

Visa Loan Application Form

The visa loan is designed to support colleagues with the costs of applying for a visa in certain circumstances. To be eligible for a loan you must meet one of the criteria below:

- If you currently hold a Skilled Worker or Global Talent visa you can apply for a loan of up to £10,000 for your dependant(s) visa application and Immigration Health Surcharge costs
- If you are applying (any type of current visa) for ILR you can apply for a loan of up to £10,000 for yourself and your dependant(s) visa application costs

For queries and to submit your completed loan application go to the People Connect Portal at [People Services - General Request Form - Connect](#) and in the 'Request Details' select 'Global Mobility' and 'Visa Fees or Loans'. You must also upload copies of all receipts/invoices showing confirmation of payments.

Personal Details

Employee ID		Email Address	
First Name		Last Name	

Loan Details

	Visa type claiming for	Costs
Employee (ILR only)	Indefinite Leave to Remain	
Dependant 1		
Dependant 2		
Dependant 3		
Dependant 4		
Dependant 5		
TOTAL (max of £10,000)		£

Repayment Details

Loan repayments are deducted from your salary monthly and will commence the first available pay day following approval of your loan. Please complete the monthly instalment amount for the loan you are applying for below. You can also payback your loan faster if you choose to by indicating this in the adjusted payback period column. Deductions must not take your salary below National Minimum Wage.

- **Fixed Term Contracts:** your loan will need to be repaid before your contract ends which means you may need to pay over an adjusted payback period. Please complete the adjusted column if you will be unable to payback your loan using the standard payback period before your contract ends.
- **Skilled Workers Only:** if your CoS was issued on or after 9 April 2025 your loan repayments must not take you below the minimum threshold for the role you have been sponsored for. This may mean The University will have to adjust the payback period or loan amount you have applied for. If this is the case, we will contact you before we process your application to inform you of any changes that may be required.

Is your employment contract:	Fixed Term		Permanent
If fixed term, what is the end date of your contract?			

Loan Amount	Payback period	Adjusted payback period	Monthly Instalment Amount
£1 - £3,000	12 months		£
£3,001 - £6,000	24 months		£
£6,001 - £10,000	36 months		£

Declaration

Data Protection Notice

The personal information which you have provided by completing this form, and any other information provided in connection with your application, will be used by The University to process your application and to set up and administer the loan process, which will include arrangements for calculating and making payments. We will keep the information you have supplied confidential and will not disclose it to any third party, unless we are required to do so by law, or you have given your consent.

Declaration

I confirm that the information which I have given in this form is correct and authorise The University of Manchester to use the information I have provided for the above purposes.

I confirm that I am applying for the loan as detailed in this application and that this loan will be used to assist with either:

- Indefinite Leave to Remain (ILR) costs for myself and if requested my dependant(s)
- Visa application and Immigration Health Surcharge costs for my dependant(s)

I accept that the maximum loan amount of £10,000 includes any other loans that I may have with The University, for example, an annual season ticket loan. The total value of my loan application will be reduced if I have any current loans outstanding.

I accept the terms and conditions of the loan attached and authorise The University to make the deductions, as set out in the table above, from my salary each month to repay the loan I have applied for, and that the first payment will commence on the first available pay day following approval of the loan.

I understand that if I leave the employment of The University before the whole loan has been repaid, the balance of the loan becomes immediately payable and will be deducted from my final monthly salary. If the outstanding balance on the loan exceeds my final pay amount, then I will be required to pay the full outstanding balance before my last date of employment.

Applicants Name:		Applicants	
Date:		Signature:	

FOR COMPLETION BY GLOBAL MOBILITY ONLY

Does the loan meet the conditions of the loan scheme?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Only complete where the employee is a Skilled Worker:

What date was the CoS issued?	
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If issued on or after 9 April 2025, you will need to calculate their salary after the loan deductions to ensure that it still meets the minimum threshold for sponsorship, complete the table below:

	£	Figure
What is the actual gross monthly salary being paid?		A
What is the gross minimum monthly threshold salary for role?		B
What is the calculation of figure A minus figure B This is the maximum monthly deductions that can be taken for the loan		C
If figure C is more than the loan deduction per month, then the loan can proceed. If not, you will need to recalculate the loan value to be no more than 12 x figure C		

Is the loan approved	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Total amount of Loan	£	
Approved payback period (months)					Date of first payment		

Approved By:		Date:	
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FOR COMPLETION BY PAYROLL ONLY

Will the employee continue to meet national minimum wage thresholds?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Payroll Notes:	
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Payroll Processed Name:		Date:	
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