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

**Tier 2**
- 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 visa costs for any of their dependents.

**Tier 1**
- 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)

Tier 2
- 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 visa costs for any of their dependents who require an extension to their visa.

Tier 1
- 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 UCL employees’ EEA (Permanent Residence) applications submitted to UKVI between 15 November 2018 – 29 March 2019, will be refunded by UCL HR.

4.5 The costs of EEA (Qualified Person), Indefinite Leave to Remain (ILR), Naturalisation applications and other costs relating to immigration for UCL staff and their dependents are not covered by UCL HR. Staff may apply for a UCL immigration loan to cover such costs. Exceptionally these costs may be met by the faculty/department.

5. Procedure

5.1 Payments relating to Tier 2 or Tier 1 certificates of sponsorship applications made by staff working, or applying to work for UCL, will be reimbursed on the receipt of a visa reimbursement claim being submitted to HR-Services@ucl.ac.uk. Refunds for EEA (Permanent Residence) applications will be processed by eustaffqueries@ucl.ac.uk upon receipt of proof of payment. Payments will be made through the payroll and will be grossed-up, so the employee receives the full amount after tax.

5.2 Any immigration fees exceptionally reimbursed by Faculties / Departments will be paid through the payroll as a taxable benefit. Payments will not normally be grossed-up. These payments should be requested via HR-Services@ucl.ac.uk. In accordance with the UCL Expenses Policy, these payments must have prior approval from the Dean / PS Director, Faculty Manager or School/Professional Services Finance Director.

5.3 Any out of country visa fees incurred prior to starting employment, may be exceptionally reimbursed by Faculties / Departments. It will be paid as an expense through iExpenses (as they are not currently considered to be a benefit in kind by HMRC) if the employee:
- is not UK domiciled and
• has not been present in the UK for any purpose in the 2 year period prior to this *arrival date; or
• is not resident in the UK for tax purposes in either of the two UK tax years prior to your *arrival date.

If these conditions are not met, the payment will be made through the payroll and taxed accordingly. In accordance with the UCL Expenses Policy, these payments must have prior approval from the Dean / PS Director, Faculty Manager or School/Professional Services Finance Director.

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>
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