



# **Becoming a Sponsor**

## **A Guide for GP Practices in Wales**

Created by NWSSP Employment Services Certificate of Sponsorship Team



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## Process Flow for GP Practices



Please address invoice to: NWSSP Finance, Velindre University NHS Trust, PO Box 112, Pontypool, NP4 4DG

\*\* Current GP vacancies in Wales can be viewed via <https://gpwales.co.uk/>



## Becoming a Sponsor

To employ someone to work for you from outside the UK you will usually require a sponsor licence to provide them with a Certificate of Sponsorship (CoS). In line with Home Office guidance, any Organisation who wishes to sponsor a Skilled Worker must be the Employer, therefore the most suitable option going forward is for GP Practices to apply for their own Sponsor licence and assign a Certificate of Sponsorship to any individual they wish to employ.

More information can be found using the below link:

[UK visa sponsorship for employers: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/uk-visa-sponsorship-for-employers/overview)

When you apply, a decision will be made within 8 weeks of your application. This can be fast tracked for an additional cost if required.

As part of the application process supporting documentation must be supplied. The documentation you are required to supply are outlined [here](#).

When you apply for the licence, you will need to appoint members of your organization to manage the sponsorship process. More information can be found using this [link](#).

Once you are ready to apply this can be done using the below link:

[UK visa sponsorship for employers: Apply for your licence - GOV.UK \(www.gov.uk\)](https://www.gov.uk/uk-visa-sponsorship-for-employers/apply-for-your-licence)

Should you have any questions on the process we can be contacted for further information using the below email:

[NWSSP.CertificateofSponsorship@wales.nhs.uk](mailto:NWSSP.CertificateofSponsorship@wales.nhs.uk)



## Costs and Fees

There are costs involved in both applying for a licence and sponsoring individuals.

The Fee for the licence depends on whether you are classed as a [small or large organisation](#). Once your application is successful this licence is valid for 4 years and will then renew at no further cost.

### **GP Practice Licence Fee**

(one-off payment - Small Practice) - £536

### **GP Practice Licence Fee**

(one-off payment - Large Practice) - £1,476

In addition to the costs of the licence fee there are separate costs for each individual you wish to sponsor.

There is a sponsorship fee of £239 for each sponsorship, and on top of that you may also need to pay an Immigration Skills Charge which is £1000 per year you sponsor a worker (if you are a Large organisation, or £364 per year if small). *For example, a large Organisation sponsoring a GP for 2 years would pay £2239.*

The Practice would therefore need to ensure there is a credit card available for payment of both the one-off Licence fee and any individual sponsorships they assign as this is the only form of payment which can currently be used on the Home Office website.

There are some cases where the Immigration Skills Charge would not be payable, more information can be found on this using the link below;

[UK visa sponsorship for employers: Immigration skills charge - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/uk-visa-sponsorship-for-employers-immigration-skills-charge)

More information on this and the reimbursement available from Welsh Government, can be found on our website:

<https://nwssp.nhs.wales/ourservices/employment-services/gp-practice-support-for-skilled-worker-certificate-of-sponsorship/>



## Assigning a CoS – GP Practice

The steps below outline the process for assigning a Certificate of Sponsorship to an applicant applying for a Skilled Worker visa within a GP Practice.

Log into the system using the following link - <https://www.points.homeoffice.gov.uk/gui-sms-jsf/home/SMS-003-Home.faces> and enter your username and password (*will be found on the email you have received from the Home Office*)

### SMS log in

You must hold a sponsor licence to be able to log into SMS.

If you don't hold a licence or you want to add a route to an existing licence, please use the [sponsor application](#).

To log into SMS, enter your SMS user ID and password. You **MUST** be an appointed Level 1 or 2 user to access SMS and to use any functions in the system. Misuse of SMS user IDs may lead to action being taken against you.

If you are copying and pasting your user ID and/or password, please ensure that spaces are not included at the end. If you enter an incorrect user ID or password three times, your account will be locked for approximately 20 minutes. If this occurs, you should try again later.

You must have Javascript enabled on your browser and a PDF viewer installed to use some functions in SMS.

