

## VISA CHECKLIST

Congratulations on being offered a role with the University of Bristol! As a migrant worker you may require a work visa, so the following is a helpful list of the things you need to consider:

### Passport



Check your passport. Your passport needs to be valid for six months after the date you need to travel but you will need your passport to make your visa application so ensure you take this into account with your timescales.

### Visa Type



Ascertain which visa type(s) you will be applying for:

- Tier 1 exceptional talent (<https://www.gov.uk/tier-1-exceptional-talent>)
- Tier 2 (general)
  - In country (unrestricted) **OR** Out of country (restricted)
- Tier 2 (switching/change of employment)
- Tier 2 dependant (for yourself or your family members)  
(<https://www.gov.uk/tier-2-general> for all the above)
- Tier 5 (<https://www.gov.uk/tier-5-government-authorized-exchange>)
- Ancestry (<https://www.gov.uk/ancestry-visa>)
- Indefinite leave to remain (settlement) after residence in the UK for 5 years (\* subject to conditions as per <https://www.gov.uk/settle-in-the-uk>)

### Documentation



If you are making an application under the tier 2 (general) route, ensure that you have provided all the following information to your HR Faculty Team, so they can assign your Tier 2 certificate of sponsorship (*this holds your personal details and information about the job you've been offered. It's an electronic record and you will be provided with a reference number to add to your visa application*):

- ✓ Your statement confirming that you meet the English Language requirement (national of a majority English-speaking country) **OR**
- ✓ passing an [approved English language test](#) with at least CEFR level B1 in reading, writing, speaking and listening **OR**
- ✓ having an academic qualification that was taught in English and is recognised by [UK NARIC](#) as being equivalent to a UK bachelor's degree, master's degree or PhD
- ✓ Confirmation that you have £945 (plus £630 per dependant applicant) in your bank account for a full 90 days before you apply to prove you can support yourself. Please note that if your balance has fallen below the required amount for a single day in that 90-day period your application will be refused. However, as a **fully approved "A" rated sponsor** we can sponsor your maintenance (and that of your dependants) on the certificate of sponsorship if you require us too and you should discuss with your HR Faculty Team.

## Visa Application



Once you have received your Certificate of Sponsorship from the University apply for your visa by following the Government guidance (<https://www.gov.uk/tier-2-general>):

- ✓ Under the points based system applicants must gain a maximum of 70 points, calculated as follows:
  - **30 points for having been assigned a Certificate of Sponsorship**
  - **20 points for earning the appropriate salary**
  - **10 points for meeting the UKVI English Language criteria**
  - **10 points for meeting the UKVI maintenance criteria**
- ✓ This needs to be done online.
- ✓ You (and your dependants if applicable) will need to pay the appropriate fee (<https://www.gov.uk/tier-2-general>). Costs ranges from £587 to £1174 depending on length of visa (*please note the University will reimburse cost of visa for main applicant but not dependants*)
- ✓ You will need to pay the Immigration Health Surcharge as part of your application (<https://www.gov.uk/healthcare-immigration-application>)

The sum you will be required to pay is:

  - **£150 per year on a student (tier 4) or tier 5 (youth mobility or government authorised exchange)**
  - **£200 per year for all other visa and immigration applications**

See link to calculate how much you will need to pay for yourself and dependants, if applicable (<https://www.immigration-health-surcharge-service.gov.uk/checker/type>).
- ✓ You will need to have your fingerprints and photograph taken at a visa application centre (to get a biometric residence permit) as part of your application.
- ✓ Will you be applying for your dependants? If so, see link: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/603815/PBS\\_dependent\\_guidance\\_Jan\\_2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/603815/PBS_dependent_guidance_Jan_2017.pdf)
- ✓ Do you need to provide TB test results for your visa application? (<https://www.gov.uk/tb-test-visa/countries-where-you-need-a-tb-test-to-enter-the-uk>).

## Visa Approval



Once your visa has been approved:

- ✓ Will you need to register with the police after arriving in the UK with a visa, or after getting permission to stay for longer in the UK, see link: <https://www.gov.uk/register-with-the-police>
- ✓ If you are applying outside of the UK, you will receive a 30-day vignette in your passport which will facilitate your arrival into the UK. You will then need to collect your biometric residence permit from a designated Post Office within 10 days of your arrival to the UK which will state the full term of your leave you have been granted and will supersede the 30-day vignette.

## Right to work check



Ensure you present your BRP and/or passport to your HR Faculty Team on or before your **first** day of work.