**Tier 5 (Temporary worker - Government Authorised Exchange)**

**Certificate of Sponsorship Application Form**

**Erasmus+ Higher Education Participant Key Action 103**

*Erasmus+ University Coordinators responsible for managing Erasmus+ traineeships should complete and forward the Tier 5 CoS Application Form for each participant and forward to the* *Tier 5 team* *along with the required supporting documentation detailed at the end of this form*

*Please note it can take up to four weeks from the receipt of correct documentation to issue a CoS. It is important that all information is completed accurately as missing/incorrect information may result in a delay in the assessment of an application.*

*We recommend no travel plans are made or costs incurred until a decision regarding the application for a CoS is approved and a visa has been provided by the Home Office.*

*For guidance on how to complete the Tier 5 CoS Application Form please consult the ‘Tier 5 Guidance for Coordinators’ document located* [here](http://intranet.britishcouncil.org/uk/sites/ErasmusPlus/Tier%205%20Management%20Stages/20170116%20Guidance%20for%20Coordinators.docx).

**Personal information**

\*Family name or last name:

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\*First name (s):

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| --- |
|  |

Other names:

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\*Nationality: 

\*Place of birth:

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\*Country of birth: 

\*Date of birth: day  month  year 

\*Gender: 

\*Country of residence: 

**Passport information**

\*Passport number:

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\*Issue date: day  month  year 

\*Expiry date: day  month  year 

\*Place of issue of passport:

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**Home address/contact information**

\*Current home address **(where to post hard copy of CoS letter)**:

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\*City or town:

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\*Postcode or ZIP code:

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\*Country: 

\*Email address:

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\*Telephone number:

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**Work placement information**

*The work placement must be between two to twelve months duration. Please allow a minimum of four weeks for a CoS to be issued prior to the start of the placement.*

\*Start date: day  month  year 

\* End date: day  month  year 

\* Multiple visa entry **(does the participant need to leave and re-enter the UK during the work placement for work purposes)?** Tick the box if **yes** 

\*Total weekly hours of work: **(must be a minimum of 25hrs and a maximum of 48hrs per week)**

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**Main work placement address**

\*Name of host company/institution:

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\*Address:

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\*City or town:

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\*Postcode:

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\*Contact name (mentor):

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\*Email address:

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\*Telephone number:

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Other regular work addresses: **(complete if the participant will be working at a number of multiple sites)**

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| --- |
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City or town:

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|  |

Postcode:

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**Participant’s employment details**

\*Job title: **(this must be the job title detailed in your invitation letter from the host – not Erasmus+ student/intern)**

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\*Job type: **(click** [**here**](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-j-codes-of-practice-for-skilled-work) **to obtain the relevant SOC code to enter in the drop down field below)**



\*Project reference number **(as per grant agreement)**

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\*Is the work placement supernumerary? **(the job role is in addition to normal staffing requirements - Tier 5 must not be used as a route to bring workers to the UK which could harm the resident labour market) tick yes or no**

Yes [ ]

No [ ]

\*Detailed summary of the tasks the participant will undertake at the work placement:

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\*As specified in the [Erasmus+ Programme Guide](http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf) pages 33-50, the placement should deliver a high quality work experience to the participant which is compatible with the participant’s degree. Please demonstrate how the work experience placement and job role relate to the participants degree programme:

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\*Monthly Erasmus+ grant provided by the sending university in euros (€)

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| € |

Total monthly additional allowances in euros (€) **- if applicable:**

**Please note allowances include any additional funding or bursaries on top of the Erasmus+ grant. They do not include benefits such as overtime, bonuses that are not guaranteed, incentive pay or travel and subsistence (including travel to and from the participants’ country of residence, or home country).**

|  |
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| € |

If you are receiving additional allowances you should detail each allowance individually and state the monthly amount for each one below:

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| --- | --- |
| **Allowance** | **Amount (€)** |
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\*Are you receiving a monthly salary from the host organisation in the UK? **(Tick yes or no)**

Yes [ ]

No [ ]

\***If** **you ticked** **yes** **please state how much you will receive per month in the box below**

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| --- |
| £ |

\* **If you receive a monthly salary from the host organisation have you received a contract of employment from the host organisation? (Tick yes or no)**

Yes [ ]

No [ ]

\***If you ticked yes please provide us with a copy of the contract with your additional supporting documentation**

\*[UK National Insurance number](https://www.gov.uk/national-insurance/your-national-insurance-number) - **Please tick the most appropriate statement:**

[ ]  **I** **do not** require a UK National Insurance number as I only receive a stipend e.g. grant funding

[ ]  **I require** a UK National Insurance number as I will be receiving a salary from the host organisation in addition to any stipend I receive

\*If you have a UK National Insurance number please detail this number in the box below: **(Please note if you are applying for a visa from outside the UK and you do not have a National Insurance number you will need to apply for one when you arrive in the UK, please advise us what you intend to do in the box below)**

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\*It is a requirement that all participants are covered by accident and liability insurance for the duration of their placement. Please tell us whether this will be provided by the sending institution or receiving organisation, or whether the participant is responsible for obtaining it themselves. If the latter, please confirm that they are aware of this requirement. **We may sometimes ask for additional evidence that the participant has appropriate insurance cover before issuing a Certificate of Sponsorship**.

