



Tier 2 Employee Responsibilities

As you are sponsored with a Tier 2 certificate of sponsorship, you need to be aware of important UKVI (UK Visas and Immigration) compliance requirements. This is to protect your visa, and your employer's sponsor licence, as both are at risk if there is a compliance breach.

Reporting Absence

Please note that your sponsor is required to report the following circumstances to UKVI:

- If you **do not turn up for your first day at work**, this must be reported, along with the reason you give for non-attendance, to UKVI within 10 working days.
- If you are **absent from work for more than 10 working days**, without the sponsor's reasonably granted permission, this must be reported to UKVI within 10 working days of the 10th day of absence.

It is therefore important you inform your line manager immediately of any absence, as not doing so could impact upon your permission to remain in the UK.

Personal Details

Please ensure you keep your personal details (address, telephone number) up to date during your employment. This is a requirement for UKVI compliance.

Advising UKVI of changes in circumstances

Your licensed sponsor has a duty to report any changes to your circumstances. Any changes must be reported to UKVI within 10 days – if this is not done in time it **may result in your visa being withdrawn** by UKVI, or it could impact upon the sponsor licence. Please ensure any of the changes below are reported to your line manager or HR function ASAP, to ensure the UKVI are notified accordingly:

- Amendment to visa status (including being granted settlement/indefinite leave to remain)
- Change of job title/job duties
- Change of salary increase or decrease (not an annual pay rise or a bonus)
- Change of work location
- Any period of absence (e.g. maternity/adoption/paternity leave)
- Employment affected by TUPE
- Any information which suggests a breach of conditions of leave.

Please note that sponsorship is for a specific Standard Occupational Classification (SOC code); this is directly related to the core duties of a job. If you change roles to one which would fall under a different SOC code, a new certificate of sponsorship and subsequent visa application might be required. A promotion is likely to be an expansion of duties; this would not require a new visa application.

Leaving employment

If you leave this employment before the end date stated on the certificate of sponsorship, your sponsor is required to let UKVI know within 10 days of the day you leave. Please inform your line manager or HR as soon as possible, if you are intending to leave.

Correct as of 25 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.