



Home Office

TIER 2/5

version 04/14

Create a CoS

- Guide for business sponsors

Sponsor Help Document

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CERTIFICATES OF SPONSORSHIP (COS) FOR TIERS 2 AND 5

A Certificate of Sponsorship (CoS) is not an actual certificate or paper document, but is a virtual document, similar to a database record.

You use the sponsorship management system (SMS) to create a CoS for a migrant you want to sponsor. When you assign a CoS, a unique CoS reference number is generated and you must give this number to the migrant. They must then enter it on their application for leave to enter, or remain in the UK, or for worker authorisation.

The difference between using a restricted CoS and an unrestricted CoS

A **restricted** CoS should be used in the following circumstances;

- to employ new migrants who are not 'high earners' (this is defined in the guidance for sponsors) and who will apply for leave to enter the UK under tier 2 (General); or
- to employ migrants who are switching into Tier 2 (General) who are in the UK as the dependant of a person that was last granted leave under Tier 4.

An **unrestricted** CoS should be used in the following circumstances;

- for new hires – where the migrant is a 'high earner' and will apply for leave to enter the UK under Tier 2 (General); or
- for extensions of leave – where you need to extend the leave for a migrant who is already in the UK working for you and has, or was last granted leave under Tier 2 (General) or as a Work Permit holder; or
- for changes of employment – where a migrant is already in the UK, and has, or was last granted leave under Tier 2 (General) or as a Work Permit holder and who wants to
 - change jobs with the same sponsor and the new job is in a different Standard Occupational Classification (SOC) code; or
 - start work for a new sponsor; or
- to those switching immigration category – where a person is already in the UK under another immigration category and is eligible to switch into Tier 2 (General) (except those who are in the UK as the dependant of another person who was last granted leave under Tier 4, or as a Student).
- where the migrant is a Croatian national.

Restricted CoS

When you apply for restricted CoS using the SMS you must complete all of the mandatory fields to enable us to make a decision on your application. You will receive a notification e-mail from us confirming the receipt of your application.

If your application is successful and your request is approved, you will be able to use the SMS to create and assign the restricted CoS you have been allocated.

You must notify us if you do not intend to assign a restricted CoS that you have and no longer require so that we can amend your allocation.

Unrestricted CoS

If you have been allocated any unrestricted CoS, you must only use them for 'unrestricted jobs' or to assign to Croatian nationals. If you assign an unrestricted CoS to a migrant for a restricted job, we will immediately revoke your sponsor licence.

All CoS (including restricted)

When you assign a CoS the entry fields marked * are mandatory fields, however the selection of some optional fields will make other fields mandatory.

If you need to exit the CoS and have not finished completing all of the fields, as long as you enter the migrant's family name you can save it and complete it later. When you return to complete the CoS you will be able to find it again by searching for the family name.

The system will log you out after 20 minutes of inactivity; therefore you are advised to save any information entered at regular intervals to prevent losing any data.

If you need to refer to the guidance for sponsors at any point whilst completing a CoS, its available on our pages on the GOV.UK website at:

www.gov.uk/government/collections/sponsorship-information-for-employers-and-educators

CREATING A COS USING THE SPONSORSHIP MANAGEMENT SYSTEM (SMS)

The tables on the following pages provide help on how to populate the relevant fields when creating a CoS in one of the following Tier 2 or Tier 5 categories:

Tier 2 (General) Unrestricted

Tier 2 (General) Restricted

Tier 2 (Intra Company Transfer)

Tier 2 (Minister of Religion)

Tier 2 (Sportsperson)

Tier 5 (Creative and Sporting)

Tier 5 (International Agreements)

Tier 5 (Religious Workers)

Tier 5 (Charity Workers)

Tier 5 (Government Authorised Exchange)

There are two tables for Tier 2 (General) Restricted CoS.

The first table contains information required in the application for restricted CoS.

