

# **CREATING AND ASSIGNING CERTIFICATES OF SPONSORSHIP**

## **A GUIDE FOR GP PRACTICES**

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Guidance developed by the  
Department of Health and Social Care

# Introduction to Creating and Assigning Certificates of Sponsorship

As a Tier 2 visa sponsor, you can now create and assign Certificates of Sponsorship (**CoS**) which your prospective international recruits will use to obtain their Tier 2 visa.

The Home Office has produced guidance on this process, which gives information on how all sectors of the UK economy can create and assign CoSs.

This guide is a tailored version for GP practices that should help you:

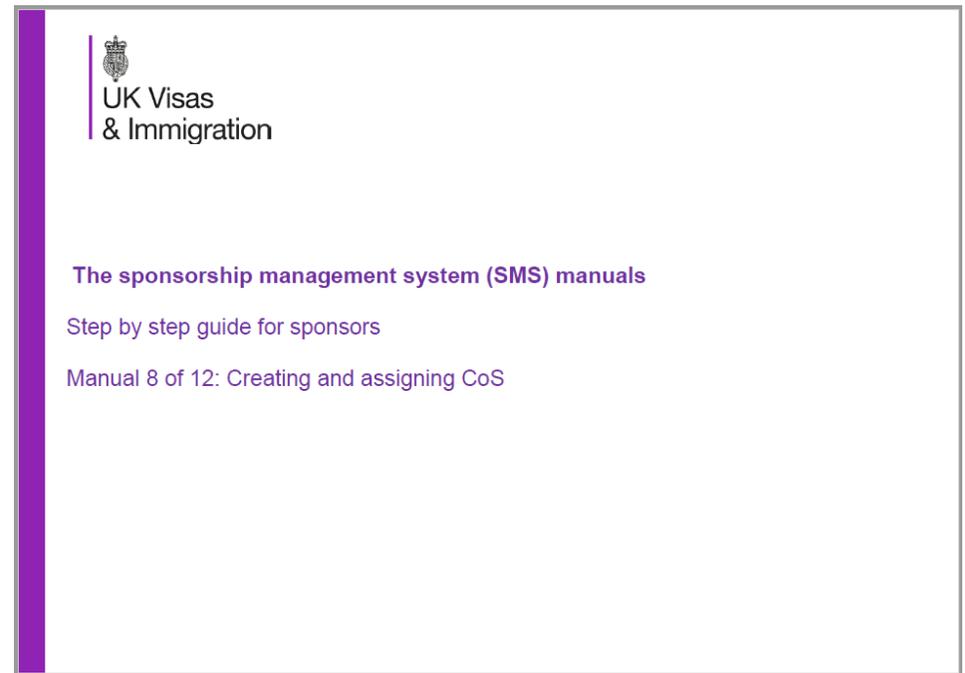
1. Create and assign your CoS; and
2. Provide the details of the CoS to your prospective international recruit.

**This process is very straightforward and largely consists of data entry into an online form. That said, it is vital that all information provided is accurate. Any inaccuracies in the information provided can invalidate the visa awarded to an applicant and result in the revocation of the practice's sponsorship licence and/or criminal proceedings.**

Please note, we have only provided guidance on the questions which we think will be the most difficult to answer, not the entire application form. We have indicated which part of the process is being described on each slide.

This guidance does not replace official Home Office guidance, but should help you get through the registration process with ease.

Let's get started...





# What you need before you start

## DOCUMENTS

We have created a checklist of all the information that you will need in order to complete the process of creating and assigning a CoS.

In short, you will need to have the following to hand in order to complete the process:

1. A copy of the applicant's passport;
2. A copy of their professional registration certificate with the GMC;
3. Proof of the applicant's current address (bank statement, utility bill etc.); and
4. Any information relating to previous UK visas that the applicant might have had.

## TIMELINES

You should not try to create and assign a CoS if the applicant's start date is more than 3 months in the future. The system will not allow you to.

The applicant should be aware that, upon applying for a Tier 2 visa, they must begin their role within 4 weeks of the date the visa is issued, or the visa becomes invalid.

## KEY PEOPLE

Creating and assigning a CoS will require you to access your SMS account. As such you will need to have the necessary authorisation to both access the account and to make a payment on behalf of the practice.

