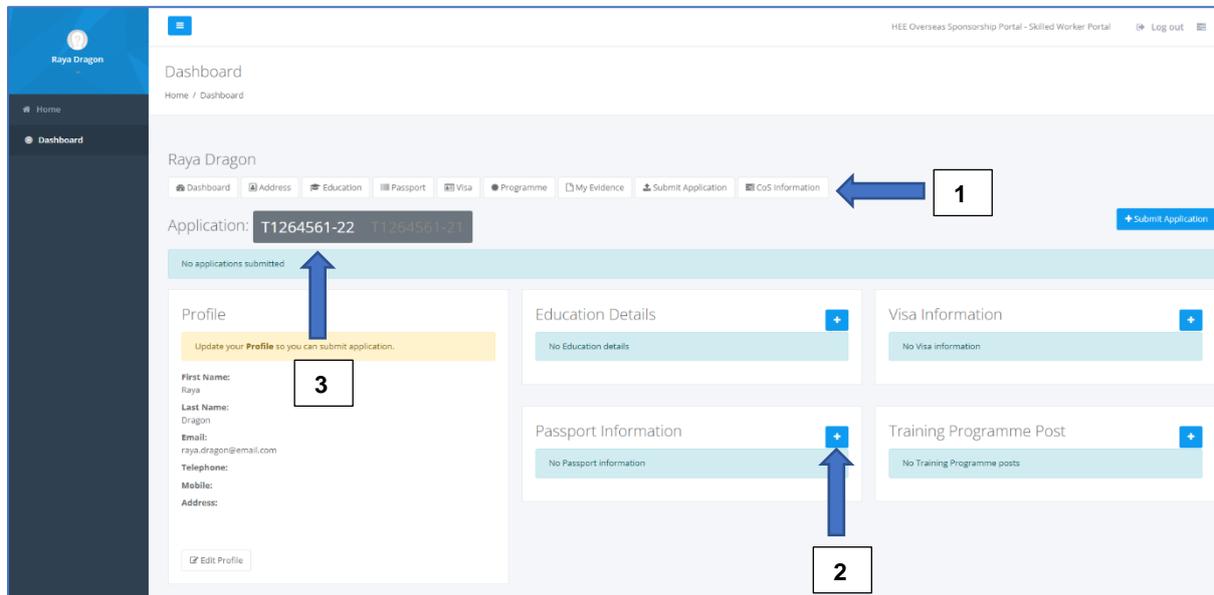


## HEE Overseas Sponsorship Portal (Skilled Workers) Applicant Guide

After logging in to the Portal you will be taken to your 'Dashboard'



From the Dashboard you can navigate to all sections of your application by either clicking on the boxes underneath your name (1) or by clicking the '+' button on each of the sections (2).

Each section is covered in more detail below.

**Please note when uploading files, they must be a jpeg or Pdf.**

### **Multiple applications (3)**

Where you have previously held a Portal account, when logging in you will see a grey box with multiple application numbers (3). Here you can navigate between old applications and your current application. Please ensure you are entering data on the correct application number. You will find that the two digits at the end of the application number will refer to the recruitment year (i.e., '-21' will be 2021)

**\*\*\*PLEASE NOTE BEFORE STARTING YOUR APPLICATION:** Once a document is uploaded you will **not be able to delete or remove it**. Please be careful before uploading any documents\*\*\*

## 1. Profile

1.1 From the Dashboard, under 'Profile' click on to 'Edit Profile'

1.2 Check your names are correct or edit if needed, you may also need to add a middle name. Please note the name you add into this section **MUST MATCH THE NAME ON YOUR PASSPORT**

1.3 Enter a contact number and home address (this is the address you will use for your visa application with the Home Office)

1.4 You will NOT be able to edit your Applicant Number or your Email Address. If you do need to change your email address please contact [Sponsorship@hee.nhs.uk](mailto:Sponsorship@hee.nhs.uk)

1.5 Once complete press 'Save'

Dashboard | Address | Education | Passport | Visa | Programme | My Evidence | Submit Application | CoS Information

Edit Profile

Raya Dragon (T1264561-22)

