

Skilled Worker Sponsorship

Frequently Asked Questions



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healthcare

www.hee.nhs.uk

***** Please note the HEE National Overseas Sponsorship Team are not qualified immigration advisors and cannot offer immigration advice *****

These FAQs are to assist trainees in their application process for Sponsorship with HEE. In addition, information has been included that you may need to know regarding the Home Office regulations and where to find [further information from the Home Office](#).

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Before you Apply

Q. Who are all the different Teams who will be involved in my Sponsorship?

A. There are different Teams within HEE that will contact you regarding your sponsorship:

1. **HEE National Overseas Sponsorship Team** – The HEE National Overseas Sponsorship Team are the National Team that issue all Certificates of Sponsorship (CoS) to Doctors and Dentists in Training in England. The National Overseas Sponsorship Team hold the Sponsor Licence for HEE and are required to update the Home Office on any changes to trainees' circumstances to meet sponsor requirements. Please see further information [here](#).
2. **Local HEE Office/ Lead Employer /UKFPO** – Local HEE offices, Lead Employer and UKFPO complete the recruitment and selection process and need to be kept up to date with information regarding your sponsorship
3. **NHS Trust/Foundation School** – The NHS Trust will be your employer; each Trust will need to verify your right to work status and will therefore ask to see evidence of your Tier 2/Skilled Worker sponsorship.

You should keep the National Overseas Sponsorship Team, Local HEE office your Trust up to date with any changes to your circumstances. To update the HEE National Overseas Sponsorship Team, please complete the reporting form [here](#).

Q. What is the difference between the Skilled Worker Visa and Health and Care Visa?

A. There are many different types of Skilled Worker Visa, and Health and Care is one of these types. They are not two different kinds of visas. HEE will confirm on the CoS issued to you that you are applying for a Skilled Worker visa and that you are eligible to apply through the Health and Care Skilled Worker route.

Q. What happens if I have a valid CoS with another employer?

A. If you already have a CoS that has been issued by another employer and you have not used it for a visa application, then HEE will not be able to issue you with another CoS until the sponsor of the other CoS withdraws it on the Home Office System. This is because the Home Office system will only allow one unused CoS to be assigned to you at any given time. If you have a CoS from another employer that you have already used for a visa application, this should not cause any problems.

Q. I have already renewed or obtained my visa which is valid, will I need to apply for another visa?

A. If you are not sponsored by Health Education England (HEE) on your current visa, then you will need to apply for a new Skilled Worker visa sponsored by HEE and obtain your HEE sponsored Visa before you start your training.

Certificate of Sponsorship (CoS) Application process**Q. How do I request a CoS from HEE?**

A. Once you have been made an offer via Oriel, the HEE National Overseas Sponsorship Team will be notified. They will then contact you via email to provide you with log in details to the Overseas Sponsorship Portal where you can complete all the relevant information required for HEE to issue you with a CoS. If for any reason you are not contacted and it is less than 3 months until your start date, please email sponsorship@hee.nhs.uk.

Q. How long should I request a CoS for?

A. The longest a CoS can be issued is the length of your training contract, up to a maximum of 5 years at a time. You will need to apply to extend your visa when it is due to expire if you are continuing in training. Please contact us 3-4 months before it is due to expire if you need to arrange an extension.

Q. Will HEE assist with the cost of my CoS and Skilled Worker visa?

A. HEE will pay for the initial CoS (and any confirmed extensions) and the relevant Immigration Skills Charge (ISC). Unfortunately, HEE are not able to assist with any of the costs associated with your Skilled Worker application to the Home Office (including application charges and any other associated charges).

Q. What information do I need to supply as part of my application?

A. Please complete all the mandatory sections of the online application form. Before submitting your CoS application online, please ensure that you have included following documents:

- Scanned copy of passport (including all relevant pages)
- Scanned copy of your current visa (including the front and back of your Visa)
- Copy of payslip/relevant proof of National Insurance Number
- Evidence of GMC registration (if applicable)
- Offer letter or Oriel email for your post

Your application cannot be processed without these documents.

Q. How long will it take for me to receive my CoS?

A. Organisations can only request a CoS 3 months prior to a start date as per Home Office guidance. As an example, for August start dates the earliest HEE National Overseas Sponsorship Team can request a CoS would be May.

Due to the volumes of CoS HEE National Overseas Sponsorship Team need to process during this time, CoS will be issued using the following priority order during the relevant issuing period:

1. Expiry dates of current Visas
2. Out of country applications
3. New applicants to HEE (change of employer)
4. Tier 4 / Student switching to Tier 2 / Skilled Worker
5. Extensions of Tier 2 / Skilled Worker of those already sponsored by HEE

The issuing periods are as follows:

Start date	Issuing period
August	May June Early July
February	November December January

To see if you can start in post while a decision is pending with the Home Office please see **'Can I start my new post while a decision is pending?'**

Q. If I have travel arrangements can I request my CoS to be issued earlier?

A. No. Unfortunately, the National Overseas Sponsorship Team cannot take into account any travel arrangements and will use the priority listed above for the order that CoS are issued. You are advised not to make travel arrangements during this period.

