



## UK VISA and Immigration (UKVI) Sponsorship, Endorsement and Financial Support Policy

### Key Details

<b>POLICY TITLE</b>	<i>UK VISA and Immigration (UKVI) Sponsorship, Endorsement and Financial Support Policy</i>
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<b>RELATED POLICIES / PROCEDURES / GUIDANCE</b>	
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<b>POLICY OWNER (JOB TITLE)</b>	<i>Chief People Officer</i>
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**Mae'r ddogfen hon hefyd ar gael yn Gymraeg** / This document is also available in Welsh

### Policy Hub

For further information on policies:

- 1 You can go to the Secretariat pages on InSite at <https://outlookuwicac.sharepoint.com/sites/Secretariat>;
- 2 You can go to the Policy Hub at [cardiffmet.ac.uk/about/policyhub](https://cardiffmet.ac.uk/about/policyhub); or  
Contact [policies@cardiffmet.ac.uk](mailto:policies@cardiffmet.ac.uk).

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## 1 Statement and Purpose

- 1.1 Cardiff Metropolitan University aims to attract, recruit and retain outstanding candidates. In support of this aim, this UKVI Sponsorship, Endorsement and Financial Support Policy is designed to support mobility.
- 1.2 The policy is designed to support eligible candidates and employees with the financial and practical challenges associated with entering the UK to work or switching and/or extending permission to stay and work in the UK.
- 1.3 There is no right to sponsorship or endorsement, and/or for financial support. Any sponsorship and/or financial support must be aligned to the University's priority business and workforce needs.
- 1.4 This policy is non-contractual, and the University reserves the right to amend its terms at any time.

## 2 Skilled Worker Sponsorship Criteria

- 2.1 Sponsorship via the Skilled Worker entry route will be considered in line with the following criteria:
  - 2.1.1 The position must meet the Home Office Skilled Worker sponsorship eligibility criteria in full.
  - 2.1.2 The position must be business critical and/or listed on the UK's Shortage Occupation List.
  - 2.1.3 The position must be at grade 7 or above.
  - 2.1.4 The position must be permanent or fixed term for a minimum of 3 years.

The University reserves the right to amend this criterion at any given time based on workforce requirements and business needs.

## 3 Sportsperson Sponsorship Criteria

- 3.1 Sponsorship via the Sportsperson entry route will be considered in line with the following criteria:
  - 3.1.1 The position must meet the Home Office Sportsperson sponsorship eligibility criteria in full.
  - 3.1.2 The position must align to the Schools/Units priority resource needs.
  - 3.1.3 The position must be at grade 6 or above.
  - 3.1.4 The position must be permanent or fixed term for a minimum of 1 year.

## 4 Global Talent Endorsements

- 4.1 Endorsements ('Letter of Endorsement') to support an individual's application towards the Global Talent Visa will be considered by the School/Unit and People Services in line with the eligibility criteria of the endorsing body and Home Office at the time.
- 4.2 Requests for endorsement must be made to the People Services department.

## 5 Financial Support for Newly Appointed Staff

- 5.1 Newly appointed employees who have received an offer of employment and whereby all pre-engagement checks have been satisfied, can apply for a salary advance, up to a maximum of £10,000.
- 5.2 The salary advance must be used towards VISA application and NHS surcharge fees for the individual and immediate family (spouse and children under 18 years of age) applying to enter, switch or extend their stay in the UK via the Skilled Worker, Sportsperson or Global Talent routes. These immigration routes support the University's recruitment and workforce aims.

## 6 Financial Support for Existing Staff

- 6.1 On full repayment of any current salary advance with the University, existing staff may apply for one further salary advance up to a maximum of £10,000 to support VISA requirements. This is to support individuals applying to extend their existing sponsorship via the Skilled Worker route, Sportsperson, or extension to the Global Talent VISA. Financial support will also be considered for existing staff with current permission to work via these routes and looking to apply for indefinite leave to remain.
- 6.2 Existing members of staff are eligible to claim for their 1<sup>st</sup> visa application renewal only.

