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|  | The Westwood Organisation  Clear and concise immigration advice |  |

**Certificate of Sponsorship Data**

The initial sections are about the migrant applicant. Where applicable, complete the migrant's personal information as shown in their passport.

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| **Migrant Personal Information** | |
| Family name (surname): |  |
| Given name(s): |  |
| Other names: |  |
| Nationality (as written in passport): |  |
| Place of birth: |  |
| Country of birth: |  |
| Date of birth (day/month/year): |  |
| Gender: |  |
| Country of residence: |  |
| Passport number: |  |
| Issue date (day/month/year): |  |
| Expiry date (day/month/year): |  |
| Place of issue: |  |
| Current address: |  |
| Address line 2: |  |
| City: |  |
| County/area district/province: |  |
| Postcode/Zip code: |  |
| Country: |  |
| UK ID Card number: |  |
| UK National Insurance number: |  |
| National ID card number: |  |
| **Details of employment this CoS covers:** | |
| Start date (day/month/year): |  |
| End date (day/month/year):  *It is often the case a sponsor will assign a CoS for three years less one day. A CoS can be assigned for more than 3 years if desired - this will cost more, and the worker will need to be paid the experienced rate rather than the new starter one (even if the person is a new starter).* |  |
| Does the migrant need to leave and re-enter the UK during the period of approval?  *The period of approval is in line with the*  *certificate/contract of employment dates.**If answer yes, it means the individual’s primary base will be outside of the UK and they will need to enter and leave the UK on a regular basis.*  *If the individual is going to be based in the UK, state no. The individual will be free to leave and re-enter the UK for travel purposes.* |  |
| Total weekly hours of work: |  |
| Main work address in UK: |  |
| Address line 2: |  |
| City: |  |
| County: |  |
| Post code: |  |
| Job title: |  |
| Job Type ([Select SOC code](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-j-codes-of-practice-for-skilled-work)): |  |
| Summary of job description: |  |
| Gross salary (in £) including any allowances & guaranteed bonuses: |  |
| Salary paid:  (per hour/day/month/week/year) |  |
| Summary of all allowances & guaranteed bonuses: |  |
| Is this job on a client contract?  *If the job would not exist without a particular contract, then this box should be ticked and a summary of the contract given.* |  |
| Summary of client contract: |  |
| Confirm the job is at the appropriate skill level? (search skill level within [‘*guidance for sponsors’*](https://www.gov.uk/government/publications/sponsor-a-tier-2-or-5-worker-guidance-for-employers)*:* |  |
| Is the job on the [shortage occupation list](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-k-shortage-occupation-list)?: |  |
| Have you met the resident labour market test: |  |
| Details of resident labour market test (where and when post advertised including reference numbers, or detail of why exempt from resident labour market test): |  |
| Registration details if legal requirement for professional membership (e.g. GMC) |  |
| Confirm yes or no to certifying maintenance for migrant: |  |