



Department  
of Health &  
Social Care

**CARE**

# **BECOMING A VISA SPONSOR**

A help sheet for adult social care providers

# Introduction to becoming a sponsor

If you want to recruit an Adult Social Care (ASC) worker from outside the UK, it is highly likely they will require a Skilled Worker visa and that you will need to sponsor them. This ensures:

1. **The Home Office knows they have secured a job in the UK; and**
2. **That an employer is able to take responsibility for them while they are here**

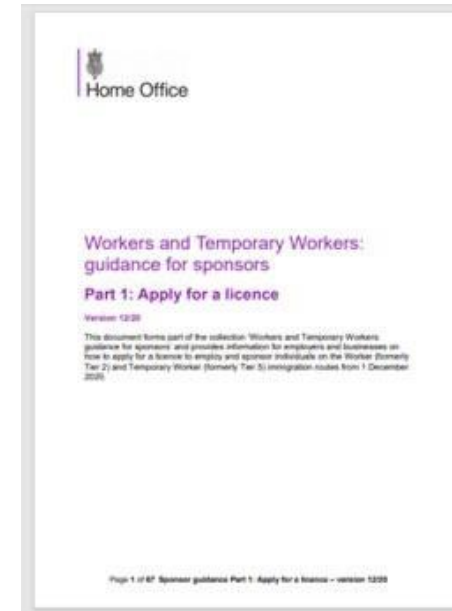
To do this, ASC providers will need a sponsorship licence. This process is not complex but as the full official Home Office guidance needs to cover every sector in the economy, along with every possible scenario, this help sheet may help you to:

1. **Complete the online registration process; and**
2. **Identify the right documents you'll need to send to the Home Office as part of your registration**

**Please note, we have only provided information on more complex questions, not the entire application form. We have indicated which part of the process is being described on each slide.**

This help sheet does not replace official [Home Office sponsor guidance](#) (specifically refer to “Part 1”, “Part 3” and “Appendix A” of the Workers and Temporary Workers Guidance for Sponsors), and should be read alongside it. These tips should provide further clarity on the registration process specifically in respect of the ASC sector.

Let's get started...



**To note:** You do not need to sponsor EU, EEA or Swiss citizens with status under the EU Settlement Scheme; Irish citizens; people with ‘indefinite leave to remain’ in the UK; or people who have another type of immigration permission to work. For full guidance on who needs to be sponsored, see [Section S1 of Part 2: Sponsor a worker](#)

# What you need before you start

## Documents

You are likely to need to send the Home Office a minimum of 4 supporting documents to prove you are a legitimate employer **within 5 working days** of submitting your application. These are set out in full in the Home Office [sponsor guidance appendix A](#). You can send these electronically to the email address given when you complete your online application. Here's a simplified list of example documents which may be most relevant for an ASC provider:-

1. Corporate/Business Bank Statement (mandatory for start-ups operating for less than 18 months) or supporting letter from your bank manager
2. Employers Liability Insurance Certificate
3. CQC registration document
4. HMRC Registration – PAYE Reference Number/ Account Office Reference Number
5. Proof of ownership or lease of your business premises. If you send a copy of your lease agreement, it must be signed by all parties concerned
6. [HMRC VAT registration certificate](#)
7. Latest acknowledgement of a Company Tax Return CT620, or the completed CT600 tax return and the CT603 notice
8. Hierarchy chart of your organisation (see page 14)
9. Audited annual accounts

## Key People

In order to complete your sponsorship licence application, you will need to assign a named person to three key roles to manage your sponsorship process. **These roles can all be filled by the same person** if you want. These roles are:

1. Authorising officer (**AO**) – this will be your most senior person responsible for the recruitment of all migrant workers and ensuring that all of your sponsor duties are met
2. Key contact – this person will act as the main contact between the Home Office and your business
3. Level 1 user – this person will carry out your day-to-day sponsorship activities
4. Level 2 user – this is an optional role to support the Level 1 User. You do not need to assign someone to it and you can also do so at a later stage (this is typically used by very large employers)

For a full description of each role, please see Section L4 in Part 1 of the [Home Office Sponsor Guidance](#).

