

EMPLOYEE IMMIGRATION GUIDANCE



New Starter Guide for Tier 2 and Tier 5 visa holders

Congratulations ! Welcome to the University of Manchester. We are delighted to be able to recruit and sponsor the very best international talent and are pleased to be able to sponsor your Tier 2 or Tier 5 visa.

We hope that you find settling in at the University and Manchester an enjoyable and stress-free experience. We have some information for staff relocating to Manchester from overseas that you may find helpful. This can be found at <http://www.staffnet.manchester.ac.uk/employment/joining-the-university/international-staff/>

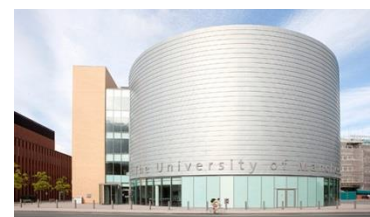
As a Highly Trusted Sponsor with UK Visas & Immigration (UKVI), the University has certain benefits in being able to sponsor visa holders. However, the University must comply with extremely strict UKVI requirements in order to retain our Highly Trusted Sponsor status and to be able to continue to sponsor international talent.

Your visa also carries some conditions in relation to work and access to certain benefits. Failure to comply with the UKVI conditions set out in this guide may affect your visa status. The University is grateful for your cooperation and understanding of the need to comply with UKVI requirements.

Starting work and presenting your visa documentation

It is crucial that you attend HR Services Reception either prior to or on your day of commencement. We need to verify and copy your Biometric Resident Permit * or 30 day passport vignette and your passport **before you commence work**, as required by UKVI regulations.

*If you have not yet collected your BRP you will need to return to HR Services as soon as you have this.



Whilst you are employed with us

Changes to your personal and job details

The University must record and in most cases report the following circumstances to UKVI:

- ❖ A change to your start date/ that you did not arrive on your start date on your Certificate of Sponsorship
- ❖ Any change in job details (e.g. job title/ duties/ salary/ hours/ work location)
- ❖ Changes in residential address/contact details
- ❖ Unauthorised absences of more than ten consecutive working days
- ❖ Authorised unpaid leave of up to one month in twelve months (Jan-Dec)
- ❖ Change in salary due to leave (maternity, paternity, adoption, sick)
- ❖ If you leave early (e.g. finish early/ resign/ funding withdrawn/ are dismissed)
- ❖ If you change your immigration status (e.g. granted ILR/ other visa/ other nationality)
- ❖ If you leave as expected in line with your visa expiry date

Please notify your line manager immediately of any of the above. The University must record/ report the above strictly within ten working days of the date of the change.

Your visa only allows you to do the work detailed on your Certificate of Sponsorship, supplementary employment under strict conditions (see below) and voluntary work.

Supplementary employment is permitted where the additional employment is:

- ❖ in the same profession as the job specified on your Certificate of Sponsorship or in a job which is on the 'shortage occupation list'
- ❖ at the same professional level as the job specified on your Certificate of Sponsorship, e.g. paid at the same level
- ❖ for no more than 20 hours per week
- ❖ outside the working hours covered by your Certificate of Sponsorship
- ❖ UKVI views University research and teaching as different professions. If you are a University researcher you are permitted to take up supplementary employment to teach if teaching is noted as a duty on your Certificate of Sponsorship and job description. If teaching is not noted on your Certificate of Sponsorship and job description, contact HR Services for advice
- ❖ Your visa also allows you to study. There is no limit on the number of hours you may study but it must not interfere with the job you have been sponsored to do.

Please contact HR Services for further advice on supplementary employment.



Absences from work

UKVI requires the University to keep a record of your absences from work. This includes annual leave and sick absence. Please ensure that you notify your line manager of any periods of annual leave or sick absence immediately. You do not need to report work related travel.

The University is also required to record unauthorised absences, and to report unauthorised absences of more than ten consecutive working days to the Home Office (this is likely to result in losing your visa and having to leave the UK). Please notify your manager or HR Services immediately if you are unable to attend work for any reason. If you are absent from work without explanation, it will be recorded as an unauthorised absence. Please ensure that your line manager and HR Services have your up to date contact details at all times so that you can be contacted if an unauthorised absence is thought to have occurred.

Your visa does not permit you to take unpaid leave (e.g. unpaid sabbatical) for more than a total of one month in twelve months from January to December (unless the unpaid leave is due to maternity, paternity, adoption or sick leave). Unpaid leave in excess of one month will result in the University having to withdraw sponsorship for your visa. This is likely to result in losing your visa and having to leave the UK. Please note that these are UKVI regulations, not University policy.

If you intend to apply for Indefinite Leave to Remain in the future you will be required as part of the application to declare all of your overseas travel, the dates and the reason for travel (e.g. attending conference, holiday) for the previous five years so it is important to ensure that your leave and overseas travel records are up to date.

When your visa expiry date is approaching ...

The HR Services Team will send a reminder to you and your line manager 3 months prior to expiry of your visa.

If you are continuing employment with the University then you will need to be issued with a new Certificate of Sponsorship (CoS). HR Services will issue the new CoS to you and allow you sufficient time to apply for your visa extension. Please note that a CoS extension cannot be processed more than 3 months before your visa is due to expire.

If you have any queries about your Tier 2 or 5 visa please contact the HR Services Team :

Email : hrrservices@manchester.ac.uk

Telephone : 0161-275-54499