**IMPORTANT:** Please provide address details of the country you will be making your Visa application from. This will be used to notify the UKVI if you are making an in country (UK) or out of country application

Applicant Number: T1264561-22	Street: 1 Street
First Name: Raya	City: Birmingham
Middle Name: 	Country: United Kingdom
Last Name: Dragon	Region: West Midlands
Email Address: raya.dragon@email.com	Postcode: B16 9RG
Telephone: 0121 111 22222	
Mobile: 07944 333 3333	

Save | Cancel

## 2. Education

2.1 **UK Medical Graduates** please confirm which Medical School you graduated from, and **non-UK Medical graduates** please confirm where you gained your Primary Medical Qualification (PMQ)

2.2 **Foundation Trainees** - HEE appreciates that you may not have been issued with your medical degree certificate at the time we need to issue your CoS. Therefore, please either add any transcripts or confirmation letters from your medical school to this section if available. If not available, please enter the details, but you do not need to upload the evidence at this stage

2.3 If you have obtained your GMC/GDC number, please enter (however you can proceed without this information if you are not yet registered)

2.4 Once complete press 'Save'

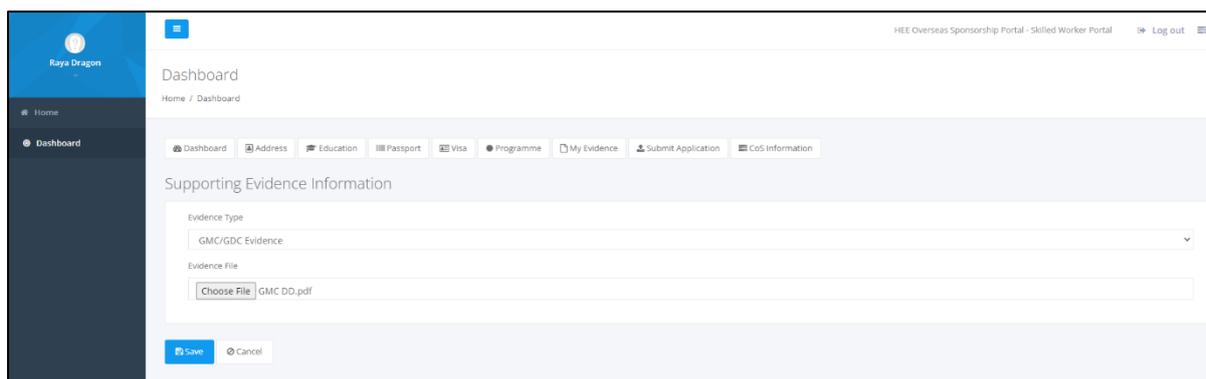
2.5 You will now be given the opportunity to upload your evidence by clicking the 'Upload Evidence'

2.6 Choose which type of evidence you are uploading; qualification or GMC/GDC.

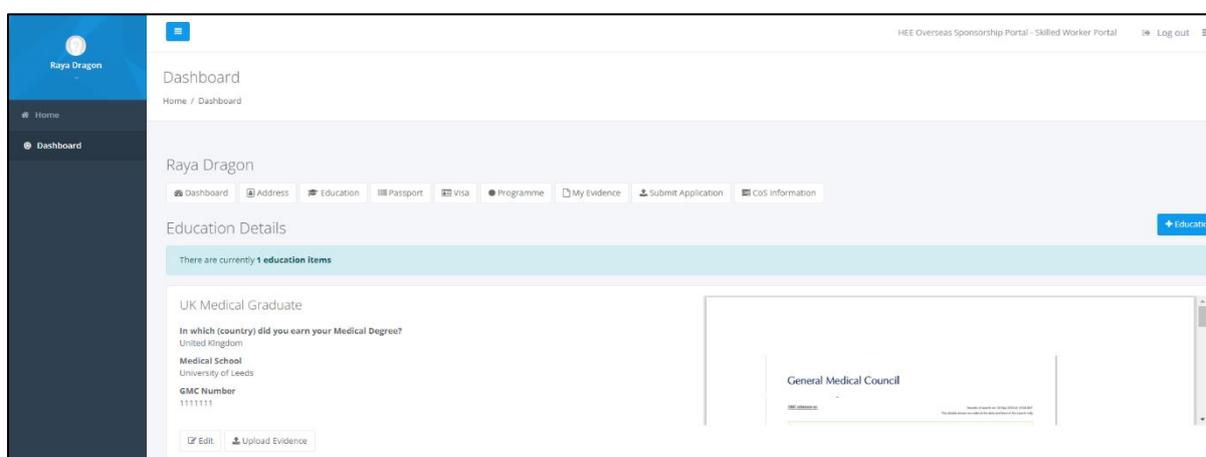
2.6.1 Please note qualification evidence is mandatory