Q. If I am applying for a mortgage or a rental/tenancy agreement, can I request my CoS to be issued earlier?

A. No. As most of our trainees will be moving for their new rotations, we receive a great many of these requests and it would not be possible to fulfil all of them. To ensure fairness, this unfortunately means that the National Overseas Sponsorship Team cannot take into account any mortgage or rental requirements and will use the priority listed above for the order that CoS are issued.

Q. If I am getting married or attending a wedding, can I request my CoS to be issued earlier?

A. No. We receive a great many of these requests and it would not be possible to fulfil all of them. To ensure fairness, this unfortunately means that the National Overseas Sponsorship Team cannot take any weddings into account and will use the priority listed above for the order that CoS are issued. We recommend where possible that CoS and visa processing times are considered when planning your celebration.

Q. If I have a family emergency, can I request my CoS to be issued earlier?

A. In most cases, we cannot issue the CoS early. During our busy periods we will issue thousands of CoS over the course of several months, and in this time many of our applicants experience extremely challenging events, such as bereavements. To ensure fairness, this unfortunately means that the National Overseas Sponsorship Team can only take extremely severe circumstances into account and will normally use the priority listed above for the order that CoS are issued.

However, if you have an emergency, please email us at sponsorship@hee.nhs.uk explaining the full circumstances, and your situation will be considered. We will always do our best to help and if we cannot issue your CoS early, we will advise you on your options regarding your sponsorship.

Q. What updates can I expect to receive from HEE National Overseas Sponsorship Team during the application process?

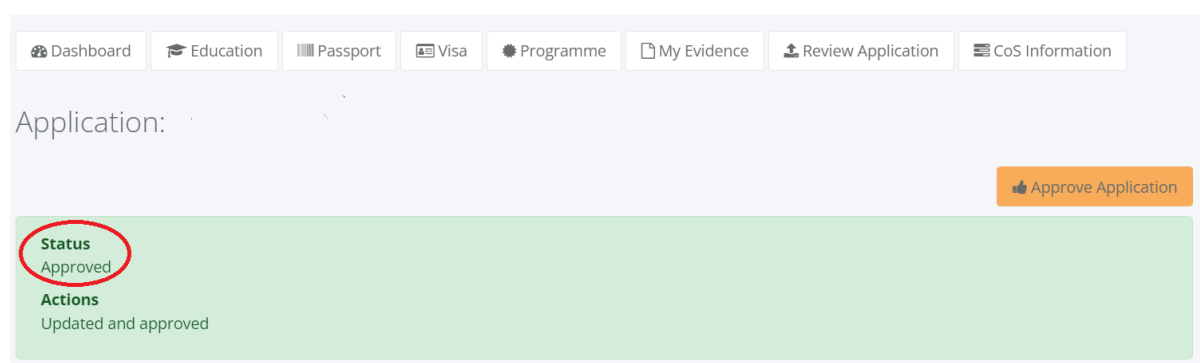
A. Due to the significant volumes the HEE National Overseas Sponsorship Team receive it is difficult to provide constant updates. You will be updated on the Portal of

your application progress, including if your application has been approved or rejected (pending further actions from you). If the Team have any further queries regarding your application, they will contact you directly.

Please only contact the National Overseas Sponsorship Team for **urgent queries** so that the team can process applications as quickly as possible. Please state 'Urgent' and your GMC number in the subject box so that we can try to address these as soon as possible. Please do NOT send multiple emails. Our standard response time is within five working days, but this may be longer during our busiest periods.

Q. How can I check the status of my CoS application?

A. When you log into the Overseas Sponsorship Portal, the current status of your application will show near the top of the screen:



Q. What does my CoS application status mean?

A. Your CoS application on the Portal may show several different statuses as you go through various stages of the process:

Status	Meaning
Submitted – Waiting Approval	You have successfully submitted your application, and it is waiting to be reviewed by a member of the team.
Rejected	Your application has been checked but further action is needed from you before it can be approved. The details will be shown on your dashboard.
Rejected - Resubmitted	This indicates that you have made changes to your application, and it will be re-checked by a member of the team.
Approved	You have provided all the information we need in order to issue your CoS.
CoS Issued	Your CoS has been issued and is available for you to view and download in the 'CoS Information' tab.

Q. Can I apply for my CoS if my current passport is due to expire?

A. You can apply for your CoS as long as your passport is valid at the time of application. However, you also need to be aware of the requirements when applying for your visa with the Home Office.

