

UK VISA & IMMIGRATION – REPORTING DUTIES

In conjunction with UK Visa & Immigration (UKVI) regulations, the University of Bolton has specific reporting duties in regards to Certificates of Sponsorship issued to our employees, furthermore, the employee has responsibilities towards the University of Bolton.

I would like to bring to your attention responsibilities required to be adhered to by the employer, the line manager and the employee.

The employer:

The University of Bolton (Human Resources) must report the following to the UKVI:

- If the employee does not turn up for their first day at work;
- If the employee is absent from work for more than 10 working days without the employer's permission (all absence should be reported to HR);
- If the contract of employment ends (including if the employee resigns or is dismissed) – the UKVI must be notified within 10 working days;
- If the employer stops sponsoring the employee for any reason, for example, if the employee moves into an immigration category that does not need sponsorship;
- If there are any significant changes to employment circumstances, for example, a change of job title, annual pay rise or bonus) the UKVI must be notified within 10 working days;
- Any suspicions that the employee is breaking the conditions of their permission to stay;
- Please note, Human Resources will monitor sickness, fixed-term appointments and leave-to-remain status and write to the employee/line-manager as appropriate to update our records/request further information or request actions to be taken by the line manager or the employee.

As HR Business Partner, acting on behalf of the University of Bolton, I confirm that I understand the requirements and reporting duties required by the UKVI

Name:	
Signature:	
Date:	

The Line Manager:

- The line manager must report the following to Human Resources:
- If the employee does not turn up for their first day at work;
- If the employee is absent from work for more than 10 working days without the employer's permission (all absence must be reported to Human Resources);
- If the contract of employment ends (e.g., if the employee resigns);
- If there are any significant changes in employment circumstances (e.g., a change to the job description, salary or work location – but not a change of job title, annual pay-rise or bonus);
- If there are any changes reported to you with regards to a change of circumstances affecting the employee's immigration status/leave to remain;
- Any suspicions that the employee is breaking the conditions of their permission to stay in the UK.

As line-manager, I confirm that I understand the requirements and reporting duties required by the UKVI.

Name:	
Signature:	
Date:	

The Employee:

The employee must report the following to their line manager:

- If you are unable to come to work for any reason, you must inform your line-manager/immediate supervisor before 10.00 am on the first day of absence. You should indicate the reason for your absence and its likely duration.
- If you wish to resign from your position, your contract of employment may be terminated prematurely for any reason upon delivery of the relevant notice period by yourself to your line manager.
- Any changes to your UKVI status (e.g., a change in circumstance affecting your immigration status/leave to remain).

As an employee working in the UK, I confirm that I understand the requirements and reporting duties required by the UKVI.

Name:	
Signature:	
Date:	

Note: Please do not hesitate to contact your HR Business Partner at the University of Bolton if you have any queries in relation to the Certificate of Sponsorship.