2.6.2 GMC/GDC can be a pdf confirmation downloaded from this website: <https://www.gmc-uk.org/registration-and-licensing/the-medical-register>

2.7 Once complete press 'Save'



2.8 If you have a second document to upload, click 'upload evidence' again and repeat 2.5-2.6



### 3. Passport

3.1 Enter all information as it is displayed on your passport, **this must match exactly**

3.2 If you need to edit your name, please go back to the Dashboard and 'Edit profile'

3.3 Once complete press 'Save'

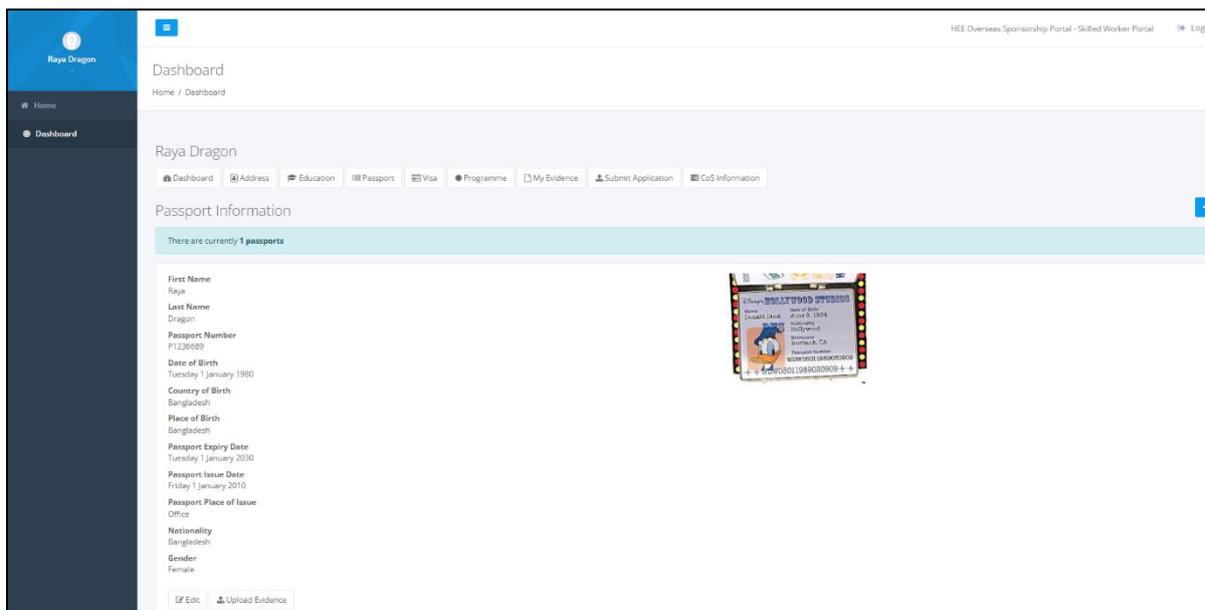
The screenshot shows a user interface for 'Raya Dragon' on the 'Dashboard' page. The page title is 'Dashboard' and the breadcrumb is 'Home / Dashboard'. A navigation bar contains links for Dashboard, Address, Education, Passport, Visa, Programme, My Evidence, Submit Application, and CoS Information. The main content area is titled 'Passport Information' and contains the following fields:

- First Name:** Raya
- Last Name:** Dragon
- Passport Number:** P1236689
- Date Of Birth:** 01/01/1980
- Nationality:** Bangladesh
- Country Of Birth:** Bangladesh
- Place Of Birth:** Bangladesh
- Passport Expiry Date:** 01/01/2030
- Passport Issue Date:** 01/01/2010
- Place Of Issue:** Office
- Gender:** Female

At the bottom of the form, there are 'Save' and 'Cancel' buttons.