If you are applying from within the UK, as long as your passport is valid at the time of application with the Home Office there should not be any issues. It is advisable to review when you may be making your application with the Home Office to ascertain if a new passport is needed in the first instance.

If you are applying from outside of the UK, you need to ensure your passport is valid for more than 6 months so you will be able to travel after your visa has been granted.

Q. I would like to work Less Than Full Time (LTFT), is this possible on a Skilled Worker visa?

A. Yes, you will need to ensure you meet the minimum salary requirements of your sponsorship obligations.

All sponsored trainees, regardless of whether they hold a Tier 2 visa or Skilled Worker visa, will need to meet the minimum salary requirements of £20,480 per annum when calculated as a percentage of the going rate. To do this the 'going rate' is based on the basic salary as outlined in the [NHS Medical and Dental \(M&D\) pay scales](#).

A helpful guide, based on the 2022 pay scales, the minimum hours for a full year* are set out in the table below:

Medical:

	Going rate/Basic salary (M&D pay scale)	Minimum hours to meet salary requirement of £20,480 per annum	Salary per annum
FY1	£29,384	70% or 28 hours	£20,569
FY2	£34,012	61% or 24.4 hours	£20,747
CT/ST 1/2	£40,257	51% or 20.4 hours	£20,531
CT3 and ST 3/4/5	£51,017	41% or 16.4 hours	£20,917
ST 6/7/8	£58,398	36% or 14.4 hours	£21,023

Dental:

	Going rate/Basic salary (M&D pay scale)	Minimum hours to meet salary requirement of £20,480 per annum	Salary per annum
Dental FT	£33,720	61% or 24.4 hours	£20,569
Dental CT1/2	£40,257	51% or 20.4 hours	£20,531
Dental CT3	£51,017	41% or 16.4 hours	£20,917
Dental ST 1/2/3/4/5	£51,017	41% or 16.4 hours	£20,917
Dental ST 6/7/8	£58,398	36% or 14.4 hours	£21,023

**If working part of a year at full time and part of a year at LTFT the total salary for the year must equate to a minimum of £20,480 per annum.*

For more information on this please visit here: <https://www.gov.uk/skilled-worker-visa/your-job>

Q. If my LTFT application is successful, what should I do?

A. While you may be able to reduce your hours to meet sponsorship requirements, LTFT hours will need to be approved by your local HEE Office and/or Trust.

If your application for LTFT is successful, then you need to either send this confirmation at the point you are requesting your CoS or complete a [Reporting Form](#) if you have already started.

Q. I am currently pregnant and will be on maternity leave when I am due to commence my training. Can I still start my post?

A. Please contact the HEE National Overseas Sponsorship Team at sponsorship@hee.nhs.uk for further information.

Q: Can I use the Certificate of Sponsorship issued by this team towards my GMC registration application?

A: No. The Certificate of Sponsorship the GMC require as part of their application process is not the same as the Certificate of Sponsorship that the National overseas Sponsorship Team issues.

The National Overseas Sponsorship Team issue Certificates of Sponsorship for visa application purposes only.

The Certificate of Sponsorship the GMC require is a different document which confirms that a doctor possesses the knowledge, skills and experience required for

practising as a fully registered medical practitioner in the UK. Doctors need to apply for this directly from one of the GMC approved sponsors <https://www.gmc-uk.org/registration-and-licensing/join-the-register/before-you-apply/list-of-approved-sponsoring-bodies>

Once you have received your CoS

Q. Do I have to apply for a CoS from Health Education England AND then apply for a Skilled Worker Visa?

A. Yes. Once your application for a Skilled Worker CoS has been reviewed and accepted by HEE National Overseas Sponsorship Team, you will be issued with a CoS. You should check this document fully to ensure that there are no mistakes. After receipt of your CoS you can then apply to the Home Office to gain your Skilled Worker visa.

Q. After I've received my CoS what should I do?

A. You should **check ALL details on the CoS before making your application to the Home Office, any errors need to be amended before making your application.** In particular, please ensure you check:

- All personal details
- Work start and end dates
- Speciality under job title
- Location (this will be the **Local HEE address not a Trust address**)

Q. What should I do if I notice something is wrong on the CoS that HEE have provided me?

A. We have detailed some common queries in the questions below. If the answer is not there, you should immediately contact the HEE National Overseas Sponsorship Team on sponsorship@hee.nhs.uk with the subject title 'Sponsor note required' detailing the error.

The HEE National Overseas Sponsorship team will add a Sponsor note to the CoS to clarify the error and will upload the updated copy to the portal.

