



The Westwood Organisation  
Clear and concise immigration advice



## Sponsorship Management System Work Instructions Visa Extensions

### TIMEFRAME

We advise that a visa extension application should be made within the last 28 days of its validity. Therefore, the certificate of sponsorship (CoS) should be assigned no more than 3 months in advance of visa expiry date (due to their validity period of 3 months).

### Clarification on visa timings

If an application for an extension is submitted before this time, it is likely to be accepted (there can be good reasons for an early extension), however, if an application is made too early the individual runs the risk of losing valuable residence time at the end of the current visa. This creates a risk of being short of time resident within the UK, should the individual wish to apply for indefinite leave to remain.

*To put this into context: if I have a 2.5-year spouse visa, and I apply for an extension after 2 years 3 months, and I am granted another 2.5 years, then my total residency will reach 4 years 8 months. I am only eligible to apply for indefinite leave to remain once I reach five years residency, so I will have to apply for another visa extension.*

### ASSIGNING AN EXTENSION CERTIFICATE OF SPONSORSHIP

You can create a CoS based on an existing CoS previously assigned to an individual; this is useful for CoS extensions. The Sponsorship Management System will be pre-populated with details that were entered when the CoS was previously assigned. This process can be undertaken by either a Level 1 or a Level 2 user of the system.

#### 1. Log in to the SMS:

<https://www.points.homeoffice.gov.uk/gui-sms-jsf/SMS-001-Landing.faces>

**N.B.** You should not disclose your log in details to anyone else. Doing so could result in the sponsor licence being downgraded from an A rating to a B rating, meaning you will not be able to apply for any restricted certificates of sponsorship.

Correct as at 25 April 2020.

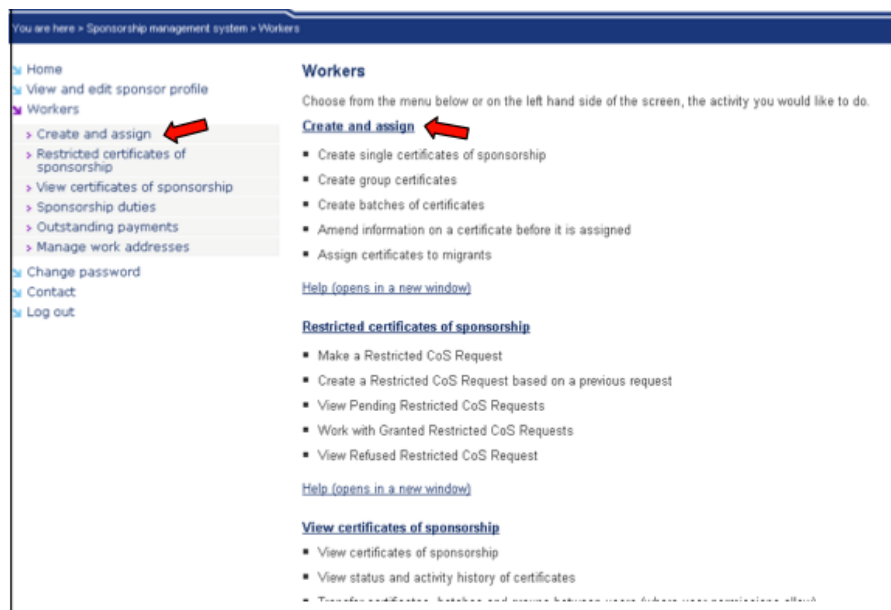
Please note the publication date of this article; changes may have occurred.

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## 2. From the SMS home screen, select Workers.



## 3. From the Workers screen, select Create and Assign.



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4. From the Create and Assign Certificates of Sponsorship screen, select the tier within which you wish to assign a certificate and click Next.

The screenshot shows the 'Create and assign certificates of sponsorship' page. On the left is a navigation menu with 'Workers' expanded to 'Create and assign'. The main content area has a heading 'Create and assign certificates of sponsorship' and instructions: 'Select the relevant option and choose **Next** to continue. Choose **Back** to return to the previous step.' Below this is the 'Tier and category' section with 'Select the tier' dropdown set to 'Tier 2'. At the bottom of this section are 'Back' and 'Next' buttons. A 'SEE ALSO' box on the right lists links for 'User manual', 'Using the sponsorship management system', and 'Accessibility'. A 'Terms of use' link is at the bottom right. Red arrows highlight the 'Tier 2' dropdown and the 'Next' button.

5. Select the relevant category from the second drop down list and click Next.

This screenshot is similar to the previous one, but the 'Select the category' dropdown is now open and 'General' is selected. A red arrow points to the 'General' dropdown. The 'Next' button is now visible.

6. If you have selected either Tier 2 General or Tier 2 ICT, use the next drop down list to select the relevant sub-category - General (Extensions), then click Next.

This screenshot shows the 'Select the sub-category' dropdown open. The options are: 'Please select', 'General (Switching Immigration Category)', 'General (Extensions)', 'General (Changes of Employment)', and 'General (New hires £150,000 and over)'. 'General (Extensions)' is selected. A red arrow points to this dropdown. The 'Next' button is highlighted with another red arrow.

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7. Use the radio button to select 'Create New Single Certificate Based on an Existing Certificate', then click Next.