3.4 You will now be given the opportunity to upload your evidence by clicking the 'Upload Evidence'

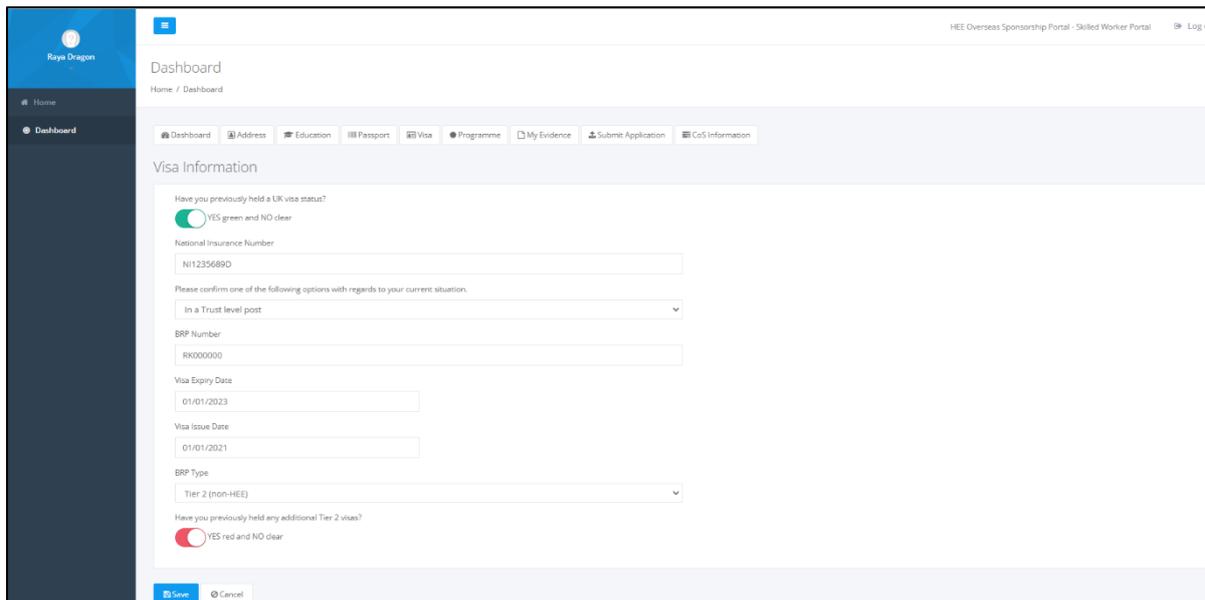
3.5 Upload your current passport and click save



## 4. Visa

4.1 You will be first asked 'Have you previously held a UK visa status'? \*

\*You don't need to select yes if your only previous visa was a **visitor visa**



4.1.1 If '**No**' leave the switch on clear and you will only need to answer 2 further questions and will not need to submit any supporting documents\*

*\*Where you confirm 'No' the system will automatically pre-populate BRP number, issue and expiry dates showing as 'NOVISA', please be aware this is correct.*

4.1.2 If you do not have a National Insurance (NI) Number at this time, this field can be left blank

4.1.3 If **'Yes'** change the switch to green and additional questions will appear

4.1.4 Enter the information regarding your **current/most recent UK visa**

4.1.5 **BRP Number** can not be left blank, therefore if you have an **e-visa** and do not have a BRP number, please add 'e-visa' to this box

4.1.6 **Visa issue and expiry dates** – These should match wither what is stated on your BRP card or the dates of your e-visa.

