

# Guidance for a Skilled Worker visa application made within the UK

## Overview

This document provides guidance on the requirements for a Skilled Worker visa application made within the UK.

You will be issued with a unique Certificate of Sponsorship (CoS) number by the University of Oxford Staff Immigration Team via email. You must then submit a Skilled Worker visa application within three months from the date that the University issued the CoS (after which it will automatically expire), or before your existing visa expires, **whichever is sooner**.

Once your application is approved, no physical visa document is issued. You will hold a digital immigration status which you can access via a UKVI account. The UKVI account allows you to; view the details of your visa; update your personal details, including your current travel document(s); and obtain a 'share code' to prove your status to others, for example for working and renting in the UK: <https://www.gov.uk/view-prove-immigration-status>.

Applicants are advised to refer to the [Home Office guidance](#) alongside this document.

## Cost and timescales

It is essential you take into account the processing times detailed below, especially when considering travel plans. If you travel outside of the 'Common Travel Area' (UK, Republic of Ireland, Channel Islands – Jersey, Guernsey, and the Isle of Man) before a decision is made on your application, the application will be automatically withdrawn.

We therefore recommend you and your dependants do **not** make any travel plans until your applications have been approved by the Home Office and your new digital status has been received.

Mandatory costs (for main applicant and each dependant)		
Visa Application Fee (A standard application should be decided within 8 weeks)	Up to 3 years	£827
	Over 3 years	£1,500
<a href="#">Immigration Health Surcharge (IHS)</a> also known as the NHS Surcharge  Please note that this fee is now based on the length of your visa, not your CoS, so will be linked to the arrival date you list in your visa application. You should check the fees you will need to pay using the <a href="#">Home Office's Immigration Health (NHS) Surcharge calculator</a>		£1,035 per year  £776 per year for applicant under the age of 18
Priority Services		
To reduce the decision timescale, the following services are available at additional cost. Once the decision is made the BRP should be delivered by Royal Mail within 10 working days.		
Priority Service: 10 working days if you attend a biometric appointment (if applicable) within 5 working days.		£500
Super Priority Service: 1 working day following biometric appointment(if applicable).		£1,000

It is a good idea to check that your bank will not refuse this large transaction.

## Outline of the Skilled Worker application process



### Online application

For yourself and any dependants  
Send draft .pdf to Immigration Advisor to review before reaching declaration section



### Payment

Visa fee  
NHS Surcharge  
Priority Services



### \*Supporting Documents

via TLScontact UKVCAS:  
1. Upload your supporting documents  
2. Book to attend biometric appointment.



### \*Biometric Appointment

Enrol your facial image and fingerprints at the UKVCAS centre.  
Take to appointment:  
1. Appointment confirmation  
2. Passport or Travel Document  
3. Supporting documents

\*Some applicants may be given the option of verifying their identity using a phone app and will not have to book and attend a biometrics appointment. It should be clear when you start your application whether you can use the phone app or if you will have to attend a biometrics appointment.

## Online application

You should draft an individual or family group application via the [online system](#).

Answers to some of the general questions:

**Do you have an immigration adviser based in the UK?** SIT cannot act as your immigration adviser. This should only be stated as 'Yes' if you are using a law firm or solicitors to assist you with the application.

**Due to a problem with the online visa application form you may need to state that you do not hold an academic PhD, even if you do.**

As in most cases your application will already meet the points requirement without needing to rely on points for your PhD, we may have stated that you should answer 'No' when asked if you hold a PhD. Answering 'Yes' to this question may result in delays and additional costs to your application, as you may have to verify and translate your qualification certificate if it was obtained overseas.

The Home Office are due to amend these questions in the online visa application form to make things clearer and only require verification and translations from those who also confirm that they need to rely on their PhD for additional points, but as a 'workaround' for now, you should answer 'No' to this question if we have suggested this.

When issuing your Skilled Worker CoS, we will have included a Sponsor Note explaining that '*the applicant has a PhD but is not relying on this for points*' so that the Home Office is aware you have had to answer 'No' to this because of the problem with the online visa application form.