Q. My job title on the CoS states ‘Speciality Registrar’ but I don’t believe I am a Speciality Registrar?

A. ‘Speciality Registrar’ is the standard title used by the Home Office for all ST and CT training posts within HEE.

For the purpose of the Home Office requirements, the job title is standard in line with the Standard Occupation Code (SOC) code as per Appendix J of the Immigration Rules <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-shortage-occupation-list>) and will state “speciality registrar in <speciality>”

Q. The CoS you have issued states that my salary will be less than I expected. Does this matter?

A. In line with the Home Office guidance, HEE will confirm on your CoS the basic salary as per ‘NHS Employers Pay and Conditions circular (Medical and Dental)’ as this is the minimum guaranteed salary a doctor/dentist will earn. Your exact salary will be calculated by your employer nearer to your start date.

For Less Than Full Time (LTFT) this figure will be calculated on basic salary and pro rata for your LTFT hours; evidence of payslips may be required.

Q. Why does it state HEE (Birmingham) as main work address on my CoS as I will be working in a different location?

A. All CoS issued by HEE will have the ‘main work address’ as HEE (Birmingham) and ‘other regular work address in the UK’ as the headquarters for your local HEE Office. This process is to allow trainees to rotate between Trusts.

Q. Why is my CoS start date not the same date I start my extension placement?

A. When an extension CoS is issued, the start date will be the day after your current Visa expires. You will be able to work on your current Visa until the end date.

Q. What if I have already applied for my CoS and now have a new passport. How do update my new passport details on there?

A. Please email a copy to sponsorship@hee.nhs.uk. If your CoS has not been used towards an application, we will be able to update this by adding a sponsor note. It is advisable however to have all information up to date at the point of requesting a CoS.

Q. I've received my updated CoS but the error is still on the CoS, what should I do?

A. The error on the CoS cannot be removed; however, you will see under the 'sponsor note' section near the top of the CoS the comments regarding the error and the updated information. The Home Office case workers will review these sponsor notes alongside the CoS. Please see the example CoS at the end of this guide for more information.

Q. Will the Sponsor note that has been added to my CoS affect my Visa Application?

A. Sponsor notes are a Home Office process and the case workers at the Home Office will view any amendments on your CoS. It will not have a negative affect on your visa application.

Q. What should I do if I decide I no longer want/need a Skilled Worker CoS?

A. Please inform the HEE National Overseas Sponsorship Team on sponsorship@hee.nhs.uk as soon as possible.

Q. What if I do not use my CoS before the expiry date?

A. If you do not use your CoS before the expiry date then you will require a new CoS. If this happens then you will be required to pay the cost of the CoS (£199) to HEE.

Making an application to the Home Office

*** Please note HEE are not able to participate with the application process you make to the Home Office. However, we have provided some useful information below. It is your responsibility to review all Home Office information when making your application ***

Q. When making my application to the Home Office, should I apply under the Health and Care visa route?

A. Yes, you can and **should** make your visa application under the Health and Care visa route. We will confirm your eligibility for this on your COS issued to you. You will find this in the 'Summary of job description' field of the COS. The requirements for Health and care visa are contained in this guidance and can be found at: [Health and Care Worker visa - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/health-and-care-worker-visa)

Q. When making my application to the Home Office, should I apply under the Shortage Occupation List?

A. Yes, all Medical Practitioners (SOC code 2211) can and **should** make your visa application under the Shortage Occupation list.

Q. Will HEE be able to track the progress of my Visa application once I have submitted it to the Home Office?

A. No, HEE is not able to track the progress or provide an update on the status of your Visa application, as this is the Home Office process. You can request an update on your application from the Home Office using the following link: <https://www.gov.uk/contact-ukvi-inside-outside-uk>

Q. Will I have to pay less application fee for Health and Care visa?

A. Individuals applying for the Health and Care visa will be pay the reduced application fees. All visa application fees, including for the Health and Care Visa, can be found at <https://www.gov.uk/government/publications/visa-regulations-revised-table>

Q. Do I have to pay the ‘Immigration Health Surcharge’ (IHS)?

A. All applications should be made under the Health and Care visa route and therefore the IHS is not required. For further information visit:

<https://www.gov.uk/healthcare-immigration-application/who-needs-pay>

Q. How do I request a refund for my Immigration Health Surcharge (IHS) as I have overpaid this.

A. HEE do not deal with IHS. This is a Home Office requirement. Trainees who have made their application since March 2020 may need to apply for refund, please see

the following link for further information: <https://www.gov.uk/apply-immigration-health-surcharge-refund>

Q. Are my dependants also eligible for Health and Care visa?

A. The visa fee reduction will also apply to your partners and dependants of Health and Care Visa applicants. Partners and dependants of Health and Care Visa applicants should therefore also tick this box. In addition to the reduced visa fee, applicants applying for the Health and Care Visa, and their family will be exempt from having to pay the Immigration Health Surcharge.

Q. Do HEE offer maintenance funding?

A. No, HEE cannot provide maintenance funding and it is not possible for HEE to confirm maintenance on the CoS. Some applicants must meet the maintenance criteria set out by the Home Office and should ensure that they are aware of the regulations set out for Skilled Worker route applications.