## 7 Applying for a Salary Advance from the University

- 7.1 Eligible employees can apply to the university for a salary advance by completing and returning a Salary Advance Application Form.
- 7.2 People Services will be responsible, so far as is practical, for verifying that the salary advance will be used towards visa application fees.
- 7.3 Decisions will be provided within 5 working days on receipt of the fully completed application form.

## 8 Payment of Salary Advances

- 8.1 Following approval, the salary advance will be paid within 10 working days into the bank details submitted by the eligible employee within the salary advance application form.

## 9 Repayment of Salary Advances

- 9.1 Salary advances will be repaid via monthly salary deduction in equal instalments and not spanning more than 32 months. A shorter repayment period can be requested by the applicant. Repayments will commence two months after commencement of employment. If an employee's employment ends before the agreed salary advance term, the balance must be paid in full. The University reserves the right to recover the balance from remaining salary payments.

## 10 Policy Revision

- 10.1 The Finance Department and People Services Department will proactively advise and support the application of this policy.
- 10.2 To ensure it is relevant and effective, this policy will be reviewed every three years or whenever there is a change in the University's requirements, employment legislation or case law.

## 11 Annex 1 - Salary Advance for UK Immigration Costs Application Form

Personal details				
First name:				
Last name(s):				
Date of birth:				
Visa details				
What type of visa application are you making:	Please select			
Is this a new visa application or extension to an existing visa:	Please select			
Where are you applying from:				
Length of visa:	Start date:			
	End date:			
Cost breakdown				
Please provide the details below for you and your dependants (if making a claim for family members)				
Name	Relationship to you	Date of birth	Visa application fee £	NHS Surcharge £
Total Costs				
Salary advance details				
Total amount of salary advance requested ( <b>capped at £10,000</b> )	£			
Repayment period	Please select			

**Payment can only be made to a bank account in the name of the applicant**

Bank details	
Bank account name:	Bank name:
Sort code:	Account number:

**If payment is being made to an international bank account, please complete the below:**

IBAN:	Swift code:
Your address:	Bank address:

**By signing the below, you acknowledge that all statements will be adhered to.**

- I confirm that the salary advance will only be used to assist with the payment of the fees detailed above in the 'Cost breakdown'. I will provide evidence in the form of receipts for the associated costs.
- I agree that the salary advance will be repaid in equal instalments from my monthly salary payments. The duration of the repayments is detailed above in 'Repayment Period'. The deductions will start the later of:
  - two months after I commence employment with the University, or
  - two months after I receive payment of the salary advance.
- If I leave the University before the salary advance is repaid, any outstanding balance will be deducted from my final salary payment. The University reserves the right to invoice me for any outstanding balance if my final payment is not sufficient to cover the balance.
- I understand that if I am absent from work for an extended period that results in reduced pay (such as sickness absence, maternity leave, shared parental leave) there could be a temporary suspension in salary advance repayment as determined by the University. This would result in an extended repayment period.
- I understand that this is an interest free salary advance payment made by the University under the HMRC rules applicable on the date of application. These rules allow employers to provide support to their employees by way of salary advances without the employee being charged Income Tax and National Insurance on the advance amount. HMRC changes its regulations from time to time and in such cases, the University may be required to amend the terms of this advance to ensure the agreement continues to comply with HMRC rules.
- I confirm that the information I have provided in this application is accurate and that any information found to be knowingly false may result in disciplinary action.
- 

The University is not a registered lender, and this salary advance can be recalled or adjusted in accordance with any relevant legislature changes made in the future.

<b>Signature of claimant:</b>	
<b>Date:</b>	
<b>Salary advance authorisation – to be completed by People Services</b>	
Approved by:	
Date passed to Payroll:	
<b>Salary advance processing – to be completed by Payroll</b>	
Processed by:	
Date:	
Passed to Finance:	
Date:	
Payment date of advance:	
Salary deductions start date:	
Salary deductions end date:	
Monthly deduction amount £	