Given the importance attached to all information being provided accurately, we advise that either your Authorising Officer or a level 1 user completes this process. Alternatively, a level 2 user can complete the data entry part of the process, and the AO or a level 1 user can review the information for accuracy and make the necessary payments.

## COST

1. Each CoS costs £199, payable once all of the required information has been entered into the online form.
2. There is also a Immigration Skills Charge that applies to new Tier 2 visas. This charge is £1000.
3. The Immigration Skills Charge does not apply to those applicants that are transferring from a Tier 4 to a Tier 2 visa.



# Getting started

Log-in to your SMS account

Click on the 'Workers' tab in the left-hand drop down menu

Select 'Create and Assign' and answer the following questions

1. Select '**No**' in the first box;
2. Select '**Tier 2**' as the tier of visa for which you CoS will be used;
3. Select '**Tier 2 General**' as the category of Tier 2 visa
4. Select 'General (**New Hires – Doctors/Nurses – ISC liable**)' under the sub-category options
5. Click '**Next**'

ers > Create and assign CoS

### Create and assign CoS

Select if the worker is a national of a European Union accession country, the relevant tier, category and sub-category (if applicable) in which you wish to create the CoS, then choose **Next** to continue. Alternatively, choose **Back** to return to the previous screen.

If you are intending to assign a CoS in either the Tier 2 General or Tier 2 ICT category, you may have to make an additional payment known as the Immigration Skills Charge (ISC). If you are unsure whether you need to pay this charge, please refer to the ISC calculator, available [here](#).

Are you applying for a worker who is a national of a European Union accession country?

No

**Tier and category**

Select the tier

Tier 2

Select the category

Tier 2 General

Select the sub-category

Please select



# The Online Form

## Completing the form

You will now need to complete the data entry stage of the process. This will include:

1. Personal information;
2. Passport/travel document information;
3. Address information; and
4. Job role information

Provided you have all of the documents listed on [slide 3](#), all of the information required to be entered onto the form should be available to you.

**NOTE: You do not need to complete the sections entitled 'Identification numbers' or 'Agent'.**

The screenshot shows the UK Visas & Immigration portal for creating a CoS. The page title is "UK Visas & Immigration" and the breadcrumb trail is "You are here > Sponsorship management system > Workers > Create and assign CoS > Create CoS".

**Left Navigation Menu:**

- Home
- Licence summary, applications and services
- Workers
  - Create and assign
    - Restricted CoS
    - View CoS
    - Sponsorship duties
    - Manage work addresses
- Change password
- Contact
- Log out

**Main Content Area:**

**Create a CoS**

Fields marked with an asterisk (\*) are mandatory and must be completed to assign a CoS. Some optional fields will become mandatory when associated fields are populated, for example it is not mandatory to give details of an agent used to source a migrant unless you tick the box to say that an agent has been used.

To save the CoS choose **Save**. If you do not want to save the changes choose **Cancel**. Ensure you save your data regularly, as your session will time out after 20 minutes of inactivity.

**The initial sections are the migrant's details. Where applicable, complete the personal information as shown in their passport.**

**Tier and category**

General (New Hires - Doctors and Nurses - ISC liable)

**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 or ZIP code: \*

Country: \*

**Identification numbers**

UK ID card number:

UK National Insurance number:

National ID card number:

Employee number:

**SEE ALSO**

- SMS user guides (opens in a new window)
- Information for sponsors (opens in a new window)



# The Online Form

## Migrant's Employment cont.

Under job type select 'Salaried GP and Equivalent'

Provide the job description as it appeared on the job advert, including the job reference number;

When entering the salary amount, include pounds and pence

This is all amounts that will be paid to the applicant above their base salary (doctor's banding, London weighting, on-call allowances)

Tick the box confirming that the post is at the appropriate skill level

Tick the box confirming the job is on the Shortage Occupation List\*

**DO NOT** tick the box confirming that you have met the Resident Labour Market Test\*

\*As all jobs in the medical practitioner occupation code have been added to the Shortage Occupation List (from 6 October 2019) the Resident Labour Market Test no longer needs to be conducted for GPs. However, if a GP wishes to work under 30 hours the RMLT will need to be conducted. In this case **DO** tick the box to confirm the RLMT has been met and enter the details on slide 8.

