



Tier 2 Sponsor Records Checklist

As a licensed sponsor you must keep the following on record, either as paper copies or electronic format:

Sponsor Licence	
All documents submitted as part of your application to become a sponsor	
For Each Sponsored Worker	
Copy of current passport pages showing all personal identity details, leave stamps or immigration status document including their period of leave to remain in UK. Must show entitlement to work for you	
Copy of UK Biometric Card	
Copy of National Insurance number (unless exempt from requiring one) e.g. wage slip, P45, P46 etc.	
History of contact details (UK residential address, telephone no; mobile no. Must be kept up to date	
Record of absence(s); either electronically or manually	
Copy of contract of/for employment; clearly showing start & end dates, salary & job details	
Copies of any qualifications (when stipulated as a requirement within job advert) & any registration and/or professional accreditation documents	
Any other document specified in the relevant code of practice	
Resident Labour Market Test	
Detailed job description including duties & responsibilities, as well as skills, qualifications & experience required for post	
Names & total number of applicants shortlisted for final interview	
All applications shortlisted for final interview, in the medium they were received (e.g. emails, CVs, application form)	
Notes from final interviews & reasons for rejecting each EEA national	
National papers/professional journals: Copy of the advert as it appeared in the given medium. Must show title & date of publication, and closing date for applications	
Where the advert does not show your name, a copy of a letter/invoice from the newspaper/journal	
Milkrounds: a headed letter from each university, confirming dates & method used	
Internet: screenshot from hosting website <i>on the day vacancy first advertised</i> . Must clearly show name of website; contents of advert; date & URL; closing date.	
Internet: As above, screenshot on day 28 of advertising.	
Find a Job: screenshot from website which clearly shows logo of government website; advert contents; jobcentre vacancy reference number; date; URL; closing date for applications	
If Sponsored Researcher (only applicable for supernumerary research roles): evidence of the competitive process e.g. advert for the grant, a programme for the selection process; judging criteria.	
Recruitment Agency: copy of contract between you & agent; copy of the invoice; copies of adverts placed which clearly show title of publication, dates and advert as it appeared	

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.