Please note, applicants who are already on a Tier 2 visa/Skilled Worker visa (whether extending or changing employment) do **not** need to prove maintenance.

Q. What is HEE’s sponsor rating?

A. HEE is an A rated sponsor.

Q. What is HEE Sponsor number?

A. You will find this on the top of your CoS once this has been issued to you.

Q. Is HEE a limited company?

A. HEE is a public body, not a limited company.

Q. Do I have to provide evidence of my criminal records?

A. The Home Office require those **applying to come to the UK** under Skilled Worker route as doctors and dentists in training, and their adult dependants, to produce a criminal record certificate from any country in which they have been resident for 12 months or more, consecutively or cumulatively, in the previous 10 years, aged 18 or over.

If you are successful in being appointed to a training programme in the UK, require Skilled Worker sponsorship, and applying to come to the UK, you will be required to provide the criminal record certificate to the Home Office when you make your visa application. As it can take some time to obtain a criminal record certificate, it may be helpful for you to begin the process of seeking certificates, if required, at the earliest opportunity.

Details of how to obtain such a check from the relevant authorities abroad is available on the Home Office website at:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

If the country concerned is not listed, please contact the relevant embassy or consulate for further details. Contact details can be found at:

<https://www.gov.uk/government/publications/foreign-embassies-in-the-uk>

Please note HEE National Overseas Sponsorship team do not require a copy of your Criminal Records Certificate as this is a requirement of your Home Office application.

Q. Do I require a Criminal Records check if I already have a Tier 2/Skilled Worker visa?

A. No. You do not require a Criminal Record Check if you already have UK entry clearance

Q. Can I have my CoS issued until the end of my Period of Grace?

A. We do not issue a CoS to the end of period of grace as not everyone requires it. This is decided between you and your local HEE office towards the end of your training, if you do require period of grace you must send confirmation from the local HEE office confirming this. Only then can we issue you an extension CoS covering this period (usually 6 months). The Home Office allows 14 days after your Visa has expired for you to make arrangements. Please note the Period of Grace does **not** apply to General Practice trainees.

Q. Where can I find more information about making my application to the Home Office?

A. You can find out more information about making your Skilled Worker application to the Home Office here: [Skilled Worker visa - GOV.UK \(www.gov.uk\)](https://www.gov.uk/skilled-worker-visa)

After making an application to the Home Office

Q. How long will it take for me to receive an outcome on my application?

A. The Home Office publish their service standard processing times and will depend on which application and route you have taken. The Health and Care visa route however is designed to be processed quicker than the standard route. Please refer to the following link for processing times:

<https://www.gov.uk/government/organisations/uk-visas-and-immigration/about-our-services>

If you are applying from outside of the UK you can also use the link below: [Visa decision waiting times: applications outside the UK](#)

Q. I have not received my Visa what should I do?

A. If your application is still within the Home Office service standard processing times (see above) then there is nothing further that can be done at this stage.

If your application has gone over the Home Office service standard processing times you can contact the Home Office directly to query this with them using the link below:

<https://www.gov.uk/contact-ukvi-inside-outside-uk>

If your application is over the service standard processing times, you have contacted the Home Office and not been able to progress this further, you can contact sponsorship@hee.nhs.uk and the HEE National Overseas Sponsorship Team will ascertain if they are able to intervene on your behalf.

Q. Can I start my new post if I have not yet made an application with the Home Office?

A. No, even if you have leave to remain on your current visa sponsored by HEE, you can only start in post on these visas if you have made an application to the Home Office for your new Skilled Worker visa.

Employers/Trusts will complete an online check, Employer Checking Service (ECS), with the Home Office to confirm you have made your application and so they have a statutory excuse to enable them to employ you while your application is being

considered by the Home Office. It is your responsibility to update your employer/Trust when your new visa has been received.

Q. Can I start my new post while a decision is pending with the Home Office?

A. Depending on your current immigration status will decide if you are able to commence your new post while a decision is pending, please see table below:

Current Visa status	Starting new post
Tier 2/Skilled Worker visa sponsored by HEE (applying for an extension)	You will be able to start working in your new post while a decision is pending on your visa as long as you apply before your current visa expires
Tier 2/Skilled Worker visa but changing sponsors (change of employment)	You must have your new Skilled Worker visa before commencing your new post. However during the pandemic there have been some exemptions, please see below for more details*
Tier 4/Student visa and you were granted leave after 6 April 2012	You will be able to start working in your new post as soon as you have completed your Foundation Programme/Masters/Degree while a decision is pending on your Tier 2 /Skilled Worker visa. You must however apply for a Tier 2 /Skilled Worker visa before your Student visa (Previously Tier 4 visa) expires. You should have submitted an application prior to commencing your training post.
Any other visa status or if you hold no visa status in the UK	You must have your Skilled Worker visa before commencing your new post

*Please also refer to the current immigration guidance on the UKVI website due to starting with or without your new Visa. [Coronavirus \(COVID-19\): advice for UK visa applicants and temporary UK residents - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19-advice-for-uk-visa-applicants-and-temporary-uk-residents)

Q. My application to the Home Office has been refused and I would like to re-apply, what should I do?

A. You will be aware that you have not needed to pay for the original CoS issued to you. However, if an applicant makes an error on their Skilled Worker application resulting in the Home Office refusing their application and a second CoS is needed, you will need to reimburse HEE for the cost of this second CoS before it is issued to you. Please contact sponsorship@hee.nhs.uk with your refusal letter and details will be sent to you of how to make the £199 payment for a replacement CoS.

