

# Tier 2 Certificate of Sponsorship Trainee Guide 2017

Developing people  
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healthcare

[www.hee.nhs.uk](http://www.hee.nhs.uk)

## Trainee Guide to Tier 2 Sponsorship

The following guide will provide you with the relevant information you require to make a Tier 2 Certificate of Sponsorship (CoS) application or extension with Health Education England (HEE).

### Introduction

HEE will act as the Tier 2 sponsor for all applicants recruited to training programmes throughout England.

The guide will be reviewed periodically for Home Office updates, however please ensure that you familiarise yourself with the regulations and criteria set out by the Home Office regarding the Tier 2 application process: <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

The guidance below includes:

### Before your application:

- [Tier 2 CoS Process: Guidance for applicants.](#)
- [What information you will require before applying](#)

### Completion of your application:

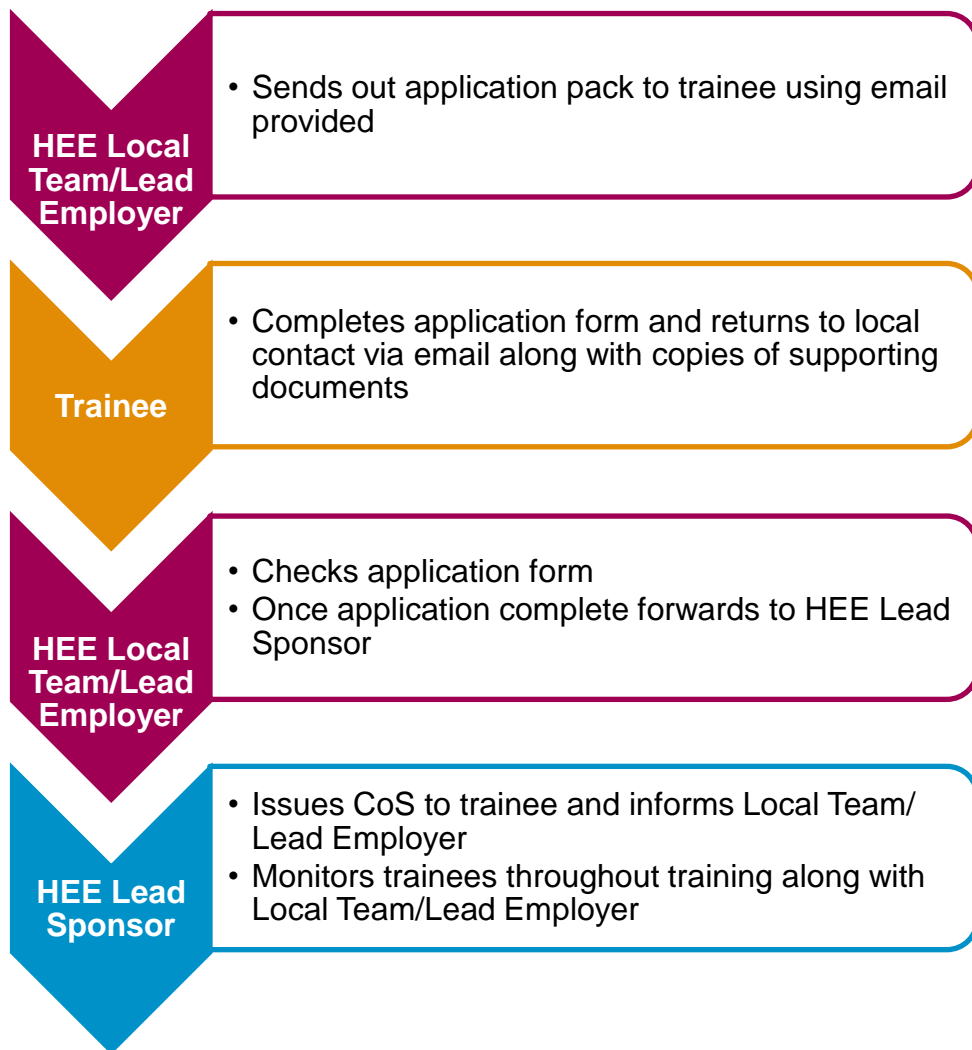
- [The application stage](#)
- [Issuing of the CoS](#)

