UCL Guidance Notes on the Payment of Immigration Costs

1. Purpose

1.1 This note provides guidance on the payment of immigration costs for staff working, and those individuals applying to work, for UCL.

2. Authority

2.1 This guidance is based upon a decision made by the Provost, on the advice of the Senior Management Team, in June 2012.

3. Scope

3.1 This guidance applies to all staff and those individuals applying to work for UCL who are subject to immigration regulations.

4. Guidance

4.1 UCL will pay the following costs associated with meeting immigration requirements for staff working, or applying to work, for UCL. All payments will be reimbursed at the postal application rate (as opposed to the higher ‘in person’ rate where the option exists). Staff wishing to apply using the ‘in person’ method will pay the difference between the cost of postal and in person applications.

4.2 Leave to Enter

- UCL will pay the costs of the Tier 2 Certificate of Sponsorship (CoS) for all staff. These costs will be paid by UCL Human Resources (HR).
- UCL will pay the visa costs of in country applicants. These costs will be paid by HR.
- Out of country applicants will normally pay their own visa costs.
- Staff will pay the costs for any of their dependents who require a visa.
- UCL will pay the cost of Tier 1 applications and visa costs where they are linked to a specific role at UCL. Any such payments will be met by the relevant Faculty and will be subject to repayment on a sliding scale by the staff member should they leave UCL within 3 years of payment.
4.3 Further Leave to Remain (FLR)

- UCL will pay the costs of Tier 2 Certificate of Sponsorship extensions for all staff. These costs will be paid by HR.
- UCL will pay the costs of in country applicants. These costs will be paid by HR.
- Out of country applicants will normally pay their own visa costs.
- Staff will pay the costs for any of their dependents who require an extension to their visa.
- UCL will pay the cost of Tier 1 extensions and visa costs where they continue to be linked to a specific role at UCL. Any such payment will be met by the relevant Faculty and will be subject to repayment on a sliding scale by the staff member should they leave UCL within 3 years of payment.

4.4 The costs of EEA (Qualified Person), EEA (Permanent Residency), Indefinite Leave to Remain (ILR) and Naturalisation applications for UCL staff and their dependents are not covered by UCL HR.

5. Procedure

5.1 Payments relating to Tier 2 certificates of sponsorship applications made by staff working, or applying to work for UCL, will be reimbursed on the receipt of a visa expenses claim being submitted to HR Employment Contracts Administration.

6. Repayment

6.1 Staff members who receive payment for a Tier 1 application, or other discretionary entitlement, who leave within 3 years of the payment being made will be expected to repay the costs based on the sliding scale in the table below.

<table>
<thead>
<tr>
<th>Time since payment being made</th>
<th>12 months or less</th>
<th>12 – 24 months</th>
<th>24 – 36 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repayment amount</td>
<td>100%</td>
<td>50%</td>
<td>25%</td>
</tr>
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