Q. What should I do once I receive my new Visa?

A. The first thing you should do is check all the details on your Visa to ensure they are correct. If you find a problem with your Visa when it arrives you must report it within 10 days, otherwise you may have to [apply and pay for a replacement](#) for your Visa.

If anything is incorrect you need to contact the Home Office via this link within 10 days of receipt www.gov.uk/biometric-residence-permits/report-problem

Once you have your correct Visa, you should upload a copy of this to the Overseas Sponsorship Portal as soon as this has been received. You will also need to provide the original copy to your employer.

Q. The end date on my Visa is 31st December 2024 although it was requested for longer, what should I do?

A. This is correct, and you do not need to do anything at this time. The Home Office have informed HEE that the reason for the leave being capped at 31/12/2024 is due to existing EU regulations around the maximum amount of time that Visa cards can be issued.

This has no impact on an individual's leave, and any leave approved beyond 2024 will remain valid and applicable. At some point closer to the time information will be provided by the Home Office on obtaining a replacement Visa to cover the full period of leave beyond 2024.

Q. I am being asked by different teams for copies of my Visa, can you explain why?

A. HEE has a National Overseas Sponsorship Team who issue your CoS and are the main Sponsor during your sponsorship on a Skilled Worker visa during your training. The National Overseas Sponsorship Team request a copy of your Visa once you have made your Skilled Worker application as part of our Sponsor duties (via the online portal). Local HEE Offices (previously known as Deaneries) may also

ask for a copy of your Visa for their records. Furthermore, Trusts/Employers that you will be going to work for will request to see the originals and want copies of these to meet right to work requirements.

Q. I have lost my Visa. What should I do?

A. You will need to report your Visa has been lost as soon as possible on the UKVI website. Please see link:<https://www.gov.uk/biometric-residence-permits/lost-stolen-damaged>

Q. My Visa has been stolen. What should I do?

A. You will need to report your Visa has been stolen as soon as possible on the UKVI website. Please see link:<https://www.gov.uk/biometric-residence-permits/lost-stolen-damaged>

While sponsored with HEE

Q. I didn't start on the work start date on my CoS, what should I do?

A. If for any reason you did not start on the date that was stated on your CoS, you have 28 days to start work.

Please note that you are required to **start within 28 days** of the below, whichever is the later date:

- your work start date stated on your CoS
- the date on which your entry clearance was granted (if you made an application from outside the UK)
- or leave to remain is granted (if you made an application from inside the UK)

If you cannot start within 28 days as above, you must notify the HEE National Overseas Sponsorship team immediately. This should be completed sent via email to sponsorship@hee.nhs.uk with the subject title 'Start date delayed <GMC number>'. You will then be sent an application form for your sponsorship to continue beyond 28 days.

Q. I need an extension of my current HEE sponsorship. What should I do?

A. To request an extension to your training, please complete the reporting form [here](#) or email us at sponsorship@hee.nhs.uk. We will need to know your GMC number, visa expiry date and your extended end date. Please be aware you may be asked to provide evidence of the extension such as a confirmation email from your Trust.

Once verified, the HEE National Overseas Sponsorship Team will provide you with log in details to make an application for an extension CoS.

Please note, organisations can only request an extension CoS 3 months prior to the end date of your existing visa as per Home Office guidance.

Q. What do I need to do if there are any changes in my circumstances and who should I inform?

A. You are required to keep HEE National Overseas Sponsorship Team (sponsorship@hee.nhs.uk) informed of any changes in circumstances that occur throughout your sponsorship. You will need to fill in a [Reporting Form](#) within **5 working days** of the change so we can notify the Home Office. Please see the list below for the type of changes you will need to inform us about:

- Your Start date is delayed by more than 28 days from the date entered on the CoS
- Your immigration status changes
- Your training ends earlier than expected
- Your Inter Deanery Transfer (IDT) application is approved
- You are changing your hours i.e. Less Than Full Time (LTFT) application is approved
- Out Of Programme (OOP) application is approved
- You are planning to go on maternity or adoption leave
- You have had a period of long-term sickness (1 month or longer)
- You are taking a period of authorised unpaid leave
- You have changed your speciality
- You are resigning from training

Q. Why do I need to notify the HEE National Overseas Sponsorship Team of any changes?

A. As part of HEE Sponsor Licence duties, the HEE Sponsorship Team are required to inform the Home Office of changes in sponsored trainees' circumstances. Therefore, the Conditions of Sponsorship are essential to ensure trainees understand what they are required to do as part of their sponsorship arrangements.

