

Compliance Check List

The following documents can either be kept as paper copies or in an electronic format. There is no prescribed method for storing the documents, but the sponsor must be able to make them available to the Home Office on request.

All documents must be kept for the following length of time unless otherwise stated:

- The duration the migrant is sponsored; or
- One year; or
- Until a visiting officer has examined and approved them;

Document	Duration That Document Must Be Kept
For Sponsorship	
All documents submitted as part of the sponsor's application to become a licensed sponsor.	Duration of the Sponsors Licence.
Detailed job description outlining the duties and responsibilities of the post and must include the skills, qualifications and experience required for the post.	
Any other document specified in the relevant code of practice.	Duration of the Sponsors Licence or for the duration the migrant is sponsored.
For Each Migrant Employed	
Copy of the migrant's passport, including page(s) showing leave stamps, or immigration status document including their period of leave to remain (permission to stay) in the United Kingdom. This must show the migrants entitlement to work for you as a sponsor.	

Whichever is shorter, **unless the document needs to be kept for other purposes.**



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