[Forgotten your password?](#)

**SMS log in**

User ID:

Password:

[Cancel](#) [Log in](#)

When logged in, click 'Workers' on the left-hand column, and then click 'Create and Assign'

- Home
- Licence summary, applications and services
- Workers**
  - Create and assign
  - Defined CoS
  - View CoS
  - Sponsorship duties
  - Manage work addresses
- Change password
- Contact
- Log out

### Workers

Select the function you wish to perform. Details of each function can be found under each link and additional information can be obtained from the **Help** links. You may also use the menu left-hand side of the screen.

**Create and assign**

- Create single CoS
- Create group CoS
- Create batches of CoS
- Amend information on a CoS before it is assigned
- Assign CoS to migrants

[Help \(opens in a new window\)](#)

Then select 'Skilled Worker' from the first drop down which appears. If the applicant is currently on a Skilled Worker/Tier 2 visa with another Employer, the next drop down should be 'Skilled Worker (Changes of Employment – ISC Liable)', and then click Next



You are here > Sponsorship management system > Workers > Create and assign CoS

**Create and assign CoS**

Select the relevant route and category (if applicable) in which you wish to create the CoS; then choose **Next** to continue. Alternatively, choose **Back** to return to the previous screen.

You may have to make an additional payment, known as the Immigration Skills Charge (ISC), if you are assigning a CoS to either a Skilled Worker or a Senior or Specialist Worker. Refer to [Part 2 of the sponsor guidance](#) for detailed information on when you have to pay and how much it costs.

Once you have created and saved a CoS in an 'ISC liable' category, proceed to the Online payment screen, where the amount you have to pay will be displayed.

**Route**

Select the route  
Skilled Worker

Select the category  
Please select

- Skilled Worker (Switching immigration category - ISC liable)
- Skilled Worker (Extensions - ISC exempt)
- Skilled Worker (Extensions - ISC liable)
- Skilled Worker (Changes of Employment - ISC exempt)
- Skilled Worker (Changes of Employment - ISC liable)
- Skilled Worker (graduate in Tier 4/Student Route switching to Skilled Worker)
- Skilled Worker (Switching immigration category - ISC exempt)

Back Next

You can then select 'Create new single certificate'. This page will then take you to the form you need to complete with the applicant/job details

### Create and assign CoS

Select the relevant option, complete any additional fields and choose **Next** to continue. Alternatively, choose **Back** to return to the previous screen.

**Route**

Skilled Worker (Changes of Employment - ISC liable)

Select from the options below:

- Create new single certificate
- Create new single certificate based on an existing certificate
- Create new batch of certificate(s)
- Find an existing single certificate
- Find an existing batch of certificate(s)

Back Next

Once you have entered all the information, you can click Save at the bottom. It will then give you a completed summary of what you've entered and you can again click through to the next page (*you will also need to click to agree a declaration*)

You'll then be presented with a screen which will give you an 'assign' button – Click this and you'll be taken through to a payment screen. You can complete the payment as you would any other payment online, and you'll then receive confirmation that it's gone through.





## **Key Points to consider:**

- For Job Title, it would be recommended to avoid abbreviations, so 'General Practitioner' instead of GP
- Work End Date – It would be worthwhile checking with the applicant how long they require further sponsorship for. The likelihood is that they will only require up to 2 years to cover the remaining period where they can then apply for Indefinite Leave to Remain (*after 5 years in the UK*)
- Job Description Summary – This should be a paragraph of the key duties of the applicant but should also include the following: *Applicant is applying via Skilled Worker Route, is taking up a job in one of the specified SOC codes and will be employed by a GP Practice in Wales. They therefore meet the eligibility criteria for the Health and Care Visa Scheme.*
- Maintenance refers to an Employer supporting the individual financially in their first month of employment should they require it – this can be a payment of up to £1270. If the individual is already in the UK, they likely won't request this, but if you do tick 'Yes' it does help their visa application as they do not need to evidence their bank account funds. If of course they do request it and you've said yes, then you would need to provide them with the support.



## Information to provide after assigning a CoS

When you have assigned a Certificate of Sponsorship (CoS) to an individual, you will then need to provide them with certain details so that they are able to apply for their Visa.

