

(ImmForm4) EMPLOYEES SPONSORED UNDER TIER 2 (General)

The University is delighted to be your Tier 2 sponsor but must comply with extremely strict Home Office requirements in order to retain our licence to sponsor international talent. We are grateful for your cooperation and understanding of the need to comply with these requirements and the consequences which may be imposed upon the University and sponsored visa holders for failure to comply.

1. Contact details

You must ensure that your line manager and Human Resources have up-to-date contact details for you at all times, including your home address, home phone number and mobile phone number. It is imperative that you update these details in [my.HR](https://myhr.lboro.ac.uk/tlive_ess/ess/) (https://myhr.lboro.ac.uk/tlive_ess/ess/) immediately if any of these details change. You must also notify Human Resources, if you know you are travelling to an area where you cannot be contacted (such as going on a field trip to a remote location) and advise of a time that you expect to be back in an area where you can be contacted. During a Home Office inspection, the University must show that it holds your most up-to-date contact information.

2. Reporting to UKVI

The University is required to report the following to the Home Office:

A) Absence recording and monitoring

- Failure to attend on the first day of work and any reason given for the failure.
- Any periods of unauthorised leave in excess of ten consecutive working days.
- To provide, if requested a record of absences.

In addition, sponsored visa holders are not permitted to take unpaid leave in excess of a total of one month **in any twelve month** period from January to December (except in the case of maternity, paternity, adoption, shared parental leave and sick leave).

In the event of the University having to report unauthorised leave in excess of ten consecutive working days or unpaid leave in excess of one month to the Home Office, the University will consider whether it is appropriate to withdraw sponsorship. The University reserves the right to withdraw sponsorship in these circumstances. It is therefore imperative that you ensure that all leave (paid or unpaid) is recorded correctly in your outlook calendar.

In addition, activities which require you to be away from the University for a week or more, as well as any instances of working overseas should also be recorded in your outlook calendar.

Permission to view your calendar should be given to your line manager. In the event of a UKVI inspection you may be required at short notice to provide this information. **Regular random**

requests will be sent requesting copies of your calendars for audit purposes. In the event of your absence the line manager will be approached.

Additionally, the calendar containing your movements will need to be retained for a reasonable period of time after your employment ends. If employment ends (for whatever reason), a full copy of your calendar will be required. Guidance on how to achieve this is attached, or alternatively contact HRImmigration@lboro.ac.uk

B) Changes to job details as recorded on your Certificate of Sponsorship

- A change in job title, duties, hours and work location
- A change in salary (including salary changes due to maternity, paternity, adoption and sick leave) but not salary changes due to University-wide pay increases;
- If you leave early before your Tier 2 visa expiry date (eg if you resign, have your funding withdrawn, or are dismissed)

It is extremely important that you report any proposed changes to the information recorded on your Certificate of Sponsorship to Human Resources immediately and before any changes are agreed or take effect.

3. Changes to your immigration status

The University is required to report to the Home Office if you change your immigration status which means that the University is no longer your sponsor (eg if you obtain Indefinite Leave to Remain, an EEA family permit, a dependant visa, or any other form of visa which is not sponsored by the University).

Please ensure that you report any changes in your immigration status to Human Resources immediately.

Reminders of these requirements will be issued to you at regular intervals during the course of your employment.

Acceptance

To be completed by the sponsored employee

I accept the responsibilities set out above and undertake to notify Human Resources via e-mail to HRImmigration@lboro.ac.uk immediately of any changes.

Signed

Name Date

One copy of this letter must be signed and handed to Human Resources prior to commencement of employment. You should retain the other copy for reference.