## Cost

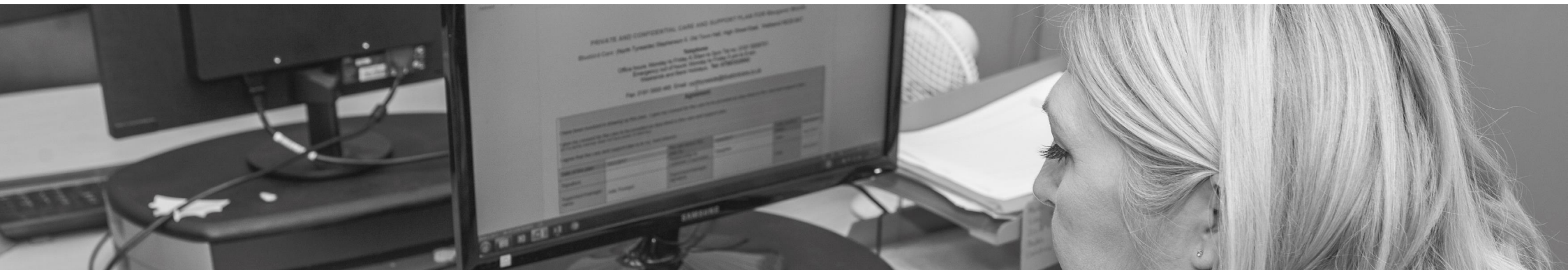
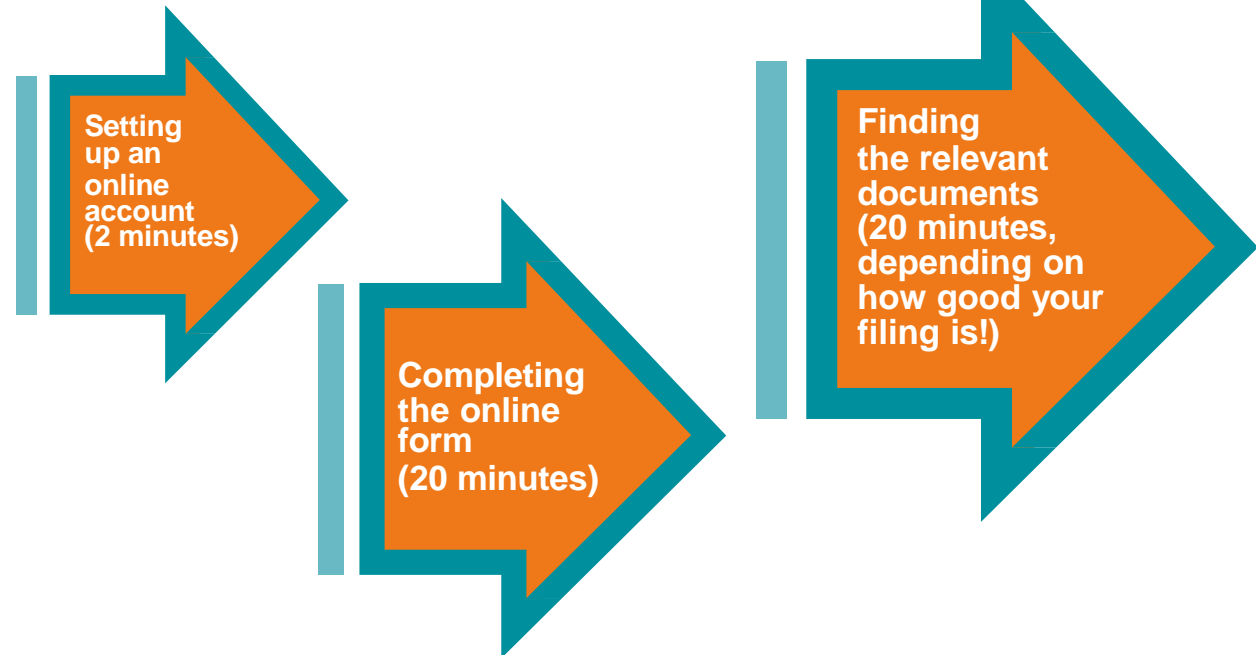
1. The cost of the sponsorship licence depends on the size of your organisation. For small or charitable sponsors the fee is £536. For a medium or large sponsor the fee is £1,476. You're considered a small business if two or more of the following apply:
  - your annual turnover is £10.2 million or less
  - your balance sheet total is £5.1 million or less
  - you have 50 employees or fewer
2. The fee is non-refundable if your application is refused (i.e. doesn't meet the requirements). If your application is rejected because it is invalid (i.e. full fee not paid or mandatory documents not submitted) the fee is refundable