You should firstly save a copy of their CoS from the Sponsor Management System (SMS) by going to 'Workers', 'View CoS', 'Search for CoS', enter the Family name of the individual, click 'Next'. Then click into their name and scroll to the bottom of the page and click 'Print' which should then create a PDF version of the CoS which you can save to your drive.



The screenshot shows the SMS navigation menu on the left with 'Workers' and 'Search for CoS' circled in red. An arrow points to the 'View CoS' page, which contains a search form. The 'Family name' field in the search form is circled in red. Below the search form, a 'Print' button is circled in red in a separate row of buttons.

You should then send this PDF to the individual via email and also provide them with the following information –

- Sponsor Address (Work Address registered to Sponsor Licence when set up)
- Full Work Address (GP Practice address where individual will be working)
- Link for individual to follow to apply for their visa - <https://www.gov.uk/skilled-worker-visa>
- Advise that the CoS is valid for 3 months so they must use it within this time

The individual should inform their Sponsor as soon as possible if any of the below changes occur –

- Delay in your Start Date
- You failed to attend 10 Consecutive days without permission
- You failed to take up post
- You have resigned after commencing post
- Worker dismissed by sponsor
- Worker made redundant by sponsor
- Work completed early
- Worker has moved to another sponsorship
- Worker has moved to another immigrations category



- Worker has taken extended unpaid leave
- Work Location has changed
- Change in Job Title/Duties
- Change to Salary/Working hours
- Migrant taking period of unpaid leave

If you wish to sponsor another individual after your license has been approved additional allocation will need to be requested on the SMS. Please use the following guide to do this.



# Requesting CoS allocation on Sponsor Management System

Log into Sponsor Management System using username and password - <https://www.points.homeoffice.gov.uk/gui-sms-jsf/SMS-001-Landing.faces>

## SMS log in

You must hold a sponsor licence to be able to log into SMS.

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You must have Javascript enabled on your browser and a PDF viewer installed to use some functions in SMS.

[Forgotten your password?](#)

SMS log in

User ID:

Password:

- When logged in, on the left-hand menu, click 'Licence Summary, applications and services', then chose 'Request CoS/CAS allocation increase'

Home

Licence summary, applications and services

- Manage Level 1 and 2 users
- Request changes to licence details
- Licence summary
- PAYE References
- Request CoS/CAS allocation increase**

- Click the blue 'Add a request' button

## Request additional CoS or CAS

The table below displays your current and outstanding requests for additional CoS or CAS. If you do not have any current allocations for which additional CoS or CAS can be requested, nothing will be displayed. Choose:

- **Add** to add a new request for the relevant route;
- **Edit** to edit a request that has been saved but not yet submitted;
- **Withdraw** to withdraw a request that has been previously submitted and is still outstanding; or
- **Cancel** if you do not want to continue.

When you have added your request(s) for additional CoS or CAS, choose **Submit**.

Any additional CoS/CAS requested and granted will expire on the same date as your current annual allocation in that route.

[Help \(opens in a new window\)](#)

	Route	Allocation limit	Allocation used	Allocation remaining	Date requested	Increase requested
<input type="button" value="Add a request"/>	Skilled Worker	1	1	0		



- Add the number you would like to request for the year – this will need to be a realistic number, based on how many individuals you are likely to sponsor (*this can be increased at a later stage if you required more*)
- For reasoning, we would usually recommend something along the lines of – ‘*To recruit essential NHS workers who provide a vital service to the community, into Skilled Worker positions*’ in addition to your rationale for this particular position being recruited to
- Then click the blue ‘Save’ button

**Skilled Worker**

Number requested:

Give reasons (2000 character limit):

Cancel **Save**

- On the next page, ensure you click the blue ‘Submit’ button in the right-hand corner

	Route	Allocation limit	Allocation used	Allocation remaining	Date requested	Increase requested
<b>Edit</b>	Skilled Worker	0	0	0		0

Cancel **Submit**

The next page will then be confirmation that the request has been submitted. These requests can take up to 18 weeks to be approved so should be submitted in advance. If there is an urgent need for quick approval, an additional fee can be paid to the Home Office for approval within 5 working days.