The second table should be used if you have been allocated a restricted CoS following a successful application. This table contains help with the information you must enter when you assign it to a migrant.

Note: Once you have assigned a CoS to a migrant, you are required to use the SMS to report on their activities. More detailed information regarding the reporting of these activities can be found in the guidance for sponsors and in the SMS guides which are available on our pages on the GOV.UK website at:

www.gov.uk/government/collections/sponsorship-information-for-employers-and-educators

ADDING A SPONSOR NOTE

Throughout this guide you will see references to adding a 'sponsor note' to a CoS.

If you are not sure how to do this, the SMS guides mentioned above explain exactly how to do it.

Section	Field Name	Help Text
Tier and category		Tier 2 (General – Switching Immigration Category)
		Tier 2 (General – Extensions)
		Tier 2 (General – Changes of Employment)
		Tier 2 (General – Tier 4 Graduate switching into Tier 2)
		Tier 2 (General – New Hires - High Earner)
		Tier 2 (General – New Hires - Restricted)
		Tier 2 (General - Tier 4 Dependant switching to Tier 2)
		Tier 2 (Intra-Company Transfer – Skills Transfer)
		Tier 2 (Intra-Company Transfer – Graduate Trainee)
		Tier 2 (Intra-Company Transfer – Long Term Staff)
		Tier 2 (Intra-Company Transfer – Short Term Staff)
		Tier 5 (Temporary Worker - Creative and Sporting)
		Tier 5 (Temporary Worker - International Agreement)
		Tier 5 (Temporary Worker - Religious Workers)
	Tier 5 (Temporary Worker - Charity Workers)	
	Tier 5 (Temporary Worker - Government Authorised Exchange)	
Personal information	Family or last name*	Enter details as shown in the migrant’s passport. Very rarely you may find that a migrant’s passport does not show a ‘family name’. Where this is the case, the ‘family name’ field should be used for whichever name is in the passport.
	Given name(s)	
	Other names	
	Nationality*	
	Place of birth*	
	Country of birth*	
	Date of birth*	
	Gender*	
	Country of residence*	
Passport or travel document	Passport number*	Enter details from the migrant’s passport.
	Issue date*	
	Expiry date*	
	Place of issue of passport*	

Section	Field Name	Help Text
Current home address	Address*	Enter the address where the migrant is currently residing.
	City or town*	
	Country, area district or province	
	Postcode or ZIP code*	
	Country	
Identification numbers	UK ID card number	Enter information into these fields if known.
	UK National Insurance number	
	National ID card number	
	Employee number	The Employee number is your own identification number for a migrant.
Work dates	Start date*	The start date cannot be in the past. If the migrant is already working for you and you are assigning the CoS so that they can apply to extend their stay, you should enter a start date no later than the day after the last day of leave given on their current visa.
	End date*	
	Does the migrant need to leave and re-enter the UK during the period of approval?	Please note that the migrant cannot apply for Tier 2 or Tier 5 leave more than three months in advance of the start date stated on their CoS. This includes business travel.
	Total weekly hours of work*	Enter the number of hours the migrant will work per week in this field.
Main work address in the UK	Address line 1	Enter details in here of where the migrant will be based. Although these fields are not marked as mandatory with a red asterisk *, the system will not let you assign the certificate until you enter an address using the 'Add' button. If you regularly enter the same address(es), you can save time by using the 'Manage work addresses' function. Addresses added by this method can be selected from the 'Pre-stored address' drop-down list.
	Postcode	

Section	Field Name	Help Text
Other regular work addresses in the UK	Postcode	This could be for example, the address of one of your branches where the migrant could occasionally be based or the address of a client's site if the migrant will be based there for some of the time.
	Delete / edit	
Agent (optional)	Migrant sourced through agent?	You must complete this section if you have used an agent or a head-hunter to advertise the position on your behalf.
	Agent company name	
	Agent contact family name	
	Agent contact given name	Please note that you still hold full responsibility for the recruitment, and for conducting the resident labour market test.
	Address	
	City or town	
	County, area district or province	
	Postcode or ZIP code	
	Country	