# The registration process and setting up your online account

## Setting up an online account

To set up an account, click [here](#) then:

1. Enter your name and your email address
2. The next page will give you a short UserID. Keep this safe, you'll need it each time you log in
3. You will be emailed a temporary password – click the link in the email to reset your password to something memorable and secure. Keep this safe and log into the system



# The Online Application

## Step 1 of 4

**Under which routes is your organisation applying to become a sponsor?**  
Choose the routes in which you wish to register (you can choose more than one).

**Workers**

Skilled Worker

Ministers of Religion

International Sportsperson

GBM: Senior or Specialist Worker

**Student Route**

Student

Child Student

**Temporary Workers**

Religious Worker

Government Authorised Exchange

International Agreement

Creative Worker

Charity Worker

Seasonal Worker

GBM: Graduate Trainee

GBM: UK Expansion Worker

GBM: Secondment Worker

GBM: Service Supplier

Scale-up

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

**Previous application(s)**

Are you already on the register of sponsors?  Yes  No

1. Having logged onto the application system, click 'Apply for a sponsor licence'
2. This will take you to your first questions, about the kind of licence you require. Care Workers sponsored under the Health and Care Worker Visa come under 'Skilled Worker' (see image on the left)
3. Where it asks if you are already on the register of sponsors, select: No

# The Online Application – Organisation

## Step 2 of 4

If your organisation has traded under any other name in the last four years, provide previous names, starting with the most recent.

You can add your previous trading names to the table by choosing **Add**.

You can edit details that you have entered in the table by choosing **Edit**.

You can delete details by choosing **Select** and then **Delete**.

Trading name	From	To	Select

**Delete** **Edit** **Add**

Select the region(s) of the UK in which your organisation operates.

UK regions (you can choose more than one):

- Wales
- Scotland
- Northern Ireland
- England

It is important to provide all the names that your organisation has traded under in the last four years. It is likely to cause delays in your application if this information is not filled out accurately.



# The Online Application – Organisation

## Organisation: Step 3 of 4

1. When asked what sector your organisation operates in, you should select 'Human Health and Social Work Activities'

### Select the sector in which your organisation operates.

Choose the sector that corresponds to your organisation's main economic activity.

Human Health and Social Work Activities ▼

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

2. It is important to provide your PAYE, National Insurance and VAT information because your HMRC registration will help the Home Office to confirm the authenticity of the organisation and who the people working at the organisation are

