part of the visa application, you will be asked for your intended travel date to

the UK. The visa will then be valid from that travel date, which can be a

maximum of 14 days before the employment start date as declared on the CoS.

You cannot enter the UK before the start date as recorded on the visa in your passport.

**How long will the application process take?**

This will vary depending on the country in which you submit your visa

application. For guidance on location specific timeframes, see [here](https://www.gov.uk/guidance/visa-decision-waiting-times-applications-outside-the-uk).

Certain countries provide enhanced services which will expedite the visa

application. For details on which services are available, including the

processing times and the cost, see [VFS Global](https://www.vfsglobal.com/en/individuals/index.html) or [TLS Contact](https://www.tlscontact.com/en/) (depending on your country of application)

**Do I require a criminal record check as part of the visa application?**

In most cases, no. However, if you are applying for a visa and being sponsored for

a job in a certain SOC code (see your CoS for details of the occupation code), then as part

of the visa application you must provide a criminal record certificate from the relevant

authority in any country in which you have been present for 12 months or more (whether

continuously or in total) in the past 10 years, while aged 18 or over:

Please see the following [link](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1042475/Criminal_record_certificate.pdf) for further information and details of relevant SOC codes.

**Can the University help with my visa costs?**

Recognising the significant initial cost incurred by obtaining a UK visa, the University has

introduced a loan scheme to assist new and existing international staff with spreading the

costs of securing UK visas. Further details can be found on this [web page](https://www.aston.ac.uk/sites/default/files/2022-08/visa-loan-scheme-for-international-staff-final.pdf).

**What is the University’s Sponsor Rating?**

Aston University is an A-rated Premium Sponsor.

**How do I meet the English language requirements?**

You’ll usually need to prove your knowledge of the English language when you apply, unless

you did this in a previous successful visa application.

Unless you did this in a previous successful visa application, you will usually need to prove

Candidates should check their eligibility to enter or remain in the UK in advance of making

any job application via the UKVI [website](https://www.gov.uk/browse/visas-immigration/work-visas).

Before applying you should ensure that you meet the requirements, including meeting

the English Language requirements. If you do not meet the eligibility criteria, any application

for a work visa would be unsuccessful.

Please see links for further information:

[Skilled Worker visa: Knowledge of English - GOV.UK](https://www.gov.uk/skilled-worker-visa/knowledge-of-english)

[Prove your English language abilities with a secure English language test (SELT) - GOV.UK](https://www.gov.uk/guidance/prove-your-english-language-abilities-with-a-secure-english-language-test-selt)

**How do I meet the financial requirements?**

Please check the final entry on your Certificate of Sponsorship which will

confirm if HR Recruitment has agreed to certify the financial/maintenance for

you. If they have, then no further action is required.

**How much will the visa cost?**

Please see [here](https://www.gov.uk/skilled-worker-visa/how-much-it-costs) for up-to-date guidance on visa fee costs.

**What is the Immigration Health Surcharge (IHS)?**

The Immigration Health Surcharge (IHS) is an additional charge, over and above

the visa fee and must be paid at the time of the visa application.

Payment of the surcharge will ensure that you have access to the NHS on the

same terms as a permanent UK resident. You usually need to pay the

healthcare surcharge if you’re applying for a visa or immigration application:

• for more than 6 months, if you’re applying outside the UK

• for any length of time, if you’re applying inside the UK

For further guidance, please see the UKVI [website](https://www.gov.uk/healthcare-immigration-application).

**Can I bring my dependants (ie family members) with me to the UK**

Your partner and children can apply to join you or to stay in the UK as your ‘dependants’ if

they’re eligible. If their application is successful, their visa will end on the same date as

yours. For further information including the application process for dependants, please see [here](https://www.gov.uk/skilled-worker-visa/your-partner-and-children).

**What Documents will I need to apply for a skilled worker visa?**

When you apply you’ll need to provide the following [documents](https://www.gov.uk/skilled-worker-visa/documents-you-must-provide).

You may also require an ATAS

certificate. Please see UKVI [website](https://www.gov.uk/guidance/guidance-on-how-to-apply-for-an-atas-certificate) for further information. You will not be able to apply for

or extend your visa until this has been received. Please see our information on [ATAS](https://www.aston.ac.uk/staff-public/hr/jobs/candidate-immigration) for further guidance.

**Do I need to register with the Police?**

No – the requirement to register with the police has now been removed for all applicants.