TIER 2 (GENERAL) – UNRESTRICTED COS

Section	Field Name	Help Text
Migrant's employment	Job title *	<p>This is a free text box.</p> <p>This must reflect the role that will be undertaken by the migrant, and will normally reflect what is in the Tier 2 codes of practice. You must avoid using acronyms, abbreviations, pay scale or grades, unless they are included in addition to the full job title.</p>
	Job type *	<p>Select from drop down list.</p> <p>You must select the right Standard Occupational Classification (SOC) code for the job that the migrant will do. You can find this in the codes of practice. It is your responsibility to identify and use the correct SOC code, which must be one that clearly shows the role you are filling meets the current requirements on skill levels for jobs under Tier 2 (General) and Tier 2 (ICT).</p> <p>You may find in the codes of practice that although you can match a job title, the duties described for the SOC code are different to the duties the migrant will perform. This is because employers sometimes use different job titles to describe similar jobs. It is important that you select the SOC code that best matches the duties the migrant will carry out, even if the job title is different to the one that you are using.</p> <p>We cannot help you select the right SOC Code, if you are unsure which one to use or cannot find one that you think is appropriate you can get help from the Office for National Statistics – a link to their website is on our website on the page where the codes of practice are located.</p> <p>IMPORTANT NOTE</p> <p>On 6 April 2013 we made significant changes to the codes of practice. We strongly recommend that you do not assign a CoS (or apply for a restricted CoS) using a SOC code that you have not used since before 6 April 2013 without first checking whether it is still the correct one to use.</p> <p>You can find the codes of practice on our pages on the GOV.UK website at: www.gov.uk/government/collections/sponsorship-information-for-employers-and-educators#sponsorship-policy-guidance</p>

Section	Field Name	Help Text
Migrant's employment	Summary of job description *	<p>This is a free text box.</p> <p>You must include the main duties of the role.</p> <p>Where the SOC code selected in the above field has multiple jobs listed under it, you should state in this free text box which job the salary has been assessed against within that code.</p>
	Gross salary in pound sterling including any allowances and guaranteed bonuses *	<p>Please enter the amount without the £ sign, for example for £25,000 you should enter 25000 in this field.</p> <p>The gross salary figure quoted here must be the actual gross salary package that will be paid to the migrant, including all allowances and guaranteed bonuses. All allowances and guaranteed bonuses included in that figure should then be broken down and detailed in the 'gross allowances' box.</p> <p>Note: You must make sure that the gross salary package you intend to pay is at or above the appropriate rate as set out in the guidance for sponsors and the codes of practice.</p> <p>The codes of practice can be found on our pages on the GOV.UK website at:</p> <p>www.gov.uk/government/collections/sponsorship-information-for-employers-and-educators#sponsorship-policy-guidance</p> <p>Where you have conducted a resident labour market test, the rate you enter here must be at the rate or within the salary range you quoted in any job advertisement.</p>

Section	Field Name	Help Text
Migrant's employment	For each *	Select from drop down list.
	Gross allowances and guaranteed bonuses included in the above figure in pound sterling	<p>As above, please enter the amount without the £ sign, for example for £5,000 you should enter 5000 in this field.</p> <p>Allowances can include daily payments to cover additional costs of living whilst in the UK but cannot include:</p> <ul style="list-style-type: none"> • benefits such as overtime, bonus or incentive pay which is not guaranteed; • employer pension contributions; • allowances to cover business expenses including travel between the source country and the UK; • the value of any shares which the migrant receives when offered a job under an employee shareholder contract. <p>For the current rules on allowances please refer to the Tier 2 and Tier 5 guidance for sponsors on the GOV.UK website at: www.gov.uk/government/collections/sponsorship-information-for-employers-and-educators#sponsorship-policy-guidance</p>
	Summary of all allowances and guaranteed bonuses	<p>This is a free text box.</p> <p>You must detail each allowance individually, for example accommodation, utilities etc and state the amount for each one. You must also detail any guaranteed bonuses and state the amount for each one.</p>
	Job on a client contract	Tick as appropriate.
	Summary of client contract	This is a free text box.
	Tick to confirm that the post is at the appropriate level as set out in the guidance for sponsors *	<p>Tick as appropriate.</p> <p>This is to confirm that the job is at the appropriate skill level. Please refer to the guidance for sponsors, for information on the current skill level requirements: www.gov.uk/government/collections/sponsorship-information-for-employers-and-educators#sponsorship-policy-guidance</p>