### Is your organisation registered with Her Majesty's Revenue & Customs (HMRC) to pay PAYE, National Insurance, or VAT?

Yes

No

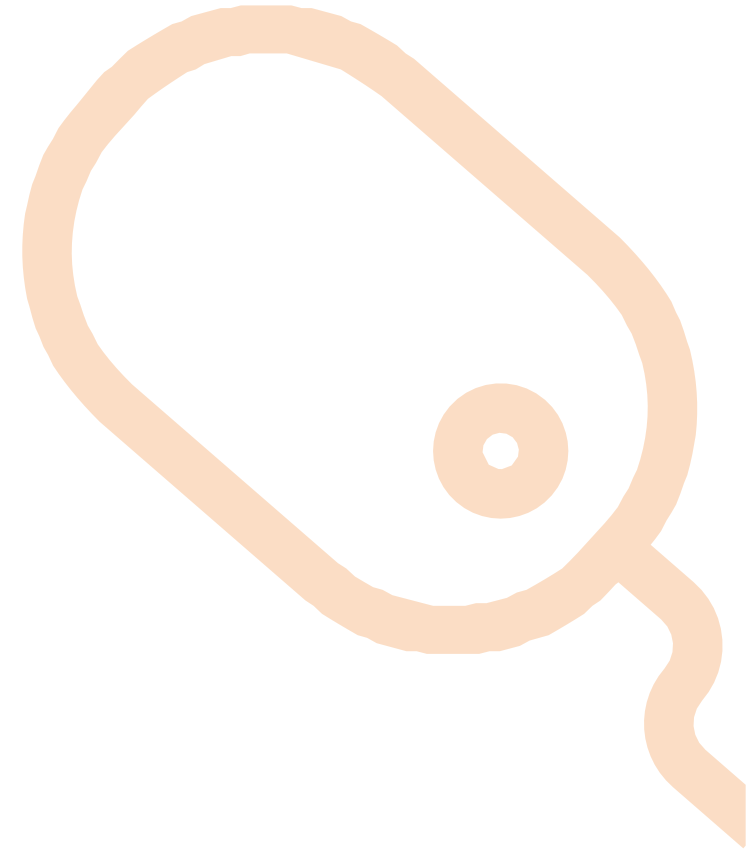
If 'Yes', provide details of at least one registration.

PAYE reference number:

Accounts office reference number:

VAT registration number:

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



# The Online Application – Organisation

## Organisation: Step 4 of 4

1. Next you will need to provide details of any memberships or accreditations that you are legally required to have with a governing body (e.g. Care Quality Commission (CQC)). If legally required, CQC registration documents are likely to be the most appropriate to use. These details will include the governing body's name, your registration number and when your membership expires
2. You will also need to provide details of any non-legally required memberships or accreditation. If CQC registration is not legally required for your business but you do have it, please include it here

If your organisation is registered with or accredited by a governing body, even if this is not required to operate legally in the UK, provide details below.

Add your accreditation or registration details to the table by choosing **Add**.

Once you have entered details in the table, you can edit them by choosing **Edit**.

You can delete details by choosing **Select** and then **Delete**.

Name	Number	Expiry date	Select

**Delete** **Edit** **Add**

Is your organisation required to be registered with or accredited by a governing body to operate legally in the UK?

Yes

No

If 'Yes', you must add your accreditation or registration details to the table by choosing **Add**.

Once details have been recorded in the table, you can edit them by choosing **Edit**.

You can delete details by choosing **Select** and then **Delete**.

Name	Number	Expiry date	Select

**Delete** **Edit** **Add**



# The Online Application – CoS

## CoS: Step 1 of 1

You must assign a Certificate of Sponsorship (CoS) to each foreign worker you employ. This is an electronic record, not a physical document. Each certificate has its own number which a worker can use to apply for a visa.

When you assign the certificate to a worker, they must use it to apply for their visa within 3 months. They must not apply for their visa more than 3 months before the start date of the job listed on the certificate.

1. On this page you'll now need to enter how many Certificates of Sponsorship (CoS) you need and explain why. There is no restriction on the number of CoS that can be granted (however it should be proportionate to the current size of your organisation)
2. **Undefined** (previously unrestricted) **CoS** are for individuals already in the UK
3. **Defined** (previously restricted) CoS are for individuals applying from overseas
4. The allocation of undefined CoS is valid for a 12 month period and a defined CoS is valid for 3 months. If you are unable to use your CoS within this time you will be required to reapply for them

**In the text box you should explain why your business requires the number of CoS you are requesting. You must be able justify this in the context of your existing business size, capability and structure.**

### Application for a sponsor licence

#### CoS and CAS - Step 1 of 1

##### Number of undefined certificates of sponsorship for Skilled Worker

Enter the estimated number of CoS required in this route during your first year as a sponsor, providing detailed reasons for this requirement.

