ERASMUS+

CREATING OPPORTUNITIES FOR THE UK ACROSS EUROPE

# T5 Certificate of Sponsorship

## How to apply for a Certificate of Sponsorship in Higher Education

Version 1.1 – 27 May 2021

BRITISH COUNCIL

ECORYS

Erasmus+

Erasmus+ is the European Union programme for education, training, youth and sport.
The Erasmus+ UK National Agency is a partnership between the British Council and Ecorys UK.

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# COVID-19

Before you apply for your Certificate of Sponsorship (CoS), please be aware of all UK Covid-19 entry, testing and quarantine rules https://www.gov.uk/uk-border-control and the UK roadmap for re-opening which may impact on your placement start date: https://www.gov.uk/government/publications/covid-19-response-spring-2021.

# Application assessment duration

Please note that it can take up to **five weeks** to receive a CoS number from the date that the British Council receive all complete and correct documentation. Incomplete or incorrect documentation may cause delays in issuing a CoS. To avoid that, please refer to the T5 HE Guidance (386 KB) when preparing the application.

# Do I need a T5 CoS and visa?

All Non-EU/EEA Erasmus+ participants on a Higher Education mobility who come for a placement in the UK will need a T5 Certificate of Sponsorship and a T5 visa.

For EU/EEA participants, please see below.

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| | Erasmus+ | Activity Type | Duration | T5 Visa Required? | Advice if T5 Visa not required | Contact details |
|---|---|---|---|---|---|---|
| Key Action 1 | Higher Education Student Mobility | Traineeship | 2-12 months | ✓ | N/A | Tier5Erasmus@britishcouncil.org |
| | Higher Education Student Mobility | Research | 2-6 months | ✗ | Research activities under 6 months qualify as 'Study'. No visa is necessary. | N/A |
| | Higher Education Student Mobility | Research | 6-12 months | ✓ | N/A | Tier5Erasmus@britishcouncil.org |
| | Higher Education Staff Mobility | Teaching | 2 days* – 1 month (*5 days from Partner Countries) | ✗ | Teaching assignments under one month are covered by the Permitted Pay Engagement Visa visa. | N/A |
| | Higher Education Staff Mobility | Teaching | 1 – 2 months | ✓ | N/A | Tier5Erasmus@britishcouncil.org |
| | Higher Education Staff Mobility | Training | 2 days - 2 months (5 days from Partner Countries) | ✗ | Training activities under 6 months qualify as 'Study'. No visa is necessary. | N/A |

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# Summary of steps – HE

The British Council requires all incoming higher education (HE) applicants to go through their home university Erasmus+ coordinator to get their CoS. It is the responsibility of Erasmus+ coordinators to:

- collect the documents from their participants;
- ensure that all documents are completed correctly;
- email the CoS applications in PDF format to Tier5erasmus@britishcouncil.org.

## Students

For a HE application, the British Council will need scanned copies of the following documents in PDF or Word format.

- a fully completed T5 HE Student Application Form (227 KB).
- the confirmation letter from the sending university
- the acceptance letter from the host organisation
- a fully completed Erasmus+ Learning Agreement for Traineeships (read the T5 Learning Traineeship Guidance (330 KB) on how to complete this document);
- a transcript of records from the sending institution
- a full copy of the participant's passport
- criminal record check for overseas participants (if applicable). Read further information on what type of criminal records check is appropriate. The certificate must be bilingual or translated into English.
- a copy of the employment contract from the host organisation, signed and dated by all parties (if applicable). Please note a contract is only required if the participant is being paid a salary from the host organisation.

Please consult the T5 HE Guidance (386 KB) which provides **essential details** about the documents listed above and is to be read and used in conjunction with the T5 Application Form.

**Do not** send the application as web links, like Google or OneDrive as these will be refused.

If you have trouble with the file size of your email, look at this guidance on how to reduce the size or please consult your IT department for help.

Please check Home Office guidance for further details on certifying a translation.

## Staff

For a HE application, the British Council will need scanned copies of the following documents in PDF or Word format.

- a fully completed T5 HE Staff Application Form (227 KB).
- the confirmation letter from the sending university
- the confirmation letter from the host organisation
- a fully completed inter-institutional agreement (108 KB) or the partner inter-institutional agreement (95 KB) for participants from Partner Countries
- a fully completed Staff Mobility Agreement - teaching (89 KB)
- a full copy of the participant's passport
- criminal record check for overseas participants (if applicable). Read further information onwhat type of criminal records check is appropriate. The certificate must be translated intoEnglish.
- a copy of the employment contract from the host organisation, signed and dated by all parties (if applicable). Please note a contract is only required if the participant is being paid a salary from the host organisation.