**Some applicants will need to state 'Yes' and rely on PhD points.**

In some cases applicants will need to rely on points for their PhD so if your CoS states that you are relying on PhD tradeable points you must enter 'Yes' to this question, and enter the UK ENIC reference number (as listed on the CoS) or provide a copy of your UK PhD certificate with your supporting documents.

**We hope that this problem will be resolved soon to avoid the need of this 'workaround' in future applications.**

**How much will you be paid in GBP per year to do this job?** Only include allowances in the total figure given if this has been listed on your Certificate of Sponsorship.

**Has your sponsor or employer confirmed you are eligible for the Health and Care visa?** You must enter **'No'** for this question otherwise your application will be rejected as invalid.

**Is your job with the University on the shortage occupation list?** In most cases the answer is **'No'**. If your role is a shortage occupation this will be listed on the CoS and made clear in the email correspondence you receive from the Staff Immigration Team.

Please email a draft .pdf of the application to the Staff Immigration Team to check. This should be downloaded once you reach the 'document section'. Do not proceed to the 'declaration section'. Once you have declared that all information is accurate you cannot make changes to the application.

The Staff Immigration Team will check the draft application, work with you to resolve any issues, and confirm when it is ready to be submitted to the Home Office.

You will pay the appropriate Immigration Health Surcharge (IHS), visa application fee and any priority service fee as part of the online process.

Refer to the [Home Office Immigration Health Surcharge \(IHS\)](#) for further information

Once submitted the online application will provide you with two .pdf documents:

1. Copy of your completed application
2. Supporting evidence checklist

These should be saved for your own reference, and a copy sent to the Staff Immigration Team to be held on file for future reference. This helps the team answer any questions relating to your application that the Home Office may direct to them as your sponsor.

### **Supporting documents and booking an appointment to register biometric details** *(If you have used the ID app, you will not need to book an appointment)*

If you are required to attend a biometric appointment, the online system will provide you with the mandatory action to book an appointment. This will take you to the TLScontact - UK Visa and Citizenship Application Service (UKVCAS) website.

By creating an account on this website you will be able to:

1. Book an appointment to register biometric details for you and your dependents:

Core Centre's such as Birmingham and Croydon offer this service for free. Attending an Enhanced Service Centre such as Oxford and Reading, may incur an additional fee per applicant.

If you have paid additional fees for a Priority or Super Priority Service, please bear in mind that the date of the appointment will have an impact on the visa application processing times. Booking an appointment as early as possible is therefore important.

2. Upload your supporting documents.

These must be scanned copies, of the original documents listed on the 'Supporting Evidence checklist'

If you have any difficulties scanning your documents, or have any uncertainty around which documents need to be submitted, please check with the Staff Immigration Team.

## Attending the biometric appointment

This is the final stage of completing the application so should be undertaken as soon as possible to avoid any delays.

You and your dependents will need to attend the appointment as booked via the TLScontact UKVCAS website. Any children under the age of 16 must be accompanied by the responsible adult named on the application.

You will be told what you need to take to the appointment when making the booking. This will include:

- Appointment confirmation
- Passport or travel document
- All supporting evidence (an Enhanced Service Centre will upload the documents for you. If you have self-uploaded, taking the original documents, ensures you can answer any questions that may arise during the appointment)

If you do not submit your biometric information and required scanned supporting documents, or do not respond to a Home Office request to provide documents, your application will be treated as **invalid** and you may have to leave the UK if your original visa has expired.

## Decision

The Home Office will issue a decision by email.

Please ensure you contact your department/college Personnel Team when you receive the decision. You will need to provide a [Share Code](#) for a repeat right to work check to be completed.

## Dependants

If you have dependants in the UK they will not require a Certificate of Sponsorship, but they will need to apply for an extension of their visa in the UK.

The Home Office guidance on [partner and children dependants](#) should be referred to.