Number of CoS:

Reasons required: please provide as much detail as possible about why you need the requested allocation. For example: business expansion; specialist skills required; extension of leave for existing migrant worker(s).

**Please note**, CoS granted in this allocation can only be used for undefined posts.

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

# The Online Application – Documents

## Supporting documents: Step 1 of 1

1. Remember the list of documents we recommended you pull together from the lists on page 3? This next page asks you to tick-off the ones you have to support your application
2. For the full Home Office guidance on supporting documents please click [here](#) and also see Section L7 Part 1 of the [sponsor guidance](#)
3. In providing 'Governing Body Registration' documents, use your CQC registration documents if applicable. The guidance states that the Home Office may be able to check certain information online such as CQC registration. You should however provide details of what information can be checked online and, more importantly, where it can be checked and provide the Home Office with the relevant website link in your cover letter. If appropriate we recommend that you provide the registration documents with your application to avoid unnecessary delay
4. **You must choose 2 documents from the list in the section entitled 'Other documents'. If you fail to provide at least two further documents, your application may be refused by the Home Office**
5. You should scan or take pictures of your supporting documents and send them to the email address given on the sponsor submission sheet provided at the end of your online application
6. If you are unable to provide the submission sheet and supporting evidence digitally, you can contact the Home Office using the contact details given on the submission sheet

**Mandatory documents**

The following documents are mandatory and you must send them with your application.

Documents	To be sent
Corporate/Business Bank Statement	<input checked="" type="radio"/>
Employers Liability Insurance Cert.	<input checked="" type="radio"/>

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

**The following documents must be sent if they are applicable to your type of organisation.**

Documents	To be sent	Not applicable to this application
Audited Annual Accounts	<input type="radio"/>	<input type="radio"/>
Governing Body Registration	<input checked="" type="radio"/>	<input type="radio"/>
Digitech declaration	<input type="radio"/>	<input type="radio"/>

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

**Other documents**

You may send any of the following documents in support of your application.

