Guidance - Use of the Skilled Worker – Certificate of Sponsorship Journey in People and Money

The purpose of this document is to remind line managers and School /Department Administrators (SDAs) of their obligations to manually assign the Skilled Worker – Certificate of Sponsorship Journey in people and Money. This helps to ensure a consistent and compliant process for sponsored workers.

Background

As a UK Visas and Immigration (UKVI) licensed sponsor, it may be possible for the University to sponsor a prospective employee who does not currently have the right to work in the UK. The University can do this by issuing a Certificate of Sponsorship (CoS), which allows the individual to apply for a visa to work. A CoS is not an actual paper document, it provides a number that an international worker can use when applying online for a visa. However, there are a number of criteria to meet and procedures to follow before a CoS can be issued.

Further information regarding University sponsorship is available on the University Sponsorship webpage.

Obligations during Recruitment and Onboarding

During the recruitment process there is an obligation to carry out the appropriate Right to Work checks**.** Right to Work checks should be carried out during or as soon after interview as possible. Further information is available on the Right to Work Checks webpage. Any offers made to the successful candidate (whether this be verbal or in writing) must be subject to the candidate demonstrating their right to work in the UK or being eligible or meeting the required criteria to apply for the necessary visa to take up the job.

If the candidate you have offered requires a CoS then the following steps must be followed:

At Offer Stage

- **Setting a reasonable start date** if a visa application is required. In the case of a University sponsored visa, it can take up to **9 weeks to complete the process**, i.e. from requesting and assigning the Certificate of Sponsorship to the visa being granted.
- Consideration must also be given as to whether the person you are offering the position will require an ATAS (Academic Technology Approval Scheme) certificate, (sponsored employees, i.e. those on Skilled Worker/Tier 5 sponsored researcher visa and visiting researchers). Inclusion of this information in the offer letter is important (and is provided on the offer letter templates). Further details of this can be found on the Skilled Worker webpage.

Once Offer Accepted /Add Pending Worker fully approved in People and Money

- **You must manually assign the Skilled Worker Certificate of Sponsorship Journey in People and Money.**

This is applicable to anyone applying for a new out of country Certificate of Sponsorship for a Skilled Worker visa. The Journey will guide managers, school/department administrators, HR Operations and the sponsored worker through the tasks that must be completed to successfully onboard the new employee.

Guidance on how to assign and manage the Journey is available within the [People and Money user guides](#) (under the heading of Recruitment and Onboarding).
- Line Manager Guide to Journey
- SDA Guide to Journeys
- Pending Worker/Employee Guide to Journeys

A summary of the tasks, owner and the sequence of these is outlined below.

Each task in People and Money will provide detailed information to the task owner of the steps they are responsible for and what information they may need to provide. Please note that managers must check the bell icon in People and Money regularly to keep up to date with outstanding tasks – they will not receive system notifications.

Request for Contract

Before the Request for Contract task can be completed for any worker, the SDA/line manager must ensure that the following verified copies of Right to Work documentation is uploaded to Documents of Record (DoR) for the worker. Without this the contract cannot be processed.

For sponsored workers the following must be uploaded:

- **PDF** resulting from an on-line employer check or copy of visa/vignette in passport
- Passport
- Evidence that the individual's date of entry to UK was after the start date of the visa (e.g. entry stamp on vignette, boarding card, travel tickets)
- The completed University Right to Work Checklist

Journey Tasks

Please note the performer is the primary person who completes the task, and the owner is the person responsible for the performer competing the task. Owners can also complete tasks on behalf of performers.

Note: With the move to Journeys (from 24 March 2025), all open and overdue tasks from the previous Skilled Worker Checklist have automatically transferred over, providing improved visibility and access to initiated journeys and tasks. As a result, you may find a number of legacy tasks that were not previously concluded. For guidance on how to manage Journeys within People and Money please see the afore-mentioned guides.

Skilled Worker – Certificate of Sponsorship Journey

Tasks	Performer	Owner	Pre-requisite Task?
Submit certificate of sponsorship (COS) request form to HR	School/Dept Admin	Line Manager	No
Upload Certificate of Sponsorship (COS) confirmation letter	HR Operations	HR Operations	Submit certificate of sponsorship (COS) request form to HR
For information: Certificate of Sponsorship (CoS) application processed	School/Dept Admin	Line Manager	Upload Certificate of Sponsorship (COS) confirmation letter
Here is your Certificate of Sponsorship (COS) number	Pending Worker	School/Dept Admin	Upload Certificate of Sponsorship (COS) confirmation letter
Review and eSign terms of Interest Free Visa Loan	Pending Worker	School/Dept Admin	Here is your Certificate of Sponsorship (COS) number
Submit your interest free visa loan application	Pending Worker	School/Dept Admin	Review and eSign terms of Interest Free Visa Loan
Confirm when you have received your VISA and let us know the start date	Pending Worker	School/Dept Admin	Here is your Certificate of Sponsorship (COS) number
Entering the UK and preparing for your arrival	Pending Worker	School/Dept Admin	Confirm when you have received your VISA and let us know the start date
Visa received: What needs to happen before day 1	School/Dept Admin	Line Manager	Confirm when you have received your VISA and let us know the start date
Upload PDF of online Right to Work confirmation and checklist	School/Dept Admin	Line Manager	Confirm when you have received your VISA and let us know the start date
Manager responsibilities for Sponsored Staff	Line Manager	Line Manager	Upload PDF of online Right to Work

			confirmation and checklist
	4		
Sponsorship responsibilities during employment	Pending Worker	Line Manager	Upload PDF of online Right to Work confirmation and checklist