4.1.7 You will also be asked *'if you have previously held a Tier 2 visa in the UK'*. When answering 'Yes' to this question (red) you will be asked for your visa history

4.2 The **Visa History** section will only appear where you have indicated you have held a previous Tier 2 within the UK. In this section please add all dates and information regarding previous Tier 2 visa history. This allows HEE to assess if the Immigration Skills Charge (ISC) is applicable and to ascertain how long you have been on a Tier 2 in the UK

HEE Overseas Sponsorship Portal - Skilled Worker Portal | Log out

Dashboard  
Home / Dashboard

Raya Dragon

Dashboard | Address | Education | Passport | Visa | Programme | My Evidence | Submit Application | CoS Information

Visa Information

There are currently 1 Visas

BRP Number	RK000000
Visa Issue Date	Friday 1 January 2021
Visa Expiry Date	Sunday 1 January 2023
BRP Type	T2
Have you previously held a UK visa status?	True
Have you previously held any additional Tier 2 visas?	True
National Insurance Number	N11235689D
Please confirm one of the following options with regards to your current situation.	
OST only - Type of CoS	
ISC Charge	
<input type="checkbox"/> Edit   <input type="button" value="Upload Evidence"/>	

Visa History + Visa History

No visa history information.

HEE Overseas Sponsorship Portal - Skilled Worker Portal | Log out

Dashboard  
Home / Dashboard

Raya Dragon

Dashboard | Address | Education | Passport | Visa | Programme | My Evidence | Submit Application | CoS Information

Visa History

BRP Number

Visa Expiry Date

Visa Issue Date

BRP Type  
Choose BRP type...

4.3 You will now be given the opportunity to upload your evidence by clicking the **'Upload Evidence'**

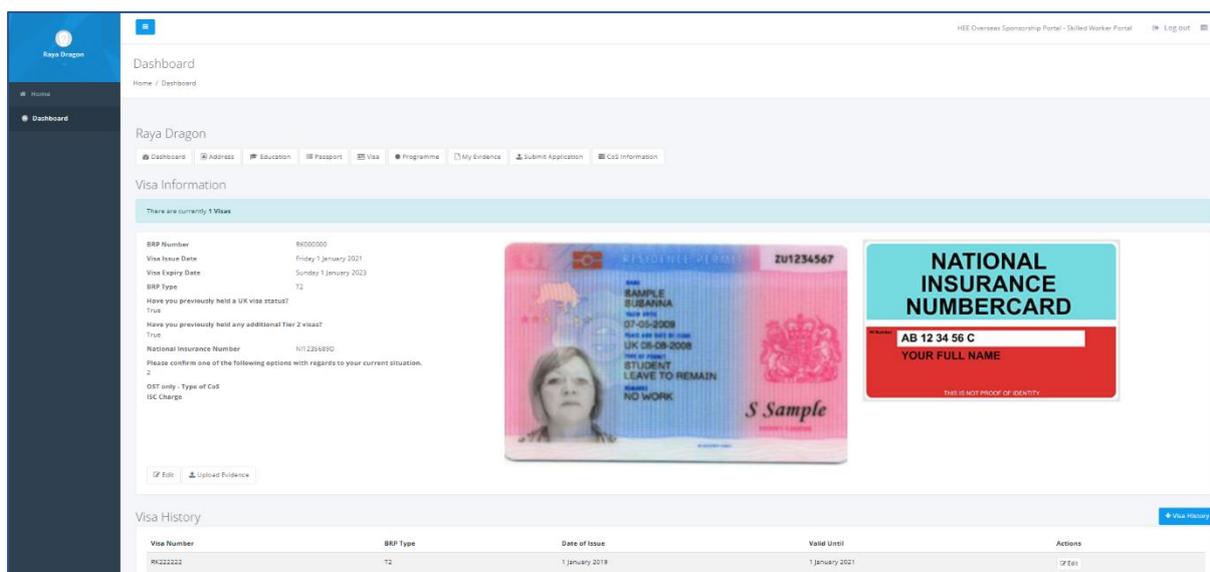
4.4 In this section you should upload evidence of your **current** visa/BRP and your NI number (if applicable)

**4.5** Where you are uploading a **BRP card** as evidence of your current visa, you must provide a copy of both the front and back of the BRP card in **one document**.

4.5.1 Where you have an **e-visa** you will not be able upload a copy of a BRP. It is therefore imperative that you add the correct issue and expiry dates into this section as it cannot be verified by the Sponsorship Team and could impact your further visa application.

