

UCL Immigration and Right to Work

Frequently Asked Questions

Introduction

UCL is not legally allowed to provide personal immigration advice either to candidates or current staff. The content in this document is therefore intended to provide general information about Right to Work requirements and the UK immigration system that is relevant to UCL staff.

Individuals or departments requiring advice on immigration matters should seek external support from a solicitor or an Immigration Adviser registered with the Office of the Immigration Service Commission (OISC). OISC- registered advisers can be found using the [OISC Adviser Finder](#).

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General Information

1. What is the Points Based Immigration System (PBS) and what are Certificates of Sponsorship (CoS)?

The UK operates a Points Based Immigration System for non-EEA nationals who are required to pass a points based assessment before being given permission to enter or remain in the UK for work purposes. Non-EEA nationals will usually apply for visas under Tier 2 or Tier 5 of the points based system and will require a sponsor for their application.

In order for non-EEA nationals to secure employment in the UK under Tier 2 or Tier 5 they will require a Certificate of Sponsorship (CoS), which UCL can issue when satisfied that there has been strict adherence to the sponsorship duties as outlined by the responsible government agency, UK Visas and Immigration (UKVI). Those on Tier 5 visas will not normally have a job offer or a contract of employment from UCL.

2. Can non-EEA nationals change their immigration Tier when in the UK?

If they currently have permission to stay in the UK under any of the visas or schemes below they can apply to switch their visa to Tier 2 (General) from inside the UK:

- Tier 1 visa
- Tier 2 (Sportsperson) visa
- Tier 2 (Minister of religion) visa
- Tier 2 (General or Intra Company Transfer visa in some circumstances)
- Tier 4 visa in some circumstances
- Dependent partner of someone with a Tier 4 visa
- Tier 5 (Temporary Worker) in some circumstances
-

Please note that the above list is not exhaustive. For more information please visit the UK Visas and Immigration website.

If they are not in any of these categories, they must leave the UK and make their Tier 2 (General) application from abroad.

If they come to the UK under the Tier 5 (Youth Mobility) visa they must leave the UK at the end of their stay. They should not view this as a route for establishing a long-term career in the UK.

Switching from a Tier 4

If they are switching from Tier 4 or the categories of:

- Student
- Student nurse
- Student re-sitting an examination, overseas qualified nurse
- Person writing up a thesis
- Postgraduate doctor or dentist
- Student union sabbatical officer

They must have lawfully obtained a UK bachelor's or master's degree, Postgraduate Certificate in Education (PGCE) or Professional Graduate Diploma of Education (PGDE) during their current or last permission to stay (period of continuous leave). If they are a PhD student, they do not need to have completed their course, but they must have completed at least 12 months' study towards it in the UK.

More information is available on:

- [Working after studies website](#)
- [Doctorate Extension Scheme](#)
- [UK Visas and Immigration](#)

Please see the [student immigration page](#) for further information about student visas.

3. What are the Tiers of the Points Based Immigration System that are relevant to UCL?

Tier	Subcategory
Tier 1	Exceptional Talent / Exceptional Promise
	Graduate Entrepreneur Scheme
Tier 2	Skilled Workers
	Recent Graduates
	Unrestricted Certificates of Sponsorship
	Restricted Certificates of Sponsorship
	Points Allocation Table
Tier 4	Students
Tier 5	Sponsored Researchers and Visiting Academics

4. Which are the EEA countries?

An up-to-date list of countries in the [European Economic Area \(EEA\)](#) together with details of other citizens who do not need permission to work in the United Kingdom can be found on the [UK Visas and Immigration website](#). Croatian nationals, however, are currently [subject to additional immigration restrictions](#) as Croatia has only recently joined the European Union.

5. What is a biometric residence permit (BRP)?

UK Visas and Immigration (UKVI) issues compulsory biometric residence permits (BRPs) to non-EEA nationals when they are granted permission to enter or extend their stay in the UK.

Applicants must enrol their biometrics (fingerprints and facial image) before UK Visas and Immigration decide whether to give permission to enter or stay. If an application is successful, a BRP card will be provided.

BRPs are issued once the individual has arrived in the UK. Prior to arrival, they will be issued with a one-month vignette in their passport, which will enable them to travel to the UK. These vignettes can be accepted as proof of right to work in the UK, however, departments will need to ensure they check the BRP after it has been collected.