The screenshot shows the 'Migrant's employment' form with the following fields and instructions:

- Job title:** A text input field with an asterisk.
- Job type:** A dropdown menu with 'Please select' and a downward arrow. A green arrow points from the instruction 'Under job type select 'Salaried GP and Equivalent'' to this field.
- Summary of job description (1000 character limit):** A text area with a downward arrow. A green arrow points from the instruction 'Provide the job description as it appeared on the job advert, including the job reference number;' to this field.
- Gross salary including any allowances and guaranteed bonuses (in pounds sterling, using format '1234' or '1234.99'):** A text input field with an asterisk. A green arrow points from the instruction 'When entering the salary amount, include pounds and pence' to this field.
- For each:** A dropdown menu with 'Please select' and a downward arrow. A green arrow points from the instruction 'This is all amounts that will be paid to the applicant above their base salary (doctor's banding, London weighting, on-call allowances)' to this field.
- Gross allowances and guaranteed bonuses included in the above figure (in pounds sterling, using format '1234' or '1234.99'):** A text input field with an asterisk.
- Summary of all allowances and guaranteed bonuses (250 character limit):** A text area with a downward arrow.
- Job on a client contract:** A checkbox.
- Summary of client contract (1000 character limit):** A text area with a downward arrow.
- Tick to confirm that the post is at the appropriate skill level as set out in the sponsor guidance:** A checkbox with an asterisk. A green arrow points from the instruction 'Tick the box confirming that the post is at the appropriate skill level' to this field.
- Is the job on the current shortage occupation list?:** A radio button with an asterisk. A green arrow points from the instruction 'Tick the box confirming the job is on the Shortage Occupation List\*' to this field.
- Have you met the resident labour market test?:** A radio button with an asterisk. A green arrow points from the instruction '**DO NOT** tick the box confirming that you have met the Resident Labour Market Test\*' to this field.



# The Online Form

## Job role information

In providing professional registration details, include the following:

1. The name of the professional body – General Medical Council
2. The start date of the applicants GMC registration; and
3. Their GMC registration number.

Give registration details if there is a legal requirement for the migrant to be registered with a professional or other official organisation in the UK (250 character limit):

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

[Help \(opens in a new window\)](#)

Cancel Save

**For doctors working less than 30 hours the following RLMT details will need to be included;**

Where the post was advertised;

The start and end date of the advertisement for the role; and

The job reference number.

Note: Please see slide 8

Give details of the resident labour market test including where and when the post was advertised and reference number(s) for mandatory advertising (1000 character limit):



# Job role information

## Resident Labour Market Test (RMLT)

### For doctors working less than 30 hours

The national IGPR team, with agreement of the Home Office via the Department of Health and Social care, are able to act as an agency or head hunter when it comes to GP recruitment and are therefore able to conduct the Resident Labour Market test at a national level. The following details can be included in your certificate of sponsorship application;

This application is being submitted with the support of NHS England's International GP Recruitment programme ([www.england.nhs.uk/igpr](http://www.england.nhs.uk/igpr)). The GP role is included on the Shortage Occupation List, however this doctor will work less than 30 hours a week so the Resident Labour Market test has been conducted. The national IGPR team have the agreement of the Department of Health and Social Care and the Home Office to act as an agency or head hunter when it comes to GP recruitment and are therefore able to conduct the Resident Labour Market test at a national level. Two GP adverts have been placed at a national level within the last 6 months, both in excess of 28 days, to meet the requirements of the Resident Labour Market Test. Neither advert has attracted interest from local candidates.

Details of the adverts are as follows (double click on the squares below to access the screenshots);

#### **Advert 1: Government 'Find a Job' website**

<https://findajob.dwp.gov.uk/>

**Job Title: General Practitioner**

**Advert live: 22/10/18**

**Closing date: reposted on a monthly basis**

*Please note the link to this advert will change as the advert is reposted. Please use 'advanced search': under 'job should include all these words' type 'NHS England' and under 'include these words in the title' type 'general practitioner'.*

Screenshot 1

Screenshot 2

Double click the boxes to view the screenshots

#### **Advert 2: NHS Jobs**

[https://www.jobs.nhs.uk/xi/vacancy/?vac\\_ref=915673663](https://www.jobs.nhs.uk/xi/vacancy/?vac_ref=915673663)

**Job Title: General Practitioner**

**Advert live: 22/07/2019**

**Closing date: 05/12/2019**

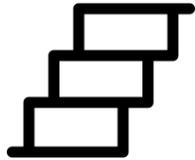
**Vacancy Reference Number: 990-A-19-59752**

