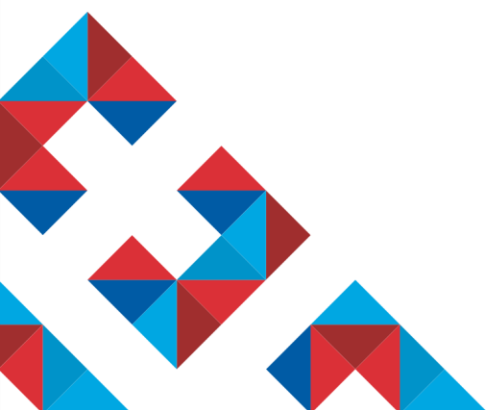


Temporary Worker (GAE) Certificate of Sponsorship

How to apply for a Certificate of Sponsorship in Higher Education

Version 2 – 18 October 2021



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UK Participation in Erasmus+

UK Government continue to support work-based mobilities to take place in the UK supporting participants of the residual 2014-2020 Erasmus+ and ESC programmes. However, any programme where the UK is deemed a Partner Organisation, the UK Government has no obligation to support incoming visas which are outside the remit of the 2014-2020 Erasmus+ and ESC programmes.

If there are any queries, applicants should contact their sponsor institutions. For those organisations wishing to sponsor applicants, there are elements under the [Erasmus+ programme guide](#), where participating organisations can utilise funding for higher education mobility projects.

Applications for Certificate of Sponsorship from the British Council must be supported by eligible funding from Erasmus+ 2014-2020.

Application Submission

Applications for CoS must be submitted **no later than 10 weeks** before your placement start date. Incomplete or incorrect documentation may cause delays in issuing a CoS. To avoid that, please refer to the [Temporary Worker \(GAE\) HE Guidance](#) (386 KB) when preparing the application.

We recommend that no travel plans are made, or costs incurred until you have been advised of the decision regarding your CoS, and a Visa has been approved by the Home Office.

Summary of steps – HE

The British Council requires all incoming higher education (HE) applicants to go through their home university Erasmus+ coordinator to get their CoS. It is the responsibility of Erasmus+ coordinators to:

- collect the documents from their participants;
- ensure that all documents are completed correctly;
- email the CoS applications in PDF format to Tier5erasmus@britishcouncil.org.

COVID-19

Before you apply for your Certificate of Sponsorship (CoS), please be aware of all UK Covid-19 entry, testing and quarantine rules <https://www.gov.uk/uk-border-control> and the UK roadmap for re-opening which may impact on your placement start date: <https://www.gov.uk/government/publications/covid-19-response-spring-2021>.

Students

For a HE application, the British Council will need scanned copies of the following documents in PDF or Word format.

- a fully completed [Temporary Worker \(GAE\) HE Student Application Form](#) (227 KB)
- the confirmation letter from the sending university
- the acceptance letter from the host organisation
- a fully completed [Erasmus+ Learning Agreement for Traineeships](#) (read the [Temporary Worker \(GAE\) Learning Traineeship Guidance](#) (330 KB) on how to complete this document)
- a transcript of records from the sending institution
- a full copy of the participant's passport
- criminal record check for overseas participants (if applicable). Read [further information](#) on what type of criminal records check is appropriate. The certificate must be bilingual or translated into English.
- a copy of the employment contract from the host organisation, signed and dated by all parties (if applicable). Please note a contract is only required if the participant is being paid a salary from the host organisation.

Please consult the [Temporary Worker \(GAE\) HE Guidance](#) (386 KB) which provides **essential details** about the documents listed above and is to be read and used in conjunction with the Temporary Worker (GAE) Application Form.

Do not send the application as web links, like Google or OneDrive as these will be refused.

If you have trouble with the file size of your email, look at this [guidance on how to reduce the size](#) or please consult your IT department for help.

Please check [Home Office guidance](#) for further details on certifying a translation.

Extensions for Students

If the mobility duration needs to be extended the home university Erasmus+ coordinator must send in a new application pack containing the following

- a new fully completed [Temporary Worker \(GAE\) HE Student Application Form](#) (227 KB).
- a new confirmation letter from the sending university
- a new acceptance letter from the host organisation
- an updated [Erasmus+ Learning Agreement for Traineeships](#) (read the [Temporary Worker \(GAE\) Learning Traineeship Guidance](#) (330 KB) on how to complete this document)

Please consult the [Temporary Worker \(GAE\) HE Guidance](#) (386 KB) which provides **essential details** about the documents listed above and is to be read and used in conjunction with the Temporary Worker (GAE) Application Form.

The work location and job role must be the same as on the original CoS application.

The new start date on the documents listed above must be **the day after the current placement ends**, however the start date on the extension CoS will be the day after the current visa ends. This is because the visa covers two weeks more than the initial placement, and we cannot issue a CoS for a duration already covered by the visa.

The total duration of the mobility (initial + extension) cannot exceed 12 months and it has to come to an end within 18 months from the student's graduation, if they are a recent graduate

Staff

For a HE application, the British Council will need scanned copies of the following documents in PDF or Word format.