See the latest information on the UKVI website for information on how and where to [enrol your biometrics](#).

6. Is UCL rated a UK Visas and Immigration A-rated sponsor?

Yes.

7. What is UCL's sponsor licence number?

UCL's UK Visas and Immigration sponsor licence number is: 9C4J1BAU1

8. What is the Immigration Health Surcharge?

The Immigration Health Surcharge (IHS) is an additional fee that UK Visas and Immigration (UKVI) charges on certain visa applications in exchange for migrants being able to access NHS services in the UK. Detailed information on when you are required to pay the IHS is available on the [UKVI website](#).

9. What is the Immigration Skills Charge?

Employers need to pay an additional fee to sponsor workers under Tier 2 if staying for more than six months in the UK. There are exemptions to making such a payment for those who will do a job at a PhD-level standard occupational classification and Tier 4 student visa holders switching status within the UK.

Tier 2 Work Visas and Certificates of Sponsorship

1. I have a vacancy to recruit for what do I need to consider?

As well as the legal immigration requirements below, all recruitment activity must comply with UCL's [Recruitment and Selection Policy](#).

1a. What are the requirements of the Resident Labour Market Test (RLMT)?

In order for UCL to be able to issue a Certificate of Sponsorship for non-Shortage Occupation Roles the Resident Labour Market Test (RLMT) must normally be met.

The RLMT is used to evidence that no suitably qualified settled worker (EEA or Swiss national or someone legally settled in the UK with permission to work) can fill the job. To meet the test the following criteria must be met:

Qualification level: The job must be skilled at NQF Level 6 or above ([i.e. a graduate-level position](#)).

Salary: UK Visas and Immigration (UKVI) requires that a Tier 2 or Tier 5 worker can only be sponsored if they are receiving £30,000 per annum and the minimum salary specified for that role. Occupational codes relevant to the specific job should be consulted for guidance relating to its

appropriate salary level. This threshold also applies to Tier 2 visa holders looking to extend their visas, even if their current role has a lower salary.

Occupational codes: If the job does not meet the conditions of the specific code of practice, we cannot issue a Certificate of Sponsorship (CoS). If you want to employ a migrant to do a job, you must use these codes to check the skill level and appropriate rate for that job, and to find out where you should advertise the job.

1b. Where should the advert be placed?

To be eligible to obtain a Certificate of Sponsorship all jobs advertised to settled workers must now be advertised:

- On the *Job Opportunities with UCL* website
- Using at least one other [permitted method](#):
 - National newspaper
 - Professional journal
 - Milkround
 - Rolling recruitment campaigns
 - Recruitment agency and head-hunters
 - Internet

Jobs not considered by UK Visas and Immigration to be PhD level, or which attract a salary of less than £73,900 per year must also be placed in the Jobcentre Plus.

Lecturers and researchers are eligible for sponsorship and will normally be advertised on www.jobs.ac.uk as well.

1c. How long must the post be advertised for?

Posts must be advertised for a minimum of four weeks (28 days) in order to meet the Resident Labour Market Test (RLMT).

You must also:

- Take a screenshot of the advert as a PDF file on the day that the advert went live, ensuring that it is date stamped

- Print a record of the website name and URL for each advert with the print date clearly visible (unless the advert page includes the date it was published.)
- If a job is advertised on jobs.ac.uk we are required to keep the statement of placement and notification of removal emails.

1d. What does the advert need to contain?

To complete a Resident Labour Market Test for any job in the Tier 2 (General) category, UCL must use the advertising methods permitted by the code of practice for the sector or job. The advertisement must include:

- the job title;
- the main duties and responsibilities of the job (the job description);
- the location of the job;
- the salary package or range, and the terms on offer;
- the skills, qualifications and experience needed; and
- the closing date for applications.

1e. Who should I interview?

You should interview the candidates who best meet the shortlisting criteria irrespective of their current right to work status.

1f. How long after a post is advertised do I have to obtain a Certificate of Sponsorship for the successful applicant?

You have six months after the job has first been advertised to obtain a Certificate of Sponsorship (CoS). The only exception is if you want to sponsor a migrant for a [PhD level position](#) that you have advertised, a CoS must be issued within 12 months of first advertising the job. After a CoS is issued the successful candidate must make a leave to remain application within three months of the CoS being granted. If the candidate doesn't make the application within three months their CoS will expire.