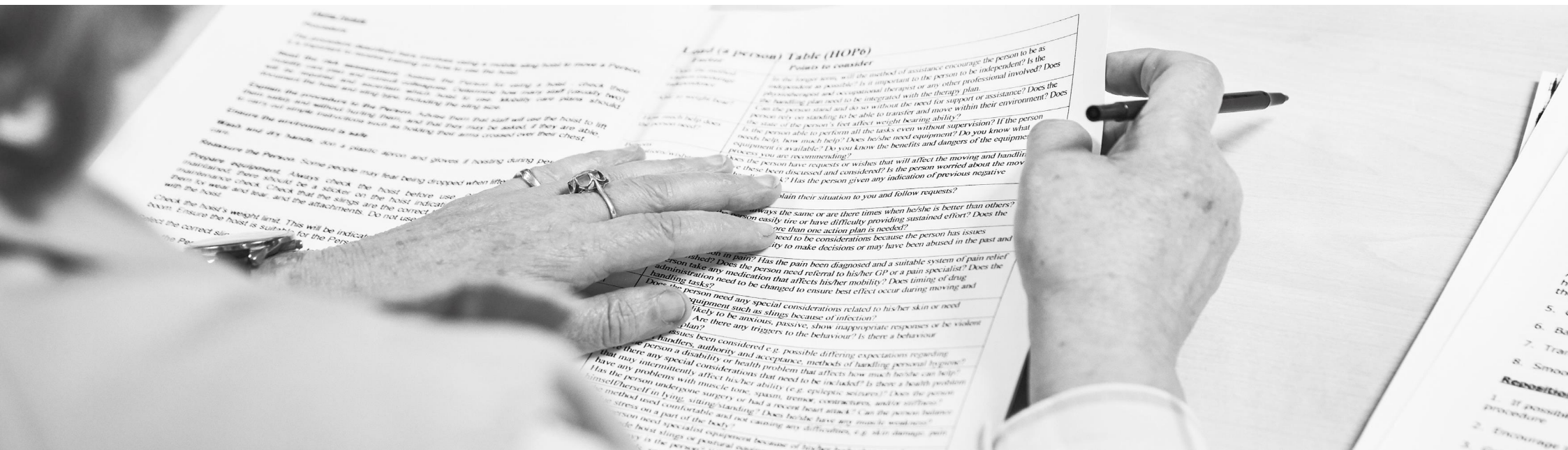
Documents	To be sent	Not applicable to this application
Supporting Letter from Bank Manager	<input type="radio"/>	<input type="radio"/>
Sup. let. UK Trade and Investments	<input type="radio"/>	<input type="radio"/>
HMRC - Self Asses. (SA300 or SA302)	<input type="radio"/>	<input type="radio"/>
HMRC Reg - VAT	<input type="radio"/>	<input type="radio"/>
HMRC Reg-PAYE Ref No/Acc Off Ref No	<input checked="" type="radio"/>	<input type="radio"/>
HMRC - Comp. Tax - CT603 AND CT600	<input type="radio"/>	<input type="radio"/>
Proof of Bus Prem/Fxd Assets/Lease	<input checked="" type="radio"/>	<input type="radio"/>
HMRC - Self Emp. - Uniq. Tax Ref.	<input type="radio"/>	<input type="radio"/>
Corp/Business Bank Statement OR Letter from bank	<input type="radio"/>	<input type="radio"/>

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

[Restart](#) [Save](#) [Exit](#) [Back](#) [Next](#)

# Next steps - supporting document submission

1. Your application will not be processed until you have paid the sponsorship licence fee. This is £536 for small employers and £1,476 for medium / large employers
2. You will then be required to send the Home Office your submission sheet along with the supporting documents required to complete your application
3. Information on where to send these documents will be provided at the end of the online application process, once your payment has been made



# Supporting documents

The follow up email that you are required to send should include the following documents:

1. Covering letter
2. Hierarchy chart for your organisation
3. Employers liability insurance certificate
4. CQC registration evidence
5. Corporate business bank statement
6. Audited annual accounts

Any further 2 documents from the following list if required

1. HMRC Registration – PAYE Reference Number/Account Office Reference Number
2. Proof of business premises ownership/Fixed Asset ownership/Lease
3. Supporting letter from your bank manager
4. HMRC Registration – VAT
5. HMRC Company Tax Forms CT603 AND CT600





# Supporting documents – cover letter

## Your cover letter should include:

### 1. Information about you

- Why you are applying for a sponsorship licence
- That you operate in the Adult Social Care sector
- What your operating hours are
- Information about your CQC registration including your CQC number and the URL to your listing on the CQC website. If your business name differs from your CQC registration, you will need to provide evidence that both names relate to your business

### 2. Information about the jobs that you wish to fill

- Job title and occupational code
- Duties
- Where the job sits on the hierarchy chart
- Minimum salary you guarantee
- Skills experience and qualifications you require