The Home Office requires all Sponsors to fulfil certain duties. The objectives of these duties are to:

- prevent abuse of assessment procedures
- capture early any patterns of migrant behaviour that may cause concern
- address possible weaknesses in process which can cause those patterns
- monitor compliance with Immigration Rules

Sponsors must report certain information or events to the Home Office within a set time limit.

Q. What happens if I don't notify HEE of changes to my circumstances?

A. If HEE are not made aware of changes to circumstances (as detailed above) and these are subsequently discovered, this would be a huge risk to HEE and could ultimately lead to the withdrawal of your sponsorship and any future sponsorship. Furthermore, HEE could lose its sponsor licence which would affect all current and future Tier 2/Skilled Worker trainees.

Q. I have changed my personal contact details (i.e. home address, contact numbers) what do I need to do?

A. Please ensure you inform your local HEE office so they can update your records on the Trainee Information System (TIS). You will also need to update the Home Office using the following form: <https://visa-address-update.service.gov.uk/>

Q. Can I apply for an Inter-Deanery Transfer (IDT)?

A. If you are sponsored by HEE, you can apply for IDT but you will need to meet all of the eligibility requirements. Please refer to the IDT website for further information on eligibility requirements.

If you are successful for IDT, you would need to notify the HEE National Overseas Sponsorship Team of your change in location by completing a [Reporting Form](#).

Please note: If you are planning on transferring out of England to another UK country (Scotland, Wales or Northern Ireland), HEE will not be able to continue to sponsor you. Instead, you will need to contact the sponsorship team of that nation to arrange a new CoS.

You can find the contact details for the other UK nations [here](#).

Q. Can a trainee work locum shifts?

A. You can do additional paid work on a Health and Care Worker visa as long as you're still doing the job you're being sponsored for. You can also do unpaid voluntary work.

You may need to apply to update your visa to do additional paid work. This will depend on the type of work you're doing and the hours you're going to work.

If your **extra** job is also eligible for a Health and Care Worker visa you can work as many hours as you like without updating your visa.

If your job is not eligible for a Health and Care Worker visa, you can still work up to 20 hours a week if the job is in a shortage occupation. More information can be found here: [Health and Care Worker visa: Taking on additional work - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/health-and-care-worker-visa-taking-on-additional-work)

Q. I would like to go on Out of Programme (OOP). Will HEE still sponsor me?

A. It depends on what OOP you are looking to go out on. Please view [here](#) for further information and OOP guidance.

Q. What do I do if I wish to resign from my post?

A. Please contact the HEE National Overseas Sponsorship Team immediately either by emailing sponsorship@hee.nhs.uk or by completing the [Reporting Form](#). You will also need to inform your HEE Local Team/Lead Employer.

It is HEE's duty to inform the Home Office of any sponsored recruits that have terminated their contract. Once you have resigned and completed your last day at work, HEE cannot continue to sponsor you and you will need an alternative immigration status to remain in the UK.

Q. When can I apply for my Indefinite Leave to Remain (ILR)?

A. To find out when you can apply for your ILR, please visit the Home Office website for further information: <https://www.gov.uk/government/publications/indefinite-leave-to-remain-calculating-continuous-period-in-uk>

Q. I want to apply for Indefinite Leave to Remain (ILR), what do I require from HEE?

A. If you are applying for ILR, you will require a letter from the HEE National Overseas Sponsorship Team. Please email the team on sponsorship@hee.nhs.uk to request the letter along with a copy of your last 3 months payslips and evidence from your HR department of your absences (to cover 5 years).

If you are on maternity, paternity, shared parental or adoption leave please include the date this commenced and evidence of your salary (payslip) immediately before your leave started.

We will endeavour to send the letter to you via email within 5 working days.

Once you have received a decision from the Home Office, you must inform sponsorship@hee.nhs.uk and your HEE Local Team/Lead Employer within 5 working days of receiving your Visa. Please attach to your email a copy of your new Visa. HEE will update your records and cancel the CoS which was issued to you for your Tier 2 / Skilled Worker visa (as per Home Office guidance).

Useful Links

Health Education England National Overseas Sponsorship Team Website:

<https://medical.hee.nhs.uk/medical-training-recruitment/medical-specialty-training/overseas-applicants>

Skilled Worker Visa (Home Office guidance)

<https://www.gov.uk/skilled-worker-visa>

Immigration rules (Home Office guidance)

<https://www.gov.uk/government/collections/immigration-rules>

Shortage occupation list (Home Office guidance)

<https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-shortage-occupation-list>

Immigration advisors (Home Office guidance)

<https://www.gov.uk/find-an-immigration-adviser>

NHS Employers information:

<https://www.nhsemployers.org/news/new-guidance-overseas-applicants>

BMA:

[BMA services for international doctors](#)

An example CoS with information on about each section can be found on the next page.