### After your application:

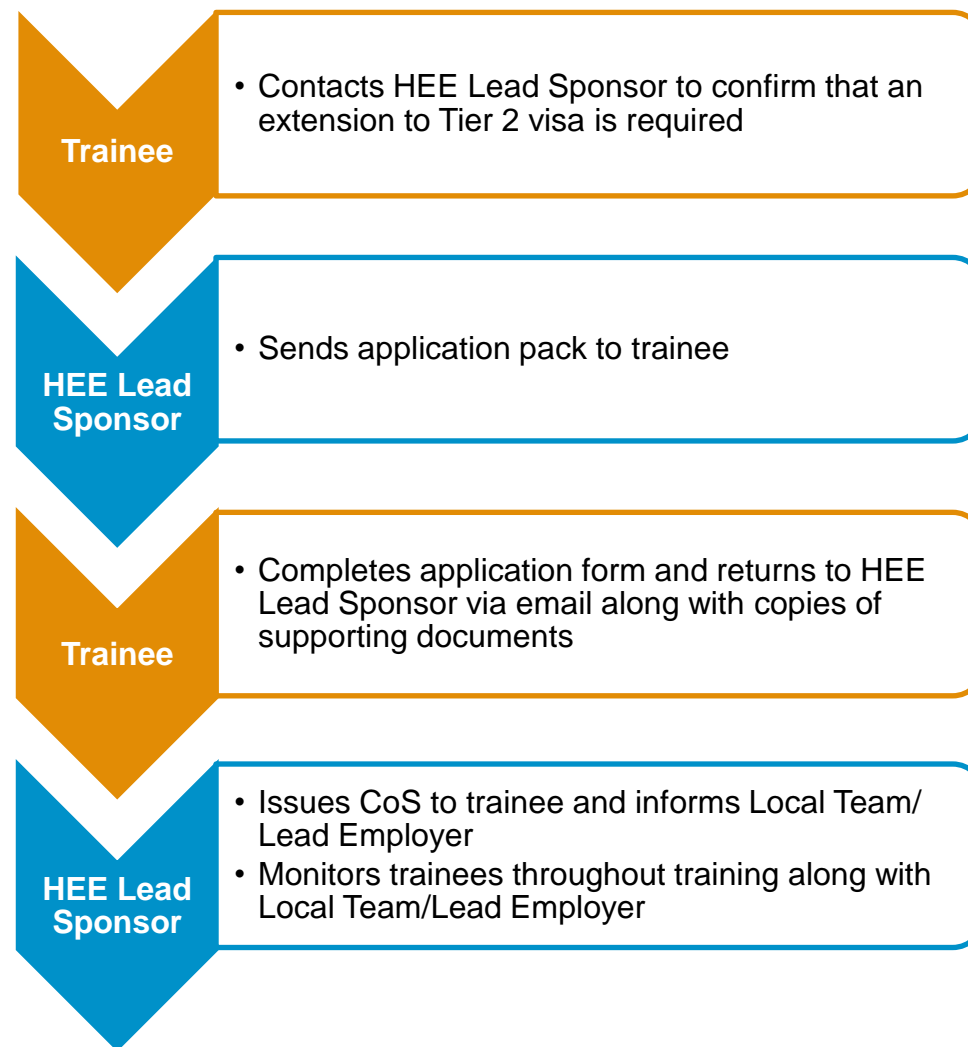
- [Information you need to provide the national sponsor during your training.](#)
- [Extension applications](#)
- [Indefinite Leave to Remain \(ILR\) applications](#)
- [Frequently asked Questions](#)
- [Useful Links](#)
- [Contact details](#)

## Tier 2 CoS Process: Guidance for Applicants

### New Applicants (those who are not currently sponsored by HEE)



### Extensions (those currently sponsored by HEE who need to apply for an extension to their Tier 2 visa)



## Information you will require before applying

Before completing your CoS application, please ensure that you have a saved copy of the following documents:

- Scanned copy of passport (including all relevant pages)
- Copy of payslip/relevant proof of National Insurance Number
- Scanned copy of current visa
- Offer letter or Oriel email for your post (new applicants only)
- Copy of medical degree certificate
- Copy of contract (extensions only)
- Signed copy of the applicant declaration form

**Your application cannot be processed without these documents.**

## Criminal Records Certificate

From 6 April 2017, the Home Office require those applying to come to the UK under Tier 2 to work in certain occupations (including doctors and dentists in training), and their adult dependants, to produce a criminal record certificate from any country in which they have been resident for 12 months or more, consecutively or cumulatively, in the previous 10 years, aged 18 or over.

