UK VISA & IMMIGRATION REPORTING DUTIES

In conjunction with UK Visa & Immigration (UKVI) regulations, the University of Bolton has specific reporting duties in regards to Certificates of Sponsorship issued to our employees, furthermore, the employee has responsibilities towards the University of Bolton.

I would like to bring to your attention responsibilities required to be adhered to by the employer, the line manager and the employee.

The employer:

The University of Bolton (Human Resources) must report the following to the UKVI:

If the employee does not turn up for their first day at work;

permission (all absence should be reported to HR);

If the contract of employment ends (including if the employee resigns or is dismissed) the UKVI must be notified within 10 working days;

If the employer stops sponsoring the employee for any reason, for example, if the employee moves into an immigration category that does not need sponsorship;

If there are any significant changes to employment circumstances, for example, a change of job title, annual pay rise or bonus) the UKVI must be notified within 10 working days;

Any suspicions that the employee is breaking the conditions of their permission to stay; Please note, Human Resources will monitor sickness, fixed-term appointments and leave-toremain status and write to the employee/line-manager as appropriate to update our records/request further information or request actions to be taken by the line manager or the

employee.

As HR Business Partner, acting on behalf of the University of Bolton, I confirm that I understand the requirements and reporting duties required by the UKVI

Name:	
Sgnature:	
Date:	

The Line Manager:

The line manager must report the following to Human Resources: If the employee does not turn up for their first day at work;