Contact Details

If you require any further information regarding the Skilled Worker or Tier 2 please contact the HEE National Overseas Sponsorship Team on sponsorship@hee.nhs.uk

Certificate of Sponsorship Details

Tier and Category

Tier and Category:

Skilled Worker (New hires - defined)

Certificate of sponsorship status

Sponsor licence number:

Sponsor name:

Certificate number:

Current certificate status:

Current certificate status date:

Date assigned:

Expiry date (use by):

Sponsorship withdrawn:

Sponsor note:

Migrant application status:

QN9268BN2

Health Education England

N

This is HEE's sponsor information

Your certificate number is your CoS number.

Your certificate status will be either 'Assigned' (ready to be used in a visa application), 'Used', or 'Expired' (no longer able to be used for a visa application).

The expiry date refers to the date by which you have to use the CoS in a visa application, **not** the date your sponsorship is valid to.

If we need to make changes to your CoS after it is issued, we will update the information via a sponsor note, which will appear in this section.

These sections are completed using the information you gave us when applying for your CoS.

Personal information

Family name:

Given name(s):

Other names:

Nationality:

Place of birth:

Country of birth:

Date of birth:

Gender:

Country of residence:

Passport or travel document

Passport number:

Issue date:

Expiry date:

Place of issue of passport:

Current home address

Address:

City or town:

County, area district or province:

Postcode:

Country:

Identification numbers

UK ID card number:

UK National Insurance number:

National ID card number:

Employee number:

If you have a UK National insurance number, we will enter it here. If not, the 'Identification Numbers' section will remain empty.

Work dates

Start date:
End date:

The expected start and end dates of your training

This will always be 'N' for 'No'. UKVI asks applicants not to travel while their visa application

Does the migrant need to leave and re-enter the UK during the period of approval? N

Total weekly hours of work:

If you work full time, your weekly hours of work will be listed as 40 regardless of your actual working pattern. If you have told us you are working LTFT, then it will be a proportion of this; e.g. 80% LTFT will be recorded as 32 hours.

Main work address in the United Kingdom (mandatory for assignment):

Address: Health Education England
23 Stephenson Street
City or town: Birmingham
County, area district or province: West Midlands
Postcode: B2 4BH

This is the registered address of the HEE Overseas Sponsorship Team. As we are your sponsor, this must be used as the main address even if you do not work in the West Midlands region.

Other regular work addresses in the United Kingdom:

Address:
City or town:
County, area district or province:
Postcode:

This will be the address of the local HEE office in the region where you will be working when you start.

For ST/CT roles, your job title will always be 'Specialty Registrar in ...', followed by your training speciality. Foundation programme roles will have the title 'Foundation Programme Doctor'.

Migrant's employment

Job title:

Specialty Registrar in

Job type:

This is the SOC code.

2211 Medical practitioners - Speciality registrar (StR) and equivalent

Summary of job description:

This is a standard job description and includes information stating that you are eligible for a Health and Care Visa.

* Health Education England certifies that the employee is eligible for the Health and Care Visa under Skilled Worker Visa and holds a suitable contract. The SOC code is 2211 - Medical Practitioners * To attend ward rounds. * Attending clinics/outpatient appointments * Working within a team of Senior & Junior doctors. * Emergency on call duties * Participating in Education and Training.

New Entrant? N

Gross salary in pounds sterling (Skilled Worker only: excluding any allowances and guaranteed bonuses; all other routes: including any allowances and guaranteed bonuses):

Your salary will be the basic salary for your grade based on the NHS Medical and Dental pay scales. This will be reduced proportionally if you are working LTFT.

For each:

Year

Is the job on the current shortage occupation list? Y

Give registration details if there is a legal requirement for the migrant to be registered with a professional or other official organisation in the United Kingdom: GMC

We will check this information when issuing your CoS. As at January 2023, most medical posts are on the shortage occupation list while most dental posts are not.

Tick to confirm that the post is at the appropriate skill level as set out in the sponsor guidance: Y

Tick to certify maintenance for migrant (and dependants, if applicable): N

Does the worker require an Academic Technology Approval Scheme (ATAS) certificate for this role? N

Migrant's employment - PAYE

PAYE reference supplied?
PAYE reason:

As a public body, HEE cannot offer to certify maintenance. You will need to ensure you meet the financial requirements set by UKVI.

Migrant's employment - PhD

Is PhD Level qualification required for post? N

We will complete the relevant PAYE (tax) information for your local region and speciality.