Section	Field Name	Help Text
Migrant's employment	Is the job on the current shortage occupation list? *	<p>Tick as appropriate.</p> <p>The current shortage occupation list can be found on our pages on the GOV.UK website at: www.gov.uk/government/uploads/system/uploads/attachment_data/file/261493/shortageoccupationlistnov11.pdf</p>
	Have you met the resident labour market test? *	<p>Tick as appropriate.</p> <p>The guidance for sponsors sets out when you must conduct a resident labour market test and how it should be conducted. When you tick this box you are confirming all of the requirements set out in that guidance.</p> <p>If you have not conducted a resident labour market test because there is an exemption that applies you must still tick the box but tell us in the box that follows what exemption applies.</p>
	Give details of the resident labour market test including where and when the post was advertised and reference number(s) for mandatory advertising *	<p>This is a free text box.</p> <p>You must say where you advertised the job and the dates each advert ran for. You must include any reference numbers for each advertisement, for example the Universal Jobmatch 'job ID' number.</p>
	Give registration details if there is a legal requirement for the migrant to be registered with a professional or other official organisation in the UK	<p>This is a free text box.</p> <p>Examples of required professional registration might be General Medical Council (GMC) and General Dental Council (GDC).</p>
	Tick to confirm the sponsor certifies maintenance for the migrant	<p>Tick as appropriate.</p> <p>By ticking this box you will also confirm that you are certifying maintenance for any dependants of your sponsored migrant. If you do not wish to certify maintenance for a migrant's dependants, please add a sponsor note informing us that you are only certifying maintenance for your sponsored migrant.</p> <p>Note:</p> <ul style="list-style-type: none"> • Only A-rated sponsors can certify maintenance. • You do not need to certify maintenance for a Croatian national as there is no maintenance requirement for an application for work authorisation.

TIER 2 (INTRA COMPANY TRANSFER)

Section	Field Name	Help Text
Migrant's employment	Job title *	<p>This is a free text box.</p> <p>This must reflect the role that will be undertaken by the migrant, and reflect what is in the codes of practice. You should avoid using acronyms, abbreviations, pay scale or grades, unless they are included in addition to the full job title.</p>
	Job type *	<p>Select from drop down list.</p> <p>You must select the right Standard Occupational Classification (SOC) code for the job that the migrant will do. You can find this in the code of practice. It is your responsibility to identify and use the correct SOC code, which must be one that clearly shows the role you are filling meets the current requirements on skill levels for jobs under Tier 2 (General) and Tier 2 (ICT).</p> <p>You may find in the code of practice that although you can match a job title, the duties described for the SOC code are different to the duties the migrant will perform. This is because employers sometimes use different job titles to describe similar jobs. It is important that you select the SOC code that best matches the duties the migrant will carry out, even if the job title is different to the one that you are using.</p> <p>We cannot help you select the right SOC code, if you are unsure which one to use or cannot find one that you think is appropriate you can get help from the Office for National Statistics – a link to their website is on our website on the page where the codes of practice are located.</p> <p>IMPORTANT NOTE</p> <p>On 6 April 2013 we made significant changes to the codes of practice. We strongly recommend that you do not assign a CoS (or apply for a restricted CoS) using a SOC code that you have not used since before 6 April 2013 without first checking whether it is still the correct one to use.</p> <p>You can find the codes of practice on our pages on the GOV.UK website at: www.gov.uk/government/collections/sponsorship-information-for-employers-and-educators#sponsorship-policy-guidance</p>

