



## 10 Steps to a Sponsorship Licence

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By

Shabana Shahab

#### **Step 1 - Are you eligible to apply?**

Check whether you meet the eligibility requirements for a licence.

#### **Step 2 - What kind of licence?**

If your organisation has a number of different offices, locations or campuses, you can choose how you wish to register as a sponsor. You need to decide whether:

- you are applying for a single licence, which includes your head office and all branches in the United Kingdom;
- each branch is applying for a separate licence; or
- you are applying for multiple licences, but each of these licences can cover a group of branches.

If you apply for a licence as a group of branches, you must list all the branches that you wish to include and give their addresses. Where necessary, you should use a separate sheet and supply this with your submission sheet.

The section on [types of organisation](#) contains more information.

#### **Step 3 - Be clear about who will do what**

As a potential sponsor, you must allocate some responsibilities to members of your staff. There are four roles:

- authorising officer
- level 1 user
- level 2 user
- key contact

You will need to decide who will be filling these roles. The section on **key personnel** contains more information.

#### **Step 4 - Know who is working for you already**

The online sponsor application form will ask whether you are currently employing migrant workers from outside the European Economic Area and Switzerland. You can supply an estimate rather than an exact figure, but you should include any overseas nationals who have been granted indefinite leave to remain in the United Kingdom.

#### **Step 5 - How many people will you need?**

You will need to provide an estimate of the number of certificates of sponsorship you expect to issue in the next year. You can use your past take-up of work permits, your turnover of staff and any expansion plans as guides. Do not forget to check whether any of your existing work permit holders will require an extension over the coming 12 months.

#### **Step 6 - Check that you can keep up with the duties**

You will need to show us that you have the right human resources (HR) systems in place to comply with your sponsorship duties. This does not mean that you need a formal HR department, but you must have



systems in place to keep track of who is working for you, where they are and the conditions they are working under.

Further information regarding the [areas we assess](#) is available on this website. Some sponsors struggle to provide evidence in the following areas:

- following the procedures outlined in [Comprehensive guidance for employers on preventing illegal working](#), which will enable them to protect themselves from penalties for employing illegal workers.
- having a system in place to ensure that migrant workers' contact details (address, telephone and mobile telephone) are kept up to date;
- having systems in place to make sure that migrants are monitored sufficiently (for example, with regular contact if they work at client sites or from home); and
- establishing a suitable procedure for the size, type and structure of the organisation to make sure that the designated responsible person is informed of any circumstances which should be reported to us, and then does so.

### **Step 7 - Check for compliance**

If you currently employ any work permit holders, you should ensure that you are complying fully with the current work permit arrangements. Further details of how we [rate your compliance](#) are available from this website.

### **Step 8 - Do not forget the documents...**

Make sure you send the correct documents in support of your application. You must send original documents or certified copies (including a signed statement, either by the

issuing authority or by a solicitor or notary, confirming that it is an accurate copy of the original).

If we request any documents that are not in English, these must be accompanied by a certified translation. You must provide the translator's credentials, along with their official confirmation that the translation is accurate.

Further information is available in the [supporting evidence](#) section.

### **Step 9 - ...Or the cheque!**

Make sure you send the correct fee with your submission sheet and supporting evidence. Details of what fee to pay are available in the [costs](#) section.

### **Step 10 - Read the guidance**

If you cannot find the answer anywhere else, it should be in our full [guidance for sponsor applications](#).

### **Still unsure? Contact us**

If you have any further questions, phone Shabana Shahab 01634 828288 or email: [Shabana@statusolutionsuk.co.uk](mailto:Shabana@statusolutionsuk.co.uk).

### **Do it online**

- [Apply for a sponsor licence](#)

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