



## When should a Certificate of Sponsorship be issued?

### Introduction

This document provides information in relation to whether or not a new employee will need a Certificate of Sponsorship prior to commencement of employment. A list of nationals exempt from restrictions or part restrictions to enter or work in the UK are provided below.

There can be exceptions to the rules and it is advisable to contact your Human Resources team who will be able to advise you as to whether or not a person needs a Certificate of Sponsorship.

### Nationals with no restriction to work in the UK

Nationals from the European Economic Area (EEA) and Switzerland can enter the UK without any restrictions. However, evidence of their nationality still needs to be obtained prior to commencement of employment. Evidence is usually either a passport, biometric resident permit or national identity card. Further information regarding the type of evidence and requirements for verifying and copying the evidence can be found at [https://www.royalholloway.ac.uk/iquad/documents/pdf/humanresourcespdf/immigration/liستاandlistbdocumentationguide.pdf](https://www.royalholloway.ac.uk/iquad/documents/pdf/humanresourcespdf/immigration/listaandlistbdocumentationguide.pdf)

The EEA includes these countries:

Austria, Belgium, Bulgaria, Croatia\*, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK.

\*Some Croatian nationals may require a Tier 2 visa awarded under an unrestricted certificate of sponsorship.

### Overseas applicants (Restricted Certificate of Sponsorship)

For new out of country applicants and dependents of Tier 4 migrants switching into Tier 2, the College is required to submit a formal request for a restricted Certificate of Sponsorship for that post from a monthly national quota held by the Home Office. If the formal request is granted, the College will be allocated a Certificate of Sponsorship which can only be issued for the specific post in question, and at the specific salary detailed in the application.

All requests for Certificates of Sponsorship for overseas applicants received by the UKVI on or before the 5<sup>th</sup> of each month will be considered on the 11<sup>th</sup> of the same month.

We would advise that a Certificate of Sponsorship is applied for at least three months before the migrant is due to commence employment.

All overseas migrants who have been issued a Tier 2 Certificate of Sponsorship must obtain entry clearance/visa before arriving in the UK.

**In-country applicants (Unrestricted Certificate of Sponsorship)**

For in-country applicants, including those who are extending a current Tier 2 or old-style work permit, as well as those in other immigration categories who are eligible to switch into Tier 2 (General) from within the UK, the College holds a separate allocation of Certificates of Sponsorship which can be issued to eligible migrants. Certificates from this allocation cannot be used for applicants who are overseas

All in-country applicants who have been issued a Tier 2 Certificate of Sponsorship must apply for leave to remain in the UK.