- a fully completed [Temporary Worker \(GAE\) HE Staff Application Form](#) (227 KB)
- the confirmation letter from the sending university
- the confirmation letter from the host organisation
- a fully completed [inter-institutional agreement](#) (108 KB) or the [partner inter-institutional agreement](#) (95 KB) for participants from Partner Countries
- a fully completed [Staff Mobility Agreement - teaching](#) (89 KB)
- a full copy of the participant's passport
- criminal record check for overseas participants (if applicable). Read [further information](#) on what type of criminal records check is appropriate. The certificate must be translated into English.
- a copy of the employment contract from the host organisation, signed and dated by all parties (if applicable). Please note a contract is only required if the participant is being paid a salary from the host organisation.

Please consult the [Temporary Worker \(GAE\) HE Guidance](#) document (386 KB) which provides **essential details** about the documents listed above and is to be read and used in conjunction with the Temporary Worker (GAE) Application Form.

Do not send the application as web links, like Google or OneDrive as these will be refused.

If you have trouble with the file size of your email, look at this [guidance on how to reduce the size](#) or please consult your IT department for help.

Please check [Home Office guidance](#) for further details on certifying a translation.

Further Information on Criminal Record Checks

Please note that criminal record checks for overseas participants are only required for certain jobs or voluntary work, e.g., working with children or in healthcare. We would urge you to read Home Office's guidance and consult with your receiving host organisation to confirm if one is required. Examples of job roles which would require evidence of a criminal record check are *teacher* or *unsupervised volunteer*.

Criminal record check certificates are usually required from the participant's country of residence. However, in some cases a criminal record check certificate may be required from the participant's country of origin.

Applications are assessed on a case-by-case basis. The criminal record check must be issued no longer than six months before the application date.

Further Information on the CoS Application Process

It is the responsibility of organisations to make sure they apply in plenty of time and provide all the necessary documents, completed and in the correct format. After receiving the CoS, the Temporary Worker (GAE) visa issuing can take up to three more weeks.

The dates of the planned placement must allow sufficient time for a CoS and visa to be issued prior to the start of the placement. This is in accordance with Home Office guidance. We recommend that no travel plans are made, or costs incurred until you have been advised of the decision regarding your CoS, and a Visa has been approved by the Home Office.

Please check all documents carefully before applying.

Please note that visas may not allow multi-entry to the UK, for example for overseas holidays. It is recommended that participants travel with documents that show the reason for their stay in the UK and the contact details of their host organisation.

Participants will not need £1270 in savings if their [fully approved \('A-rated'\)](#) sponsor states on their CoS that they will certify their maintenance and that the participant will not claim benefits during their stay in the UK. The British Council is a fully approved category A-rated sponsor and will certify maintenance for participants.

[Download the Temporary Worker \(GAE\) Online Visa Application Guidance](#) (304 KB) for traineeship participants.

Upon arrival in the UK

Information for Hosting Organisations

Under the UK Visas & Immigration (UKVI) Points Based System, the British Council is acting as licensed sponsor for Erasmus+ participants and must comply with UKVI record keeping duties.

Please read the information contained within [Annex E Host Temporary Worker \(GAE\) Guidelines and Sponsorship Duties](#) very carefully. It highlights the sponsorship duties that the host company and the British Council must comply with in order to continue to sponsor participants in the Erasmus+ programme.

Once the participant has arrived in the UK, we require the host to complete the [Temporary Worker \(GAE\) UKVI Requirement Reporting Form](#) (68KB) which is a **compulsory UKVI requirement**. Please return this form for each participant to the British Council as soon as they arrive at your organisation.

As sponsors we are also required to inform the UKVI of any changes made to the participant's placement. You must inform the British Council **immediately**, should any of the following occur:

- if your participant fails to turn up on their first day of work or is absent from work for more than 10 consecutive working days without permission;
- if a participant travels in and out of the UK for business or holidays, advise the British Council by email of the dates they leave the UK and then by email again on their return;
- any significant changes to the participant's circumstances e.g., change of job, salary, location etc;
- any change to the duration of the participant's placement e.g. requested extensions;
- if employment is terminated for any other reason;
- any other information that you think may be of importance.

It is vital for you to inform the British Council when the participant has left your employment.

Please note that failure to comply with UKVI record keeping duties can lead to the revoking of a Temporary Worker (GAE) license which will impact on our ability to sponsor Erasmus+ participants in the future.

Information for Participants

Please read the information contained within [Annex E Participant Temporary Worker \(GAE\) Guidelines and Sponsorship Duties](#) (64 KB) very carefully. It highlights the sponsorship duties that the host company and the British Council must both comply with in order to continue to sponsor participants in the Erasmus+ programme.

[Safety First 2019-2020 – 'a personal safety guide for workers'](#) - (3.62 MB) is a British Council booklet designed to provide useful safety tips and information to help you prepare for your stay and offers practical advice on living and working which you can refer to throughout your placement in the UK. There is a QR code if you would like to access this guide on your mobile phone.

For further information please email the Erasmus+ Temporary Worker (GAE) Team at the British Council Tier5erasmus@britishcouncil.org.