Dependants normally **apply at the same time as the main applicant**. Their details can be included in the main applicant's online application to form a 'Family group' application. The online application will ask whether any dependants are applying and the details are added by specifying whether they are a 'dependant partner or spouse' or a 'dependant child'. When applying as a 'Family group' the combined visa fees for all those applying must be paid as one amount, the combined NHS Surcharge must also be paid.

Where dependants are applying from within the UK **separately from the main applicant** each dependant will need to submit their own separate online application;

<https://visas-immigration.service.gov.uk/apply-visa-type/dependant>

Dependant children over the age of 16 (but under the age of 18) need to provide two of the following documents to evidence they are not living an independent life;

- Bank statements
- Credit card bills
- Driving licence
- NHS registration document
- Letter from the dependant child's current school, college or university confirming their address. This must be on official headed paper and bearing the official stamp of the institution.

## Supporting documents

You should follow the 'Supporting Evidence checklist' provided by the online application, to ensure you submit the correct documents to the Home Office.

In general **all** applicants, are required to submit the following:

- A valid passport
- Any previous passport containing your current UK visa
- Current Biometric Residence Permit (BRP)/ visa)
- Academic Technology Approval Scheme (ATAS) certificate (if applicable)
- Any change of name documentation (if applicable)
- Official record of any criminal convictions (if applicable)
- Marriage or Civil Partnership Certificate (for married/civil partners)
- Evidence of the relationship to the main applicant (for those who are not married or in a civil partnership)
- Birth Certificate (for children under the age of 18)
- Main applicants (but not Dependants) must provide evidence of meeting the English language requirement. See [Home Office guidance on the Skilled Worker English language requirement](#)

Additional evidence may also be required based on your specific application in relation to evidence of studies and maintenance. The following table provides an overview but please contact us with any queries.

Current visa	Additional evidence required
Student (Tier 4)	Evidence you have completed your course of study or at least 24 months study towards a PhD. This can be in the form of an original qualification certificate or an original academic reference if you have not yet graduated. See <a href="#">SIT guidance on switching from Student (Tier 4) into Skilled Worker</a>
	If you currently receive or have received in the past 12 months, sponsorship for your studies in the UK from the UK Government, your home Government or an international scholarship agency, for your tuition fees and living costs you must provide original written confirmation from the funding body giving consent to the Skilled Worker application.
Case Specific	Maintenance If your Certificate of Sponsorship does not specify that the University of Oxford as an A-rated sponsor is certifying your maintenance you will need to supply evidence to demonstrate you have the equivalent of £1,270 to support yourself, £285 for your partner, £315 for first child, £200 for other children (if applicable), of personal savings held for at least 28 consecutive days ending no more than 31 days before the date of the visa application. <b>Please note even £1 under on 1 day means you will not meet the requirements.</b>

### Important points to note

1. **Do not travel whilst your application is pending**, as this will automatically cancel your application.
2. The University offers an interest free loan scheme to assist you and your dependants with the payment of UK visa fees and NHS Surcharge costs.  
See [SIT guidance on the University Visa Loan Scheme](#)  
The scheme is not, unfortunately, available for 'college only' appointments.
3. The Staff Immigration Team **cannot** guarantee the successful outcome of any application as this decision is made by Home Office.
4. Where possible, please submit the .pdf summary of your online application to the Staff Immigration Team no later than **8 weeks** before, your visa expires, or you are due to commence your new post.

The Team cannot guarantee to be able to check an application received later than **three working days** before your visa is due to expire. In such circumstances, the Team will, where possible, work with you to ensure all is in order with the application before submission to the Home Office.

5. Applications are likely to be automatically rejected by the Home Office if they are submitted with missing or incorrect scanned documents.
6. Any documents not in English must be accompanied by a fully certified translation.
7. Bank statements must be dated no more than **31 days** prior to the date of application.

Should you have any queries regarding the requirements for a Skilled Worker application, please do not hesitate to contact us.

Regards,

**Staff Immigration Team**

<https://staffimmigration.admin.ox.ac.uk/contact-us>