4.6 Acceptable evidence of NI can be: NI card, back of a BRP card, P45, P60, P11, P14, P35, payslip, HMRC letter

4.7 You do NOT need to upload evidence for visa history



## 5. Training Programme

5.1 Please enter all the detail of the Training Programme you have been offered and how long you would like the Certificate of Sponsorship (CoS) issued for.

**The start and end dates you enter will be the start and end dates on your CoS.** If you require a CoS for a shorter duration than the duration of your training programme you should use update the end date of training

5.2 For **EXTENSIONS of visa already sponsored by HEE**, please add the **start date** as 1 day after the expiry of your current BRP and either the **end date** of training or an earlier date if you do not want the CoS issued for the full duration. (Please note we can not issue a CoS for any longer than the training programme as confirmed by TIS)

5.3 It is advisable to upload evidence of your training Programme (i.e., Oriel offer letter), but this is not mandatory.

5.4 If you are applying for an **EXTENSION** to your HEE-sponsored visa you are not required to upload evidence of your training programme where the Trainee Information System (TIS) confirms an end date in the future. Where this is not provided, the Overseas Sponsorship Team may request evidence for the extension.

## 6. Submit Application

6.1 We would recommend at this point going back to your [Dashboard page](#) to have an overview of everything you have completed and uploaded.

6.2 Check the details one last time and that all evidence is uploaded

6.3 The information you have entered will be saved as you go along should you wish to submit your application at a later date

6.4 When you are ready to submit your application, you can either click on the **Submit Application** box underneath your name or by clicking the **+ Submit Application** button on the right-hand side

6.5 Please read the declaration and the **Terms of your Sponsorship**

6.6 The submission asks you to select the information from each of the sections you have just entered

6.7 Click on each of these and then press Save

6.8 Once submitted your Dashboard will now have additional heading at the top showing that you have submitted your application

6.9 The HEE Overseas Sponsorship Team will be notified when you submit your application (and not before) and these boxes will be updated to show you when each of the sections have either been 'Approved' or 'Rejected'

## What should I do if I make a mistake?

- If you have made a mistake within the text boxes, you can click on the **'Edit'** button on the relevant section to make the amendments.
- Please **do not create a second record** (for example try to add a second passport information) as this can cause confusion, it is best to edit the previously incorrect information.

- Please note you can only see the 'Edit' box before the application is 'Approved', if you need to edit after it has been Approved you will need to contact [sponsorship@hee.nhs.uk](mailto:sponsorship@hee.nhs.uk) to ask for your application to be moved back to 'Rejected' so you can make the amendments.
- Once a document is uploaded you will **not be able to delete or remove it**. You can upload further documents to enable you to attach the correct document. Please be careful before uploading any documents.

### What happens next?

- If your application is **Rejected**:
  - you will receive a notification via the Portal to your email informing you it has been Rejected. When logging into the Portal you will be notified of what information is required or missing for the team to be able to approve your application.
  - At this point you will be able to edit your application and it will automatically move to a status of **Rejected Resubmitted**, which will alert the Overseas Sponsorship Team to recheck the application and aim to Approved
  - Please do not contact us by email to advise when your application has been resubmitted as this is not required.
- If your application is **Approved**
  - Your application status on the Portal will be updated to 'Approved'
  - it will now be ready for your Certificate of Sponsorship (CoS) to be issued
  - The HEE Overseas Sponsorship Team will work through all approved applications and issue your CoS as soon as possible, however, please refer to your email with joining instructions for further information on estimated timescales
- When your CoS has been issued, it will be uploaded to the portal under the '[CoS Information](#)' Section. You will receive an email notifying you when this is available which will allow you to log in and download a copy of the CoS.
- After receiving your CoS you will need to make your application to the Home Office for your Skilled Worker visa

The Overseas Sponsorship Team has developed a useful set of Frequently Asked Questions (FAQs) about all aspects of the application process. We strongly advise to read these before completing your visa application. It is advised that you consult these FAQs before sending any queries to the Overseas Sponsorship Team as they are updated frequently. <https://specialtytraining.hee.nhs.uk/Recruitment/Overseas-Sponsorship/Frequently-Asked-Questions-FAQs>