# Tier 5 Government Authorised Exchange – Certificate of Sponsorship Application Details

# Please complete all the necessary fields using the guidelines provided. Please do not handwrite, print only.

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| Section 1: MIGRANT INFORMATION |
| 1.1 Migrant name:  |
| 1.2 Passport number & Nationality:  |
| 1.3 Does the migrant hold a current passport with at least 6 months validity?1.3a If you answered “No”, Will the intern be applying for a new passport? |
| 1.4 Does the migrant currently hold a degree?1.5 Name of the University:1.6 Name of Degree:1.7 Year of Graduation: |
| Section 2: COMPANY INFORMATION |
| **2.1** Registered Company Name & Number:  |
| **2.2** Registered Company Address:  |
| **2.3** Company Representatives Name: |
| **2.4** Representatives Telephone number: |
| **2.5** Representatives Email Address:  |
| Section 3: CHECKLIST – Please check the criteria that follows. You must meet the following criteria marked with a \* to qualify for the programme. |
| **3.1** **[ ]** Maximum placement duration of 12 months\* |
| **3.2** [ ]  Full time placement\* |
| **3.3** [ ]  The conditions of Employment are in line with The National Minimum Wage Act and all other applicable legislation. (Please note that should the internship be based in London, minimum salary requirement should be £15k/Year onwards.) |
| **3.4** [ ]  The Candidate must be aged above 18 years of age\* |
| **3.5** [ ]  The Employer is a UK Registered Company, Charity, Government Department\* |
| **3.6** [ ]  The internship described in the Training Plan is a skilled position of at least S/NVQ3\*  |
| **3.7** [ ]  The role is supernumerary and will not affect the UK Resident Labour Market\* |
| **3.8** [ ]  The Company will send a scanned copy of the Migrants Visa Vignette with the first date of entry stamp. Further they will update with the Migrants UK contact  Details within 5 working days of the Migrants arrival. \* |
| **3.9** [ ]  The intern will leave the country after the placement is finished, you will arrange to send a copy of the Migrants return flight details to AIESEC UK\* |
| **3.10** [ ]  You take full responsibility to inform of any significant changes to the interns  employment within 5 working days this includes a change in start date, end date, employer, absence, change of address, salary, conditions of work. Please inform us before any changes  have been implemented. Please check the Client Care Letter for more guidance on UKBA  compliance.\* |
| **3.11** [ ]  The company takes full responsibility of paying for any invoices such as Registration Fee & Certificate of Sponsorship Fee relating to the migrant’s sponsorship. Please note that we do not accept payment from the candidates we sponsor. |
| **3.12** [ ]  The company is Licensed to sponsor under Tier 2. Please provide your Sponsor License Number.(If you do not hold a Tier 2 License, then please confirm the below points.)  **3.12 A** [ ]  You agree to provide a copy your companies Employer Liability Insurance, **3.12 B** [ ]  You agree to provide a copy your companies Registration Certificate or Vat Certificate or Proof of a corporate bank account. **3.12 C** [ ]  You agree to send evidence of your companies PAYE Number. **3.12 D** [ ]  You agree to send the migrant’s pay slips quarterly. |
| **3.13** [ ]  The Company has the financial and personnel resources to support and supervise the Candidate throughout the period of their internship.  |
| **3.14** [ ]  I agree to facilitate and co-operate with a site visit by or a third party auditor  engaged by if required by AIESEC UK\* |
| **3.15** [ ]  You will report any issues with the intern directly to AIESEC UK\* |
| **3.16** [ ]  The compliance and reporting duties set out in the Client Care letter will be duly adhered to by  the company\* |
| **Section 3B: For candidates currently in UK under Tier 4****Switching in Country (To be eligible, all the points below must be confirmed)****3B. 1** [ ]  The candidate is being sponsored in the government authorised exchange sub-category, and**3B. 2** [ ]  The candidate has lawfully obtained a UK recognised bachelor or postgraduate degree that is directly related to the training they undertake (not a qualification of equivalent level which is not a degree) during his last grant of leave, or**3B. 3** [ ]  The candidate is being sponsored to undertake a period of postgraduate professional training or work experience which is required to obtain a professional qualification or professional registration in the same professional field as the qualification in Point 3B.2 above. **3B. 4** [ ]  The candidate will not be filling a permanent vacancy, such that the employer he is directed to work for by the Sponsor does not intend to employ him in the UK once the training or work experience for which he is being sponsored has concluded, and**3B. 5** [ ]  The candidate will provide an original degree certificate, academic transcript or an academic reference on official headed paper of the institution, which clearly shows his name, the course title/award, and the date of course completion and pass (or the date of award in the case of a degree certificate).**3B. 6** [ ]  The candidate will leave the country once the internship has been completed and relevant documents confirming this will be sent by the employer to AIESEC UK. **Section 3C: CRIMINAL CONVICTIONS (Please state in brief if you have had any criminal convictions, the reason for the same and for how long they stay on your record.** |
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| **Section 3D: OVERSTAYER/DEPORTED Has the intern ever overstayed their stay or been deported from any country? If Yes, please give details.****Section 3E: DEPENDENTS – Are you planning to bring any dependents under this application? If so, please provide the name and details of relationship.****Section 3F: REFUSAL – Have you ever been refused for a Visa? If yes, please provide details.****Section 3G: COMPANY INFORMATION – Please provide a brief of outline of the nature of business and the services offered.** |
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| **Section 4: JOB SUMMARY** |
| **4.1** Work start date: Work end date: **4.2** Will the Migrant be travelling outside the UK? |
| **4.3** Main Work Address:  |
| **4.4** Other regular work address:  |
| **4.5** Internship Title:  |
| **4.6** Job Description (Please include a minimum of 5 bullet points that describe the migrant’s role and responsibilities during the placement):**4.7** Total weekly hours of work:  |
| **4.8** Gross pay per year (£): |
| **4.9** Gross Allowances:  |
| **4.10** Summary of allowances: |