### 3. Information about any candidates you have already recruited for the positions

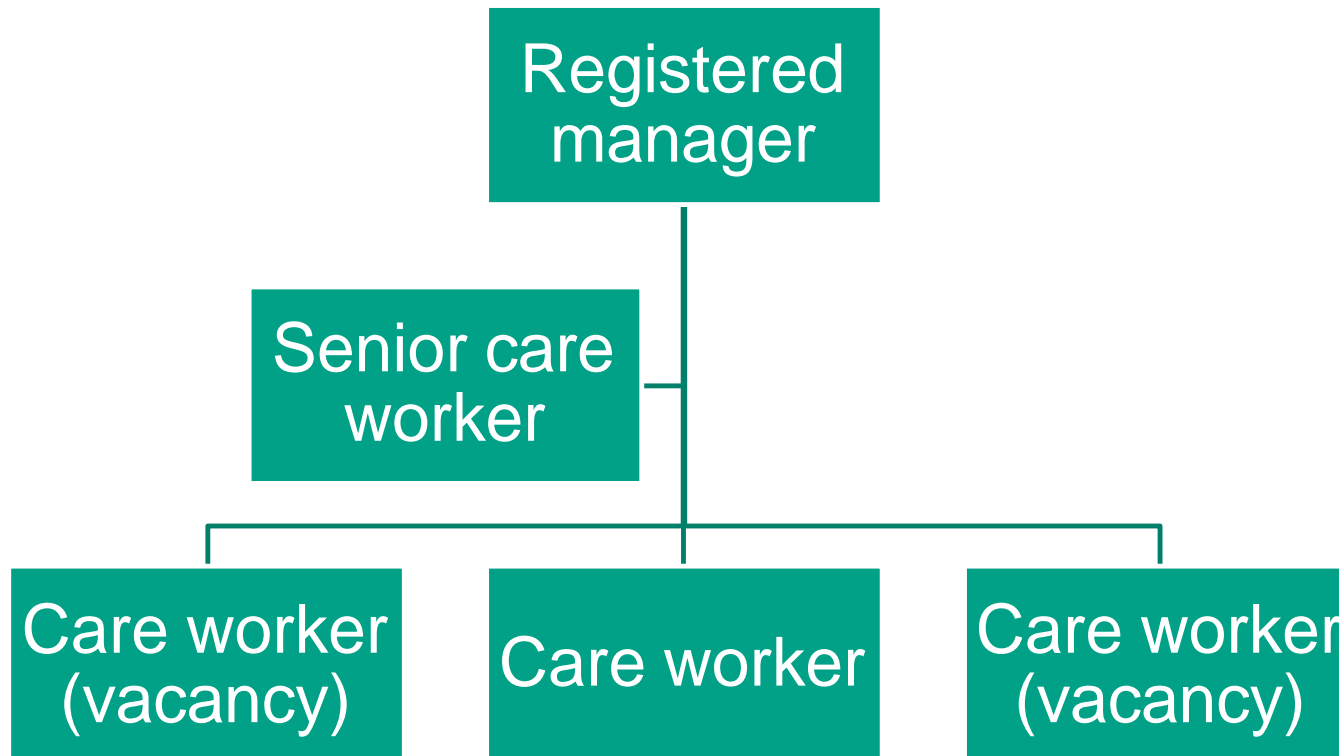
- Include copies of advertisements you placed
- Include details of why other applicants were unsuccessful
- If you did not advertise the job, confirm why the candidate you selected was the most suitable for the job
- If you have not yet recruited staff, indicate this

### 4. Security and contact information

- Give all the names of the individuals who have access to the email address you supplied with your online sponsor application
- Provide a landline telephone number if you have one (if you do not have one, indicate this)

# Supporting documents - hierarchy chart

## Example chart



You are required to include an organisation hierarchy chart as part of your application. This should indicate how your organisation is structured and where the vacancies sit within your business.

Please note – if you have a registered manager you should indicate this on this chart.



# Final steps and useful contacts

## How long it takes to get a decision

- Most applications (8 out of 10) are dealt with in less than 8 weeks
- You may be able to pay £500 to get a decision within 10 working days. You'll be told if you can after you apply

## Help and advice

If you do have any difficulty with the application, further advice can be obtained from the sponsorship, employer and education helpline:

Telephone:

0300 123 4699 Monday to Friday, 9am to 4pm.

Or email:

[Businesshelpdesk@homeoffice.gsi.gov.uk](mailto:Businesshelpdesk@homeoffice.gsi.gov.uk)

