

Guidance for a Temporary Work – GAE visa application made within the UK

Overview

This document provides guidance on the requirements for a Temporary Work –Government Authorised Exchange (GAE) application made within the UK. ‘permission to stay’ is the term used for a visa issued in the UK.

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

Once your application is approved you will be issued with a Biometric Residence Permit (BRP) which is a plastic, credit card sized visa. You will use your BRP when travelling and returning to the UK, but will view and share details of your visa online to show your right to work in the UK.

If you hold a biometric passport and are offered the use of the ID App you will have a digital immigration status, and will not receive a vignette in your passport or a BRP. You will prove your right to work and live in the UK online instead: <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Jersey and Guernsey, Isle of Man) before a decision is made on your application, the application will be automatically withdrawn.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 BRPs have been received.

Mandatory costs (for main applicant and each dependant)	
Visa Application Fee (A standard application should be decided within 8 weeks)	£298
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 Home Office's Immigration Health (NHS) Surcharge calculator	£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).	£1,00
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It is a good idea to check that your bank will not refuse this large transaction.

Outline of the 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 Sopra Steria UKVCAS:
1. Upload your supporting documents
2. Book to attend biometric appointment:
Core Centre:
Birmingham, Croydon
Enhanced Service point:
Reading, Warwick



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 advisor 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.*

Under which sub-category of temporary Work are you applying for leave? *Select 'Government Authorised Exchange' and "Sponsored Researcher" if and when requested.*

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 (NHS) Surcharge, biometric enrolment fee, 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)*

The online system will provide you with the mandatory action to book an appointment. This will take you to the Sopra Steria - 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 dependants:

If you have paid additional fees for a 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 dependants will need to attend the appointment as booked via the Sopra Steria 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 letter or email and the new BRP (if applicable) will be sent via Royal Mail to the address provided in the online application.

Please ensure you take your new BRP to your department/college Personnel Team when it arrives to allow them to take a copy. Additionally, 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 leave to remain in the UK.

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 Surcharges 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;

[Dependant Partner](#)

[Dependant Child](#)

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
- All previous passports used to travel to, and remain in, the UK
- Current 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)

Evidence of sufficient maintenance funds:

The Certificate of Sponsorship will detail whether the maintenance requirement for the main applicant will be supported by the host department/college. If this is not supported you will need to provide evidence that you hold the equivalent of £1,270 of personal savings held for at least 90 consecutive days ending no more than 31 days before the date of the visa application.

If the Certificate of Sponsorship does not specify that the University of Oxford will support the maintenance requirement for your dependant(s) you will need to provide evidence that the main applicant or dependant has an extra £285 of funds for a dependent partner, as well as an additional £315 for the first dependent child, and a further £200 for any dependent children after that. These extra funds must have been present in the account for at least 28 consecutive days ending no more than 31 days before the date of the visa application. **Please note even £1 under on 1 day means you will not meet the requirements.**

Switching from Student/Tier 4 into GAE

Tier 4 student visa holders making an application to switch into GAE must also submit;

- Either an original certificate of award, or an original academic reference, on headed paper, from your institution, which clearly shows: Your full name, the title of the qualification/ award, the course duration and date of course completion or at least 24 months study towards a PhD; the name of the awarding body.
- If you currently receive/ 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 the full cost of your tuition fees and living costs you must provide original written confirmation from the funding body giving consent to the GAE application.

Important points to note

1. **Do not travel whilst your application is pending**, as this will automatically cancel your application. The Staff Immigration Team **cannot** guarantee the successful outcome of any leave to remain application as this decision is made by Home Office.
2. Where possible, please ensure that you submit the .pdf summary of your online application to the Staff Immigration Team, no later than **8 weeks** before your visa expires.

The Team cannot guarantee to be able to check leave to remain applications 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.

3. Applications are likely to be automatically rejected by the Home Office if they are submitted with missing or incorrect scanned documents.
4. Any documents not in English must be accompanied by a fully certified translation.
5. 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 GAE applications, please do not hesitate to contact us.

Regards,

Staff Immigration Team

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