Sponsorship management system > Create and assign

### Create and assign certificates of sponsorship

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

**Tier and category**  
Tier 2 (ICT - Short Term Staff)

**Select what you want to do**

- 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)

**SEE ALSO**

- > User manual (opens in a new window)
- > Using the sponsorship management system (opens in a new window)
- > Accessibility (opens in a new window)

[Back](#) [Next](#)

Terms of use

8. Enter your search criteria under Find an Existing Certificate, then click Next. If more than one certificate matches your search criteria, you will need to select the appropriate certificate.

Sponsorship management system > Create and assign

### Create and assign certificates of sponsorship

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

**Tier and category**  
Tier 2 (ICT - Short Term Staff)

**Select what you want to do**

- 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)

**Find an existing single certificate**

Passport number:

Family name:

Given name(s):

Date of birth:

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

[Back](#) [Next](#)

9. On the Amend Certificate of Sponsorship page, the information on the migrant individual will already be populated. Ensure all details remain the same, particularly country of residence, passport details, address. Scroll down the page and complete all remaining fields. Once you have completed all the necessary fields, click Save at the bottom of the page.

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[Manage work addresses](#) | **The initial sections are about the migrant. Where applicable, complete the migrant's personal information as shown in their passport.**

[Change password](#)  
[Contact](#)  
[Log out](#)

**Tier and category**

Tier 2 (ICT - Short Term Staff)

**Personal information**

Family name:

Given name(s):

Other names:

Nationality:

Place of birth:

Country of birth:

Date of birth:

Gender:

Country of residence:

**Passport or travel document**

Passport number:

Issue date:

**Work dates**

Start date:

End date:

Does the migrant need to leave and re-enter the UK during the period of approval?

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

Total weekly hours of work:

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

**Main work address in the United Kingdom (mandatory for assignment):**

Address line 1:

Postcode:

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

**Other regular work addresses in the United Kingdom:**

Postcode	Delete/edit
<input type="text"/>	<input type="button" value="Delete/edit"/>

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

**Agent (optional)**

Migrant sourced through agent?  if you used an agent, give details.

Agent company name:

Agent contact family name:

Agent contact given name:

## Notes:

### Start Date

The start date will be the day after the current visa expires. The individual could have been officially sponsored from 01/10/17 to 30/09/20, but in fact been issued leave to remain with expiry date of 31/10/20. In this scenario, the extension to the CoS should start 01/11/20.

### End Date

The extension can be for any length the employer wishes, up to a maximum which would take the employee to 6 years on a Tier 2 General visa.

### Does the migrant need to leave and re-enter the UK during the period of approval?

N.B. The period of approval is in line with the certificate/contract of employment dates.

If this radio button is selected, then it means that 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. A multi entrance clearance visa is granted for those who will not be based in the UK.

If the individual is going to be based in the UK, then the radio button should remain unselected. The individual will be free to leave and re-enter the UK for travel purposes.

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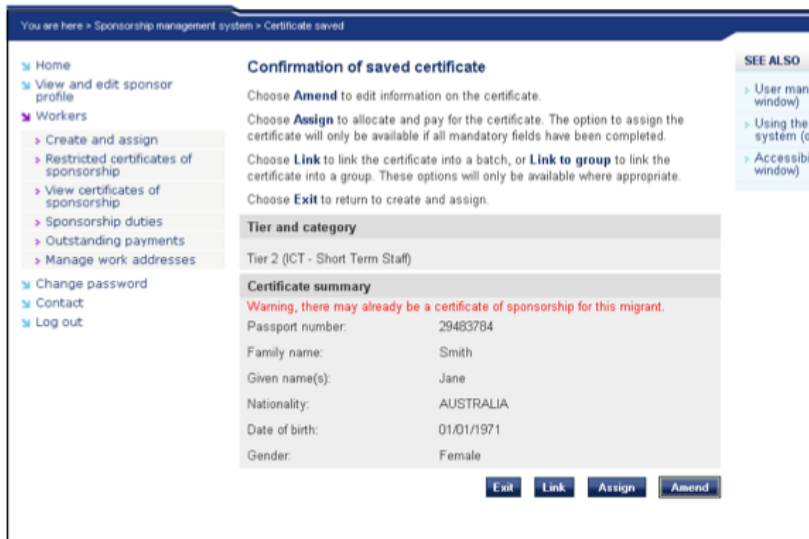
## SOC Code

A SOC code is required for both Tier 2 and Tier 5 applications. **N.B.** You must check what SOC code was previously used for the original certificate of sponsorship to ensure the same SOC code is applicable for the extension. If the previous CoS was for a different SOC code to what the employee will now be sponsored under, evidence of the Labour Market Test is required. This can happen if an individual has been promoted, and the new role may fall under a different SOC code.

## Resident Labour Market Test:

Guidance for the text to enter into this field: *“Extension of existing Tier 2 CoS (reference C2G8Z\*\*\*\*G). Migrant has been in post since 01/10/17. Resident labour market test not required”.*

**10. Once you have selected Save, the creating of a new certificate is confirmed.** A message warning you that there may already be a certificate for this person will appear; this is because you are creating a CoS based on a previous certificate. It will not prevent you from assigning this new CoS.



This new saved certificate will need to be assigned and payment made by a Level 1 user. Once the CoS is assigned, we advise issuing a letter to the employee for them to apply for their visa extension.

For any questions, please contact us!

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