If you are successful in being appointed to a training programme in the UK, and require Tier 2 sponsorship, you will be required to provide the criminal record certificate to the Home Office when you make your visa application. As it can take some time to obtain a criminal record certificate, it may be helpful for you to begin the process of seeking certificates, if required, at the earliest opportunity.

Details of how to obtain such a check from the relevant authorities abroad is available on the Home Office website at: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

If the country concerned is not listed, please contact the relevant embassy or consulate for further details. Contact details can be found at: <https://www.gov.uk/government/publications/foreign-embassies-in-the-uk>

## Application Stage

Your HEE Local Team/Lead Employer will forward an application pack to you via email. Please complete all the mandatory sections of the application form and return via email with the supporting documents to the contact that sent you the application.

Once you have submitted your application, it will be checked by your HEE Local Team/Lead Employer. They will then forward the documents to the HEE Lead Sponsor.

The HEE Local Teams and Lead Employers are as follows:

- East Midlands
- East of England
- Kent, Surrey and Sussex
- North East Lead Employer
- North West Manchester Lead Employer (Pennine Acute Trust)
- North West Mersey Lead Employer (St Helens and Knowsley)

- South London (covers all of London)
- South West Bristol (Severn)
- South West Plymouth (Peninsula)
- Thames Valley
- Wessex
- West Midlands (also the HEE Lead Sponsor)
- Yorkshire and The Humber

## Issuing Stage

Once your documents have been received by the HEE Lead Sponsor, a CoS will be issued. This will be forwarded to the email address you provided in your application. Once you receive your CoS, you can apply for your Tier 2 visa with the Home Office.

All applications must meet the criteria set out by the Home Office and you must ensure that you are aware of the current regulations for Tier 2 applications, this includes the necessary maintenance requirements.

## Information you must provide to the national sponsor during training

During your sponsorship, HEE is required to keep updated records for auditing purposes and report certain information to the Home Office. Therefore you must inform the HEE Lead Sponsor and your HEE Local Team/Lead Employer if:

- Your passport is renewed
- Your immigration status changes
- Your contact details change (address, email, telephone)
- Your contract ends earlier than expected
- Your Inter Deanery Transfer (IDT) application is approved
- Less Than Full Time (LTFT) application is approved
- Out Of Programme (OOP) application is approved
- You are planning to go on maternity leave

## Extension applications

If you require an extension to your current sponsored Tier 2 visa, please contact [tier2@hee.nhs.uk](mailto:tier2@hee.nhs.uk) and you will be sent the relevant application pack to complete.

Please note: you must apply for your Tier 2 visa extension with the Home Office before your current Tier 2 visa expires.

## Indefinite Leave to Remain (ILR) applications

If you are applying for ILR, you will require a letter from us.

Please email the HEE Lead Sponsor ([tier2@hee.nhs.uk](mailto:tier2@hee.nhs.uk)) to request the letter along with a copy of your most recent payslip.

We will endeavour to send the letter to you via email within 5 working days. However, it may take longer if there is information that we need to check with your employer first. Two copies of the letter will be posted to you.

Once you have received a decision from the Home Office, you **must** inform [tier2@hee.nhs.uk](mailto:tier2@hee.nhs.uk) and your HEE Local Team/Lead Employer and email a copy of your new Biometric Residence Permit (BRP) within 5 working days of receiving your BRP. HEE will update your records and cancel your CoS which was issued to you for your Tier 2 visa (as per Home Office guidance).

## Frequently asked Questions

### 1. What is HEE's sponsor rating?

HEE is an A rated sponsor.

### 2. As an A rated sponsor, do HEE offer maintenance funding as per the Home Office website:

No, as a public service HEE cannot provide maintenance funding. Some applicants must meet the maintenance criteria set out by the Home Office and should ensure that they are aware of the regulations set out for Tier 2 applications. Please note, applicants who are already on a Tier 2 visa (whether extending or changing employment) **do not** need to prove maintenance as per the following guidance:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/489396/Tier\\_2\\_MG\\_v23\\_0.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/489396/Tier_2_MG_v23_0.pdf)

### 3. The CoS you have issued states that my salary will be £36,461.00 but I know that I will earn more. Does this matter?

HEE has agreement from the Home Office that £36,461.00 can be stated on the CoS as this is the minimum salary a doctor will earn in line with the Home Office guidance (LTFT is calculated differently and evidence of payslips will be required). Your exact salary will be calculated by your employer nearer to your start date.

If you are issued a CoS for Dental Core Training/Specialty Dental Training, your salary will differ from the above.