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\*The Home Office require us to keep a copy of participants’ [Disclosure and Barring Service (DBS)](https://www.gov.uk/dbs-check-applicant-criminal-record) check where required for the role to be undertaken by the sponsored participant.

\* Are you undertaking a work placementwith [**regulated activity**](https://www.gov.uk/government/publications/dbs-guidance-leaflets) **in relation to children and/or adults? It’s important that you consult with your host organisation who will be able to advise you if the job role contains regulated activity. (Tick yes or no)**

Yes [ ]

No [ ]

\* If you have ticked **yes** to the previous question then **prior** to the issuing of the CoS you will need to provide evidence of an [overseas criminal record check](https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants). We require a criminal record check from your **country of origin and most recent country of residence**. The certificate/s must be translated into English. Please check [Home Office guidance](https://www.gov.uk/certifying-a-document) for further details on certifying a translation. Please submit any certificates with your supporting documents.

\* Please note that if you have ticked **yes** and are undertaking regulated activity then in addition to the overseas criminal record check/s your host organisation must also request an appropriate DBS check, and we will require a copy of the DBS Check Certificate. You will not be able to undertake regulated activity until a satisfactory disclosure has been obtained.

\*UK residential address: **(if known, however this must be supplied to the British Council as soon as the placement starts)**

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UK telephone number:

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\*Will you be bringing dependants (family members) with you to the UK? **If yes please provide details in the box below**

Yes [ ]

No [ ]

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**Supporting documentation required**

*Please see below list of supporting documentation which we require to be fully completed and emailed with the accompanying Tier 5 CoS Application Form.*

* Copy of the participant's passport, including all *ID details e.g. biometric page and leave stamps*. Each page must be clear and visible. Please ensure the passport expiry date is still valid for at least six months **after** the placement end date.
* Confirmation letter from the sending university confirming that the participant is an Erasmus+ participant, the start and end dates of the placement and the total Erasmus+ grant that the participant will receive. The letter must be on university letter headed paper and signed, dated and stamped by the appropriate signatory.
* Acceptance letter from the host organisation confirming the start and end dates of the work placement and the roles and duties to be carried out by the participant. The letter must be on company letter headed paper and signed, dated and stamped by the host. Please note: if the organisation does not have a stamp we require an email from the host organisation confirming this.
* Erasmus+ [Learning Agreement for Traineeships](https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/files/resources/learning-traineeships_en.docx) (signed by the participant, the sending institution and host organisation)
* Transcript of records from the sending institution providing an official academic record of the course studied by the participant. This must be translated into English. Please check [Home Office guidance](https://www.gov.uk/certifying-a-document)for further details on certifying a translation.
* Criminal record check for overseas participants (**if applicable**). Criminal record checks 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 guidance and consult with the host organisation to clarify if one is required. Examples of job roles which would require evidence of a police check would be a teacher, unsupervised volunteer. Criminal record check certificates are required from your country of origin and most recent country of residence. Read [further information](https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants) on what type of criminal records check is appropriate. The certificate must be translated into English. Please check [Home Office guidance](https://www.gov.uk/certifying-a-document)for further details on certifying a translation.
* Copy of the contract from the host organisation, signed and dated by all parties (if applicable)

*For guidance on how to complete the supporting documentation please consult the ‘Tier 5 Guidance for Coordinators’ document located* [here](https://www.erasmusplus.org.uk/tier-5-visa-how-to-apply-for-a-certificate-of-sponsorship).

***Do not*** *send documents as web links like google, RAR or one drive attachments as these will be refused. Please note due to size constraints within our systems we can only accept one email per CoS Application. If you have trouble with the file size of your email, this*[*link*](http://www.wikihow.com/Compress-a-PDF-File) *might be useful in advising you how to reduce the size or please consult your IT department for help.*

**Declaration**

*I can confirm that the information detailed within this form and contained within the supporting documentation is to the best of my knowledge, complete, true and correct.*

\*Participant Name:

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\*Participant Signature:

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\*Date:

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\*Erasmus+ University Coordinator Name:

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\*Coordinator Signature:

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\*Date:

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If you have any questions in regards to completing the Tier 5 CoS Application Form or compiling the accompanying supporting documentation please contact the Tier 5 team who will be happy to provide assistance.

Thank you

Tier 5 Team

Programmes and Projects | Education and Society
Erasmus+ UK National Agency | British Council Wales
1 Kingsway | 2nd Floor | Cardiff | CF10 3AQ | UK

Rhaglenni a Phrosiectau | Addysg a Chymdeithas
Erasmus+ UK Asiantaeth Genedlaethol | British Council Cymru
1 Kingsway | 2ail Llawr | Caerdydd | CF10 3AQ | DU