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| **Section 5: TRAINING PLAN** |
| **Dates/Phases** | **Content of Internship** |
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I, certify the above information is true and accurate to the best of my knowledge and that any false or misleading statements may lead to serious consequences and penalties. I also understand that should this assessment be successful, the migrant’s employer will pay any fees due.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

**Client Form & Training Plan Guidelines**

**Section 1: MIGRANT INFORMATION**

**1.1** Migrant Name – Name of Candidate applying for the Tier 5 Visa

**1.2** Passport Number & Nationality –Candidates current passport number and Nationality

**1.3/1.3a** Self-Explanatory

**1.4/1.5** Has the migrant completed University and has a successful Degree?

**1.6/1.7** Self-Explanatory

**Section 2: COMPANY DETAILS**

**2.1** Registered company Name & Number – Please confirm the UK Registered Name and Number of the company employing the Candidate

**2.2** Registered company address – Address of Registered Company (Refer to Companies House)

**2.3** Company Representatives Full Name – Full name of the responsible employee completing this assessment form on behalf of the company mentioned in 2.1

**2.4** Telephone Number – Contact number of the representative

**2.5** Email Address –Email Address of representative

**Section 3: Checklist**

**3.1** The Intern may only be placed for a maximum term of 12 months.

**3.2** The Placement must be a full time fixed term placement no less than 35 working hours per week and no more than 48 hours per week

**3.3** For more information on the National Minimum Wage Act and other working directives please refer to

<https://www.gov.uk/national-minimum-wage-rates>

 <https://www.gov.uk/maximum-weekly-working-hours/overview>

**3.4** The Candidate must be above 18 years of age to fit the requirements of the AIESEC Tier 5 scheme.

**3.5** The employer must be a UK registered entity in order that the intern may receive a salary in the UK and for the internship to be valid.

**3.6 SNVQ 3:** This refers to either the Scottish Vocational Qualification or the National Vocational Qualification at level 3. A qualification at this level is one that shows competence that involves the application of knowledge in a broad range of varied work activities performed in a wide variety of contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy and control or guidance of others is often required. The Training must be put in place to ensure the internship is at least at this level.

**3.7** **Supernumerary -** present in excess of the normal or requisite number, in particular: (of a person) not belonging to a regular staff but engaged for extra work. In excess of the current work force.

 **UK Resident Labour Market -** The supply of people in a particular country or area who are able and willing to work.

The Internship must **not** fill a job that could otherwise be filled by the UK Labour Market.

**3.8 Refer to Client Care Letter**

**3.9 Refer to Client Care Letter**

**3.10 Refer to Client Care Letter**

**3.11 Self Explanatory**

**3.12** If the employer company is not a registered Tier 2 License Sponsor, then we require the employer to provide a copy of their latest audited accounts, employers liability certificate, PAYE reference and migrant’s payslips.

**3.13 to 3.16 Self Explanatory**

**Section 3B: Switching in Country**

To check if a candidate qualifies to switch categories from Tier 4 to Tier 5 in country, the candidate must fulfill all points 3B.1 to 3B.6

**Section 3C-3D-3F-3G: Self Explanatory**

**Section 4: Job Summary**

Please note all the information requested in Section 4 will be used to assign the certificate of sponsorship. Therefore please ensure the details you upload onto the form are correct and that the candidates Fixed Term contract is in alignment with these details.

**4.1** Please confirm the work start and finish dates of when you would like the Internship to begin and end to a maximum of 12 months ( e.g 25/11/2012 – 24/11/2013)

**4.2** Does the Migrant need to travel outside of UK during the period of the internship? Please note that the migrant cannot travel outside of UK should the internship be less than 6 months.

**4.3** The Main address the Candidate will be employed at.

**4.4** Please confirm any other places of work the Candidate will be employed at if applicable. Please note these premises must be owned or leased by the registered company.

**4.5** Please confirm the title/position of internship

**4.6** Please give a full detailed description of the Internship - Setting outwhat the candidate will be doing for the duration

**4.7** Please confirm the amount of hours the Candidate will be working per week – Please refer to working hours directives.

**4.8** Gross annual salary per year (£) If the Internship is less than a year please still confirm the expected Annual Salary

**4.9** Gross Allowances - Where the Migrant receives any allowances as part of their salary package, the value of these allowances must be inputted onto the form

**4.10** Please provide a break down of the Gross Allowances

**Section 5: Training Plan**

The training plan can either be split up into months or phases depending on the length of the Internship.

The content can be but not limited to the following:

* Induction in to Internal company processes and procedures
* Induction to the company history, identity etc
* Meeting the staff
* Training on company software specific to the Interns role
* Training on the Company processes and what the expectations of the intern are
* Development within the role
* Implementing the content of the Job Description
* Attending conferences, meetings that may be of benefit to the Intern.