### 4. Do I have to apply for a CoS from Health Education England AND then apply for a Tier 2 Visa?

Once your application for a Tier 2 CoS has been reviewed and accepted by the HEE Lead Sponsor, you will be issued with a CoS number. You can then apply to the Home Office using the information provided in your CoS to gain your Tier 2 visa.

### 5. Can I start my new post while a decision is pending?

If you are currently on a Tier 2 visa sponsored by HEE and you are applying for an extension, you will be able to continue working while a decision is pending on your visa as long as you apply before your current visa expires.

If you are currently on a Tier 2 visa but changing sponsors (change of employment CoS), you must have your BRP before commencing training.

If you are switching into Tier 2 from another visa status or if you hold no visa status in the UK (with the exception of Tier 4 holders), you must have your BRP before commencing training.

If you are currently on a Tier 4 visa and you were granted leave after 6 April 2012, you are allowed to start work in your Tier 2 specialty training post as soon as you have completed your Foundation Programme/Masters/Degree. However, you must be apply for a Tier 2 visa before your Tier 4 visa expires.

## 6. What do I do if I wish to resign my post?

Please contact the HEE Lead Sponsor immediately ([tier2@hee.nhs.uk](mailto:tier2@hee.nhs.uk)) and your HEE Local Team/Lead Employer. It is HEE's duty to inform the Home Office of any sponsored recruits that have terminated their contract.

## 7. Can I apply for an Inter-Deanery Transfer (IDT)?

If you are sponsored by HEE under the single sponsor license, you can apply but you will need to meet all of the other eligibility requirements. Please refer to the IDT website for further information on eligibility requirements.

## 8. Can a trainee work locum shifts?

Those on Tier 2 visas can undertake supplementary employment but they must not work more than 20 hours a week and must be working in the same occupation.

## 9. What should I do if I decide I no longer want/need a Tier 2 CoS?

Please inform the HEE Lead Sponsor as soon as possible. Once your application and cheque has been received, your CoS application may not be able to be withdrawn as the CoS may have already been issued. In this circumstance, HEE could cancel the CoS but it would not be possible to provide you with a refund.

## 10. I need an extension. What should I do?

You will need to fill out the CoS extension application form. Please contact [tier2@wm.hee.nhs.uk](mailto:tier2@wm.hee.nhs.uk) and you will be provided with the relevant application form.

## 11. How many years can I be sponsored for?

A CoS can only be issued for the length of your training contract (depending on the amount of time you have already spent on a Tier 2 visa). It cannot be extended beyond your training contract date. As per Home Office guidance, a Tier 2 migrant can only remain on a Tier 2 visa for a maximum of 6 years.

## Useful Links

Health Education England working across the West Midlands Tier 2 Website:  
<http://www.westmidlandsdeanery.nhs.uk/Recruitment/Overseas-Doctors/Tier-2>

Tier 2 general:  
<https://www.gov.uk/tier-2-general>

Tier 2 of the points based system – Guidance for sponsors:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/492799/Tier\\_25\\_guidance\\_11-15\\_word\\_v1\\_1\\_addendum.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/492799/Tier_25_guidance_11-15_word_v1_1_addendum.pdf)

**Immigration rules:**

<https://www.gov.uk/government/collections/immigration-rules>

**Shortage occupation list:**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/486107/Shortage\\_Occupation\\_List\\_-\\_November\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/486107/Shortage_Occupation_List_-_November_2015.pdf)

**Immigration advisors:**

<https://www.gov.uk/find-an-immigration-adviser>

**Restricted Certificates allocations:**

<https://www.gov.uk/government/publications/employer-sponsorship-restricted-certificate-allocations/allocations-of-restricted-certificates-of-sponsorship>

**NHS Employers Tier 2 information:**

<http://www.nhsemployers.org/recruitmentandretention/internationalrecruitment/current-immigration-rules/tier2/pages/tier-2-general-skilled-worker.aspx>

**BMA:**

<http://www.bma.org.uk/support-at-work/immigration>

**Health Surcharge:**

From the 6<sup>th</sup> April 2015, a new health surcharge is being introduced for further information on how this will affect you and your visa application, please click the following link:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/415129/Surcharge\\_customer\\_info\\_web\\_v1.2.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/415129/Surcharge_customer_info_web_v1.2.pdf)

## Contact details

If you require any further information regarding the Tier 2 CoS application process please contact: [tier2@hee.nhs.uk](mailto:tier2@hee.nhs.uk)