1g. What is the maximum amount of time that a Certificate of Sponsorship can be issued for on a Tier 2 visa?

A Certificate of Sponsorship (CoS) issued by UCL can initially last for a maximum three years. If required, after three years UCL will extend the Certificate of Sponsorship by a further three years. The Government limits maximum stay in the UK while on a Tier 2 visa to six years.

1h. What are the circumstances in which the Resident Labour Market Test (RLMT) doesn't need to be met?

Shortage Occupation List

You do not have to complete the Resident Labour Market Test (RLMT) before sponsoring a migrant under the Tier 2 (General) category if the job is on the [shortage occupation list](#).

Named researchers

Named researchers are defined as those whose employment is linked to specific research grants awarded to Higher Education Institutions or Research Institutes by external organisations. They will be named specifically on the research grant because their knowledge and expertise in the relevant field means they are the only person able to undertake the research. If they are unable to come to the UK the research grant would be cancelled. As such, named researchers will not be filling established posts or displacing resident workers and therefore automatically pass the RLMT. However, in order to demonstrate that the RLMT has been met you must provide HR with a copy of the grant papers that name the individual.

Salary

Positions attracting a salary of £159,600 or more are exempt from the RLMT.

Tier 4 (General) Recent Graduates

Candidates who are on a Tier 4 visa and are graduating from an approved UK university with a Bachelor's, Master's, PhD, PGCE, or PGDE qualification and who have a graduate-level job offer are exempt from the RLMT.

PhD Level Roles

Whilst these posts do need to be advertised for 28 days in two separate places, UK Visas and Immigration allows for PhD level roles to be exempted from the requirement to give suitably qualified settled workers the role. This means for the below roles, the best candidate can be appointed to the job regardless of whether they are a settled worker:

- SOC 2111 – Chemical scientists
- SOC 2112 – Biological scientists and biochemists
- SOC 2113 – Physical scientists

- SOC 2114 – Social and humanities scientists
- SOC 2119 – Natural and social science professionals not elsewhere classified
- SOC 2150 – Research and development managers
- SOC 2311 – Higher education teaching professionals

1i. How can I ensure that I have all the relevant documentation to prove the Resident Labour Market Test has been met?

The RLMT requires that we provide evidence that the post was advertised correctly and that only a non-settled worker could undertake the position (unless it is a PhD level post when the best candidate may be appointed). To demonstrate this, accurate recruitment notes and records must be kept showing that the unsuccessful applicants did not meet the person specification on paper and/or at interview. Following the UCL [Recruitment and Selection Policy](#) carefully will ensure you have all the correct details.

1j. How long must recruitment records be kept for?

The RLMT requires that all records relating to recruitment must be kept for 12 months, or until seen by a UK Visas and Immigration compliance officer if earlier, before they can be securely destroyed. If the successful applicant requires a CoS, however, their records must be kept for the duration of their employment.

2. I wish to appoint a preferred candidate from outside the EEA or Switzerland what do I need to do?

2a. How can I check whether the applicant could be eligible for a Certificate of Sponsorship?

If an applicant does not have the right to work in the UK at the point of application UCL will need to consider whether an application to issue a Certificate of Sponsorship will be valid. Prospective applicants should assess their circumstances against the published criteria, which are set out on the [UK Visas and Immigration website](#).

2b. Where is the application form for the Certificate of Sponsorship?

Please complete the [Certificate of Sponsorship application form](#) using this [guidance](#). The form will need to be returned to the UCL HR Employments Contract Administration team who will process the application.

2c. What documents do I need to send alongside the Certificate of Sponsorship?

You must fully complete the information requested in questions 37 and 38 of the application [form](#) on the number of applicants who are settled workers. You must provide reasons why candidates were not shortlisted and the number of 'settled' applicants who were shortlisted and reasons why they were not appointed and attach:

- Full recruitment pack, including all applications and expressions of interest received
- Job description and person specification
- Proof of placement and copy of advertisements (please quote HR job ref no)
- All panel notes from the interview
- Applicant's CV
- Evidence of how the applicant meets any:
 - Qualification or professional membership requirements for the post
 - Professional registration requirements for the post (please confirm how the registration was verified and expiry date)
- Signed references from past employers
- Proof of funding (i.e. named researchers on a grant)
- Copy of passport (original seen and verified)
- Copy of visa (if in possession of current UK visa)

References and statements should be signed by the author on headed notepaper and verify the applicant's relevant work experience, which means that character references are not appropriate. The references must provide the start and end dates of the candidate's employment, details of their work, and any experience that makes the person qualified to do the job. The requirement for the references to be signed means that emailed references cannot be accepted. Any documents or other evidence that we ask to see that are not in English must be accompanied by a certified translation. The translator's credentials should be provided, along with their official confirmation that the translation is accurate.