Please consult the T5 HE Guidance document (386 KB) which provides **essential details** about the documents listed above and is to be read and used in conjunction with the T5 Application Form.

**Do not** send the application as web links, like Google or OneDrive as these will be refused.

If you have trouble with the file size of your email, look at this guidance on how to reduce the size or please consult your IT department for help.

Please check Home Office guidance for further details on certifying a translation.

# Further Information on Criminal Record Checks

Please note that criminal record checks for overseas participants are only required for certain jobs or voluntary work, e.g., working with children or in healthcare. We would urge you to read Home Office's guidance and consult with your receiving host organisation to confirm if one is required. Examples of job roles which would require evidence of a police check are *teacher* or *unsupervised volunteer*.

Criminal record check certificates are usually required from the participant's country of residence. However, insome cases a criminal record check certificate may be required from the participant's country of origin.

Applications are assessed on a case-by-case basis. The criminal record check must be issued no longer than six months before the application date.

# Further Information on the CoS Application Process

It is the responsibility of organisations to make sure they apply in plenty of time and provide all the necessary documents, completed and in the correct format. It can take up to five weeks to receive the CoS number from the date all complete and correct documentation has been forwarded to Tier5erasmus@britishcouncil.org. After receiving the CoS, the T5 visa issuing can take up to three more weeks.

The dates of the planned placement must allow sufficient time for a CoS and visa to be issued prior to the start of the placement. This is in accordance with Home Office guidance. We recommend that no travel plans are made, or costs incurred until you have been advised of the decision regarding your CoS, and a Visa has been approved by the Home Office.

**Please check all documents carefully before applying.**

Please note that visas may not allow multi-entry to the UK, for example for overseas holidays. It is recommended that participants travel with documents that show the reason for their stay in the UK and the contact details of their host organisation.

Participants will not need £1270 in savings if their fully approved ('A-rated') sponsor states on their CoS that they will certify their maintenance and that the participant will not claim benefits during their stay in the UK. The British Council is a fully approved category A-rated sponsor and will certify maintenance for participants.

Download the T5 Online Visa Application Guidance (304 KB) for traineeship participants.

# Upon arrival in the UK

## Information for Hosting Organisations

Under the UK Visas & Immigration (UKVI) Points Based System, the British Council is acting as licensed sponsor for Erasmus+ participants and must comply with UKVI record keeping duties.

Please read the information contained within Annex E Host T5 Guidelines and Sponsorship Duties very carefully. It highlights the sponsorship duties that the host company and the British Council must comply with in order to continue to sponsor participants in the Erasmus+ programme.

Once the participant has arrived in the UK, we require the host to complete the T5 UKVI Requirement Reporting Form (68KB) which is a **compulsory UKVI requirement**. Please return this form for eachparticipant to the British Council as soon as they arrive at your organisation.

As sponsors we are also required to inform the UKVI of any changes made to the participant's placement. You must inform the British Council **immediately**, should any of the following occur:

- if your participant fails to turn up on their first day of work or is absent from work for more than 10 consecutive working days without permission;
- if a participant travels in and out of the UK for business or holidays, advise the British Council by email of the dates they leave the UK and then by email again on their return;
- any significant changes to the participant's circumstances e.g., change of job, salary, location etc;
- any change to the duration of the participant's placement e.g. requested extensions;
- if employment is terminated for any other reason;
- any other information that you think may be of importance.

**It is vital for you to inform the British Council when the participant has left your employment.**

**Please note that failure to comply with UKVI record keeping duties can lead to the revoking of a T5 license which will impact on our ability to sponsor Erasmus+ participants in the future.**

## Information for Participants

Please read the information contained within Annex E Participant T5 Guidelines and Sponsorship Duties (64 KB) very carefully. It highlights the sponsorship duties that the host company and the British Council must both comply with in order to continue to sponsor participants in the Erasmus+ programme.

Safety First 2019-2020 – 'a personal safety guide for workers' - (3.62 MB) is a British Council booklet designed to provide useful safety tips and information to help you prepare for your stay and offers practical advice on living and working which you can refer to throughout your placement in the UK. There is a QR code if you would like to access this guide on your mobile phone.

For further information please email the Erasmus+ T5 Team at the British Council Tier5erasmus@britishcouncil.org.