



The Westwood Organisation
Clear and concise immigration advice



Sponsorship Management System Work Instructions CHANGING THE DETAILS ON A CERTIFICATE OF SPONSORSHIP

You can use the 'sponsor note' field on the Sponsorship Management System to amend minor errors identified *after* the certificate of sponsorship has been created. Examples of acceptable amendments are corrections to a mistyped name or date of birth. If the **main details** are incorrect, you must cancel the certificate and assign a new one to ensure that the details are the same as the one in the migrant's application. You must do this if, for example:

- the SOC code or tier/category is incorrect; or
- more than one of the migrant's identifiable details need to be changed such as a full change to the date of birth and nationality, or to the surname and date of birth.

If you assign a new certificate of sponsorship, payment of the relevant fee for assigning a certificate of sponsorship will be required.

Live Certificates Only

N.B. the 'sponsor note' field can only be used to notify changes on a **live** certificate of sponsorship (i.e. before the person to whom it has been assigned has used the certificate to support an application for leave to remain/enter).

User Access

A Level 1 user can view and change details on all certificates.

A Level 2 user can only search for certificates of sponsorship that they have entered themselves.

Instructions

1. From the Home Screen go to 'Workers'
2. From the 'Workers' screen, select 'Sponsorship duties'
3. From 'Sponsorship duties' select 'Manage Live Certificates'
4. Enter the details of the CoS you wish to add a note to and click 'Next'
5. If your search leads to multiple results, you will be presented with the 'Live Certificates Search Results' screen. Choose the certificate by selecting the relevant radio button, then click 'Next'.
6. On the 'Manage live certificate' screen, check that you have identified the correct certificate. If not, click 'Back'. If it is the correct certificate, click 'Sponsor note' at the bottom of the page.

Correct as at April 2020.

Please note the publication date of this article; changes may have occurred.

Immigration law changes rapidly. This document may not reflect the most current legal developments.

7. In the 'Edit sponsor note' screen, enter information in the 'Sponsor note' field and click 'Save'.

For any questions, please contact us!

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