For certain professions where the applicant has to be registered with a UK professional organisation, for example, the GMC, NMC, GDC and RCVS, please provide the applicant's registration number, which can be accepted instead of references or statements from previous employers, including date checked and expiry date.

2d. What function does UCL HR Employment Contract Administration perform?

Upon receiving the completed [application form](#) for a Certificate of Sponsorship (CoS) and appropriate documentation, an HR Employment Contract Administration (ECA) Supervisor will assess the application within a two week period. The ECA Supervisor will assess whether the request meets the UK Visas and Immigration requirements and determine whether a restricted or unrestricted Certificate of Sponsorship (CoS) is required. UCL HR ECA can also help you with any specific queries you may have on the process and will provide guidance on the next stages if a CoS is granted.

2e. What is the difference between a restricted Certificate of Sponsorship (CoS) and an unrestricted CoS?

Restricted

All new out-of-country applications and Tier 4 dependents switching to Tier 2 (General) are required to have a restricted Certificate of Sponsorship (CoS). UK Visas and Immigration issue 20,700 restricted certificates per year and allocate them on a monthly basis. UCL must apply to UKVI for permission to issue a restricted CoS. UKVI will award points to applications and allocate certificates to applicants starting with the highest number of points. If UKVI then grant permission, UCL can issue a CoS to the applicant. Departments wishing to apply for a restricted Certificate of Sponsorship for an employee must submit a [CoS1 form](#) to UCL HR Employment Contracts Administration by the deadlines provided [here](#).

Unrestricted

There is no annual limit set against this category. UCL will be allocated a number of Certificates of Sponsorship on an annual basis by UK Visas and Immigration and these will be issued by the HR Department, subject to meeting criteria.

Please note: where an individual is making a change of employment application, they cannot start the new job until the Tier 2 visa associated with employment at UCL has been issued.

3. An applicant has a current Certificate of Sponsorship (CoS) with their old employer but has taken a new job with UCL. Can they start work using the old CoS until the new one with UCL is approved?

No. Certificates of Sponsorship (CoS) are job-specific. Applicants changing employers to start a new role at UCL must apply for a CoS with UCL and a new Tier 2 visa before they can start work. Applicants should take note that Tier 2 (General) visas limit the holder's leave to remain in the UK to a maximum of six years.

4. My preferred candidate has been granted a Certificate of Sponsorship, what happens next?

4a. What will happen after the Certificate of Sponsorship is granted?

Once a Certificate of Sponsorship (CoS) is issued the [HR Employment Contract Administration Team](#) will be in contact with the individual to give advice on what the next steps are. When a CoS is issued the applicant will need to complete their visa application online and have their biometric information taken at a UK visa application centre. As part of this assessment the applicant will need to provide evidence that they meet the maintenance and English language requirements.

4b. Once a Certificate of Sponsorship has been received how long is the applicants leave to remain application likely to take?

Information about current timescales is updated regularly and can be found on the [UK Visas and Immigration website](#).

4c. What do Certificates of Sponsorship look like?

The Certificate of Sponsorship (CoS) is not an actual certificate or paper document but is a virtual document similar to a database record. Each CoS has a unique reference number and contains information about the job for which the CoS is being issued, as well as the migrant's personal details. UK Visas and Immigration (UKVI) will provide UCL with the CoS reference number, which UCL will then pass onto the applicant. Applicants will need to refer to this number in their visa application.

Out of country applicants will need to check with UKVI how to apply for their visa online. The process is initially managed by commercial partners of UKVI, with the decisions taken at the British Embassy or High Commission.

4d. Who will pay for an individual's leave to remain visa?

It depends on the situation, please refer to UCL Guidance Notes on the [Payment of Immigration Costs](#).

4e. What funds are required for the maintenance check and how long must they be held for?