**Previous Advert: 04/01/2019 – 04/02/2019**

**Previous vacancy reference number: 990-A-19-57698**

NHS Jobs  
Screenshot

If you require further information on these adverts please contact [England.intrecruitment@nhs.net](mailto:England.intrecruitment@nhs.net)



## Final steps

1. Having entered all of the 'Migrant's employment' information you will be directed through to a screen where you will need to provide the job SOC code. The SOC code for GPs is 2211 – Medical Practitioners.
  2. Finally you will need to make the payment for the CoS. Once you have paid you will receive confirmation that your CoS has been created and assigned.
  3. To view the CoS and share with your international applicant at a later date, you can log in to your SMS account, enter the 'Workers' area and select 'Find an existing single certificate'. You can retrieve your CoS by searching the applicant's passport number on the following page.
  4. Once you have found your CoS you will be able to print or download it, and share with your applicant so they can make an application for a Tier 2 visa.
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# Useful contacts

## Help and advice

If you do have any difficulty with the creation and assignation process, further advice can be obtained from the sponsorship, employer and education helpline:

Telephone:

- 0300 123 4699  
Monday to Thursday, 9am to 5pm  
Friday, 9am to 4:30pm

Or email

- [businesshelpdesk@homeoffice.gsi.gov.uk](mailto:businesshelpdesk@homeoffice.gsi.gov.uk)

# Costs and reimbursement

Expense type	Cost incurred before 6 October 2019	Cost incurred on and after 6 October 2019	Reimbursement
Tier 2 visa application costs for the sponsored GP and their family	Usually £704 per person, but variable dependent on circumstances. See <a href="https://www.gov.uk/tier-2-general">https://www.gov.uk/tier-2-general</a>	Usually £464 per person, but variable dependent on circumstances. See <a href="https://www.gov.uk/tier-2-general">https://www.gov.uk/tier-2-general</a>	NHS England & NHS Improvement will reimburse visa costs (and relocation where agreed) to the doctor. Doctors must submit their claims to their employing practice, attaching proof of purchase, and funds will be approved by NHS England and sent to the practice via the relevant regional or local teams.
Relocation costs for the sponsored GP and immediate family.  Family is classed as those that will live at the GP's home address in England	Up to £5000	Up to £5000	Only costs that were incurred after 1 June 2018 will be reimbursed.
Tier 2 Sponsorship Licence	£536 for small sponsors £1,476 for medium and large sponsors <a href="https://www.gov.uk/uk-visa-sponsorship-employers/apply-for-your-licence">https://www.gov.uk/uk-visa-sponsorship-employers/apply-for-your-licence</a>	£536 for small sponsors £1,476 for medium and large sponsors <a href="https://www.gov.uk/uk-visa-sponsorship-employers/apply-for-your-licence">https://www.gov.uk/uk-visa-sponsorship-employers/apply-for-your-licence</a>	NHS England & NHS Improvement will only meet any costs that were incurred after <b>1 June 2018 up until 31st March 2020. Practices will need to self fund after this date.</b>
Certificate of Sponsorship costs	£199 per certificate. See <a href="https://www.gov.uk/uk-visa-sponsorship-employers/sponsorship-certificates">https://www.gov.uk/uk-visa-sponsorship-employers/sponsorship-certificates</a>	£199 per certificate. See <a href="https://www.gov.uk/uk-visa-sponsorship-employers/sponsorship-certificates">https://www.gov.uk/uk-visa-sponsorship-employers/sponsorship-certificates</a>	
The first 2 years of the Immigration Skills Charge for any GP employed and sponsored on a tier 2 visa	£728 for small sponsors; £2,000 for medium or large sponsors. See <a href="https://www.gov.uk/uk-visa-sponsorship-employers/immigration-skills-charge">https://www.gov.uk/uk-visa-sponsorship-employers/immigration-skills-charge</a>	£728 for small sponsors; £2,000 for medium or large sponsors. See <a href="https://www.gov.uk/uk-visa-sponsorship-employers/immigration-skills-charge">https://www.gov.uk/uk-visa-sponsorship-employers/immigration-skills-charge</a>	

For more information on reimbursement please contact [England.Intrecruitment@nhs.net](mailto:England.Intrecruitment@nhs.net)