**What happens after the application is granted?**

If your application is granted, the visa you initially receive inside your passport will

usually be valid for 90 days. This is known as an ‘entry vignette’ and will facilitate

your entry into the UK. You must enter the UK before the vignette expires or

you will have to re-apply for your visa. You must not enter the UK before the start date on your vignette or you will need to leave the UK and re-enter once it becomes valid.

You are required to collect your

Biometric Residence Permit (BRP) from a UK Post Office within ten days of your arrival in the UK. The BRP will state

the full length of leave you have been granted and will supersede the entry

vignette.

Full details of how to collect your BRP will be provided

to you by UKVI when your application is approved. For further guidance,

please see the UKVI [website](https://www.gov.uk/biometric-residence-permits).. You will need to collect your BRP card before you can generate a [share code](https://www.gov.uk/prove-right-to-work) to complete your right to work check.

**What happens if my application is refused?**

You must notify HR Recruitment immediately if your visa is refused.

If you are refused, there is no separate appeal process, but you may be able to

lodge what is known as an ‘Administrative Review’. Please see any correspondence

from the Home Office that accompanies your refusal letter.

**Where can I find information about relocating to the UK?**

This Candidate Immigration [page](https://www.aston.ac.uk/staff-public/hr/jobs/candidate-immigration) has further information regarding relocating

to the UK, including accommodation, healthcare, banking, tax, travel and more.

See tabs for further information.

**When can I resign from my previous role?**

It is important to carefully plan the timeframe for your resignation (taking into account any

notice period), and your change of employment application, to provide your new employer

with a realistic start date. Your new CoS can only be assigned 3 months before the start date

of your new employment.

**What happens on my first day of work?**

Your HR Administrator will contact you in advance of your arrival to make

arrangements for your first day. Under UK legislation, as an employer we are

required to check that you hold permission to live and work in the UK before

you start work. You can evidence this with a [share code](https://www.gov.uk/prove-right-to-work) or your passport and your vignette . You will also need to provide confirmation of your date of entry to

the UK (a stamp in your passport and/or your boarding pass).

To verify

that you have permission to work in the UK, the date of entry to the UK should

be after the ‘valid from’ date shown on your visa.

If you have not yet collected your BRP before your first day, you can start work

based on your vignette provided it is still valid. You then must obtain

your BRP from the Post Office as soon as possible and present this to your

HR Administrator. You will also be asked for your share code.

**What are the conditions of holding a Skilled Worker Visa?**

We were able to sponsor you to work in the UK because we have a licence from the UKVI

which enables us to do so. However, it is a condition of retaining this licence that we keep

certain information about you up-to-date and that we report any changes to the UKVI within

10 days of the change happening.

Please ensure that you inform your [HR Business Partner](https://www2.aston.ac.uk/staff-public/hr/hr-contacts#HRBusinessPartners) or HR Admin **immediately** if;

1. If you do not turn up for your first day of work, you must keep HR Recruitment and

your line manager informed of your intended start date and the reason for the change

in start date. You must also ensure you arrange to meet HR with all your documents

on your first day of employment.

1. You must keep your address, home telephone number or mobile telephone number

updated through the [Staff Portal](https://my.corehr.com/pls/coreportal_astp/cp_por_public_main_page.display_login_page) as soon as anything changes. If, for any reason you

are unable to access portal once you have received your staff account details, you

must let HR know immediately.

1. If you are absent from work without permission for more than 10 days, HR will inform

UKVI of this. It is therefore essential that you keep your line manager informed of any

circumstances (sickness, holidays, conferences etc) which could prevent you coming

into the University to carry out your work.

1. If you intend to resign you must do so in writing and send a copy of this letter to your

line manager with a copy to HR.

1. You must inform HR immediately of any changes to your personal circumstances

which might affect this (for example, obtained indefinite leave to remain, acquired

British Citizenship or moved to an immigration tier that does not require a Sponsor

e.g. Global Talent Visa). HR must see documentary evidence (passport stamp and/or

letter from the Home Office) of any change in immigration status.

1. We need to inform UKVI if your visa changes for any reason. To allow us to do this

you must inform HR immediately if your visa is withdrawn, amended or renewed for

any reason.

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**Can I extend my Skilled Worker Visa?**

Yes. You can extend your skilled worker providing you are eligible to do so.

There is no limit on the number of extensions for a skilled worker visa. On your

initial application you can apply for a Skilled Worker Visa for up to 5 years. For

further information about extending a skilled worker visa, please see the

following [link](https://www.gov.uk/skilled-worker-visa/extend-your-visa).