For Tier 2 visa applicants UCL will certify the maintenance check and therefore applicants do not need to hold maintenance funds in their accounts for a 90 day period prior to their application. UCL does not certify maintenance for Tier 5 applicants. Current information on maintenance can be [found on the UKVI website](#).

4f. What documents are required as proof for the maintenance check?

Only the following specified documents will be accepted as evidence of proof of funds:

- Personal bank or building society statements covering a consecutive 90 day period. The most recent statement must be dated no earlier than one calendar month before the date of the application.
- Building society pass book covering a consecutive 90 day period ending no more than 31 days before the date of application.
- Letter from a bank, building society, financial institution regulated by the UK Financial Services Authority, or the home country financial services regulator, confirming funds and that they have been held for a consecutive 90 day period, ending no more than 31 days before the date of application.

4g. Can UCL give a salary advance to cover the maintenance check?

UCL will not make a salary advance to make enough funds available to cover the maintenance check, but they will certify maintenance on the Certificate of Sponsorship for a Tier 2 applicant in order for them to meet the maintenance check.

4h. If required, will UCL underwrite an applicant's dependents for them to meet the maintenance check?

As UCL certifies maintenance for Tier 2 applicants, we automatically certify maintenance for the applicant's dependants. UCL does not certify maintenance funds for dependents of Tier 5 applicants. Tier 5 applicants need to meet the qualifying criteria and hold the required level of funding.

4i. How can an applicant check if they have the required funds to meet the maintenance check?

UK Visas and Immigration (UKVI) use the website [OANDA](#) to convert currencies. Applicants should use this website to assess whether they have the required amount to meet the maintenance check in pounds sterling. UKVI will complete a currency conversion check on the day that the visa application is submitted.

4j. How can a migrant prove they have the necessary standard of English?

There are three ways that an applicant can meet the English Language requirement of the points based system:

- The English language requirement will be automatically met if you are a national of the following predominantly English speaking countries:
 - Antigua and Barbuda, Australia, The Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Jamaica, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, The United States of America.
- Passing one of the specified Secure English Language Tests at intermediate level (B1 on the Common European Framework for Language Learning)
- Holding a degree that was taught in English and is equivalent to a United Kingdom bachelor's degree or above.

4k. Where can an English language test be taken?

A list of approved tests and providers can be found on the [UK Visas and Immigration](#) website.

4l. Who pays for the English language test?

Candidates will need to pay for any English language test that they take as this will not be paid for by

UCL.

5. How many points does an applicant need to be issued with a visa?

Candidates are required to score 70 points in order to be issued with a visa. They must score **50 points** from having a Tier 2 (General) Certificate of Sponsorship, and for being paid an appropriate salary. These are known as their 'attributes'.

Points are available for attributes as follows:

Assigned a certificate of sponsorship, because:	
<ul style="list-style-type: none">the job offer passes Resident Labour Market Test;a Resident Labour Market Test exemption applies; orcontinuing to work in the same occupation for the	30
<ul style="list-style-type: none">same sponsor	
Appropriate salary and allowances	20

Points for your English language ability:

Must score **10 points** for English language ability.

Points for maintenance funds:

Must score **10 points** for maintenance funds.

UCL will enable Tier 2 candidates to score 60 points by providing a Certificate of Sponsorship, an appropriate salary, and by certifying maintenance.

More information on the points awarded for sponsorship, English language, and maintenance can be obtained from the [UK Visas and Immigration](#) website.

6. My preferred candidate is from Croatia what do I need to do?

Following Croatia's accession to the European Union in 2013 the UK Government imposed transitional controls on the right of Croatian nationals to work in the UK. These controls will last for at

least 5 years, with a possible further two-year extension. Since the UK is currently likely to leave the European Union in 2019, it may be the case that Croatian citizens remain subject to restrictions on the right to work after that date.

Further information on the restrictions and exemptions can be found [on the UCL HR website](#). Alternatively please contact [HR ECA](#) for more information.

7. Can someone on a current Tier 2 work visa have another job?

You can undertake additional work but only under certain conditions. The work:

- must be in the same profession at the same professional level as the work for which the Certificate of Sponsorship (CoS) was issued or a job in the [shortage occupation list](#);
- must be no more than 20 hours per week; and
- must be outside of your normal working hours for which your CoS was issued.

If you don't meet the criteria above then are required to apply for an additional Tier 2 visa.

8. I have a migrant worker who has transferred in under TUPE what do I need to do?

In cases where the migrant worker has an existing Tier 2 visa you must inform your [HR Business Partner](#) and UCL HR Employment Contract Administration immediately as they will need to pass on the details to UK Visas and Immigration, so that UCL can sponsor them.

Tier 5 Work Visas and Certificates of Sponsorship

1. Who qualifies as a sponsored researcher? What is the application process?

Though not exhaustive this category is for the following groups of people:

- Someone who has a job overseas, who is still being paid for that job, has come to the UK to undertake a period of research at an employer or host organisation and the funding for the research remains overseas;
- Someone who has a job overseas, who is still being paid for that job, has come to the UK to undertake a period of research at an employer/host organisation, but the funding is transferred to the UK employer or host;
- Someone who has a job overseas, who is still being paid for that job, has come to the UK to undertake a period of research at an employer/host organisation, but the funding is arranged and paid by the UK employer or host;
- Someone who is on paid sabbatical, comes to the UK to undertake research at a UK employer/host organisation, funding is arranged and paid by the UK employer or host.
- Someone who is on unpaid sabbatical but receives funding from the UK employer or host.

For more information please see our information on Tier 5 and visiting academics in our [Right to Work guidance](#) or contact the HR [Employment Contract Administration team](#).

Tier 4 Student Visas

1. Can I appoint a current student to a position at UCL?

Possibly. There are specific requirements that govern right to work for Tier 4 students. Further information is available in our [Right to Work guidance](#).

2. How many hours can I work a week as a Tier 4 student?

No more than 20 hours a week during term time, with unlimited work allowed during vacation periods specified by the institution. This includes both working at UCL and for an outside employer.

3. Does this include paid and unpaid work?

Yes, however a distinction is drawn between volunteering and “voluntary work”, with the former being permitted

4. What if my visa says ‘no work allowed’?

Then unfortunately you will be unable to work while in the UK.

5. What will happen if I work over 20 hours a week?

A condition of your entry into the UK on a Tier 4 visa is that you work no more than 20 hours a week if you are studying a degree level course or above.

Undergraduates

If you work more than 20 hours a week during term time then you will have breached the conditions of your visa. You are able to work more than 20 hours outside of term time and in the period between completing your degree and your visa expiry (this should be no more than four months).

Postgraduates (including MPhil / PhD students)

As you do not have term dates, if you work more than 20 hours a week at any point throughout the year then you will have breached the conditions of your visa.

If UCL becomes aware that you have breached the conditions of your visa, as your sponsor, we are required to inform UK Visas and Immigration. This could lead to your leave to remain being curtailed or even your removal from the UK.

I’ve accidentally breached my Tier 4 visa conditions, what should I do?

If you have accidentally worked more than 20 hours in a week you will need to inform us as soon as possible.

6. What else am I restricted from doing while on a Tier 4 visa?

- Taking a permanent contract until you have submitted an application for a work permit e.g. Tier 2
- Be self-employed (including freelance or consultancy work)
- Be employed as a doctor or dentist in training (unless on a recognised Foundation Programme)
- Be employed as a professional sports person or entertainer

7. How will UCL help me to meet my Tier 4 visa conditions?

It is the visa holder's responsibility to ensure that they meet their visa conditions for the duration of their stay in the UK. However, UCL HR is working closely with Registry to help support Tier 4 students who work at UCL to meet their visa conditions. More information will be made available in the near future.

Checks and Monitoring

1. What checks do I need to follow at the interview?

All applicants' right to work documentation must be checked at the interview stage. Please see the [right to work guidance for managers](#) for further information.

2. What are my responsibilities regarding monitoring employees on a Tier 2 or Tier 5 visa?

UK Visas and Immigration requires employers to monitor migrant workers and has outlined a number of reporting duties. Each department is required to have in place a robust process through which sponsored Tier 2 and Tier 5 staff members (along with all other staff) are effectively monitored in terms of their attendance. Guidance can be found on [Monitoring Arrangements document](#).

3. What is my responsibility regarding repeat right to work checks?

A follow-up check is only required at the point of the expiry date on the right to work documentation. The exception to this is where a Certificate of Application or an Application Registration Card is presented as evidence of the right to work or the employee has no acceptable documents because they have an outstanding application to the Home Office or appeal against an immigration decision. For this group of people a follow-up verification check is required at 6 months. More information can be found in our [Right to Work Guide](#).

4. Whose responsibility is it that an employee's leave to remain does not expire?

Reminders will be sent to the Department Administrator by UCL HR Employment Contracts Administration when their leave to remain is approaching expiry. However, employees are responsible for ensuring that their leave to remain does not expire. They must act to extend their leave to remain if it is expiring and bring the original document to HR for a copy to be placed on their HR file confirming their continued right to work in the UK. The employee will be suspended from duty if their leave to remain expires, which may lead to dismissal.

5. An employee is dismissed or resigns before the CoS expires what should I do?

You must inform the HR Employment Contract Administration team who will need to inform UK Visas and Immigration of their change in employment status.

Visitor, Short-term, Right of Abode, and Other Visas

1. Who qualifies as an academic visitor or permitted paid engagement (PPE) visitor?

In 2015 the Home Office introduced new rules, which apply to visitor visas. There are now four main visitor routes, as detailed below. While the new Standard Visitor route now permits visitors to undertake multiple activities whilst they are in the UK they should make clear the main purpose of their visit when applying for a visa and on entry to the UK.

Visitor visa route	Previous Visitor visa route	Maximum length of stay
Standard Visitor	<ul style="list-style-type: none">• Family Visitor• General Visitor• Child Visitor• Business Visitor (including academics, doctors, and dentists)• Sports Visitor• Entertainer Visitor• Prospective Entrepreneur• Private Medical Treat	<ul style="list-style-type: none">• 6 months• 11 months if for private medical treatment (requires Biometric Residence Permit)• 12 months if you're an academic on research sabbatical (requires Biometric Residence Permit)

Marriage / Civil Partnership Visitor	• Visitor for Marriage or Civil Partnership	• 6 months
Permitted Paid Engagement (PPE) Visitor	• Permitted Paid Engagement (PPE) Visitor	• 1 month
Transit Visitor	• Visitors in Transit	• 48 hours

The Business Visitor route allows certain Permitted Paid Engagements for visit periods of no more than 1 month. To see if your visitor meets this criteria please see the guidance on the [UKVI website](#). More information can also be found in our [Right to Work guidance](#).

In order to complete any paid work as a visitor at UCL, applicants will need to provide proof of their right to work status (e.g. visa and passport) to UCL.

2. What is the Youth Mobility Scheme?

The Youth Mobility Scheme is for young people from participating countries who would like to experience life in the United Kingdom. Sponsors under the youth mobility scheme are the national governments of the participating countries. The participating countries are Australia, Canada, Japan, New Zealand, Monaco, Republic of Korea*, Taiwan*, Hong Kong*

As the sponsors of their young nationals, the governments of participating countries will be saying that they:

- are nationals of that country; and
- are aged between 18 and 30 inclusive;
- and believe they will comply with the terms of the youth mobility scheme

Successful applicants will be free to do whatever work they like during their stay in the United Kingdom, except for self-employment (subject to certain exceptions), working as a professional sportsperson (including as a sports coach) or working as a doctor in training. You may work up to 2 years under the youth mobility scheme.

To find out more about the scheme download the more detailed guidance from [UK Visas and Immigration](#).

*Hong Kongese, Taiwanese, and Korean nationals are required to have a Certificate of Sponsorship from their UK employer.

3. What is an ancestry visa?

Commonwealth citizens who can prove that at least one of their grandparents was born in the UK, can apply for an ancestry visa which allows them to live and work in the UK without restriction for an initial period of 5 years.

Full details can be found on [UK Visas and Immigration website](#).

4. What is the right of abode in the UK?

The right of abode is the ability to live or work in the UK without any restrictions. This means that you will not require a visa to come to the UK and there's no limit to the amount of time that you can spend in the country. Right of abode automatically applies to:

- British citizens
- Commonwealth citizens where:
 - One of your parents was born in the UK and a citizen of the UK and colonies when you were born or adopted
 - You were a Commonwealth citizen on 31 December 1982
 - You didn't stop being a Commonwealth citizen (even temporarily) at any point after 31 December 1982

You may also have obtained the right of abode through marriage if you are a woman who meets certain criteria as detailed on the [Government website](#).

To prove you have the right of abode you will need a UK passport that describes yourself as a British citizen or British subject with right of abode.

You can also apply for a [certificate of entitlement](#) to prove the right of abode in the UK.