Section	Field Name	Help Text
Migrant's employment	Summary of job description *	<p>This is a free text box.</p> <p>Where the SOC code selected in the above field has multiple jobs listed under it, you should state in this free text box which job the salary has been assessed against within that code.</p>
	Gross salary in pound sterling including any allowances and guaranteed bonuses *	<p>Please enter the amount without the £ sign, for example for £25,000 you should enter 25000 in this field.</p> <p>The gross salary figure quoted here must be the actual gross salary package that will be paid to the migrant, including all allowances and guaranteed bonuses. All allowances paid and included in that figure should then be broken down and detailed in the 'gross allowances' box.</p> <p>Note: You must make sure that the gross salary package you intend to pay is at or above the appropriate rate as set out in the guidance for sponsors and the codes of practice.</p> <p>The codes of practice can be found on our pages on the GOV.UK website at:</p> <p>www.gov.uk/government/collections/sponsorship-information-for-employers-and-educators#sponsorship-policy-guidance</p>
	For each *	Select from drop down list.
	Gross allowances and guaranteed bonuses included in the above figure in pound sterling	<p>As above, please enter the amount without the £ sign, for example for £5,000 you should enter 5000 in this field.</p> <p>Allowances can include daily payments to cover additional costs of living whilst in the UK but cannot include:</p> <ul style="list-style-type: none"> • benefits such as overtime, bonus or incentive pay which is not guaranteed; • employer pension contributions; • allowances to cover business expenses including travel between the source country and the UK; • the value of any shares which the migrant receives when offered a job under an employee shareholder contract. <p>For the current rules on allowances, please refer to the Tier 2 and 5 guidance for sponsors which is available on the GOV.UK website at: www.gov.uk/government/collections/sponsorship-information-for-employers-and-educators#sponsorship-policy-guidance</p>

Section	Field Name	Help Text
Migrant's employment	Summary of all allowances and guaranteed bonuses	<p>This is a free text box.</p> <p>You must detail each allowance individually, for example accommodation, utilities etc and state the amount for each one. You must also detail any guaranteed bonuses and state the amount for each one.</p>
	Job on a client contract	Tick as appropriate.
	Summary of client contract	This is a free text box.
	Tick to confirm that the job is at or above the minimum skill level for the sub category *	Tick as appropriate.
	Tick to confirm the migrant has worked in your organisation for the minimum qualifying period *	Tick as appropriate.
	Give registration details if there is a legal requirement for the migrant to be registered with a professional or other official organisation in the United Kingdom	<p>This is a free text box.</p> <p>Examples of required professional registration include General Medical Council (GMC) and General Dental Council (GDC).</p>

Section	Field Name	Help Text
Migrant's employment	Tick to confirm the sponsor certifies maintenance for the migrant	<p>Tick as appropriate.</p> <p>By ticking this box you will also confirm that you are certifying maintenance for any dependants of your sponsored migrant. If you do not wish to certify maintenance for a migrant's dependants, please add a sponsor note informing us that you are only certifying maintenance for your sponsored migrant.</p> <p>Note:</p> <ul style="list-style-type: none"> • Only A-rated sponsors can certify maintenance. • You do not need to certify maintenance for a Croatian national as there is no maintenance requirement for an application for work authorisation.

TIER 2 (MINISTERS OF RELIGION)

Section	Field Name	Help Text
Migrant's employment	Job title *	<p>This is a free text box.</p> <p>This must reflect the role that will be undertaken by the migrant, and reflect what is in the codes of practice. You should avoid using acronyms, abbreviations, pay scale or grades, unless they are included in addition to the full job title.</p>
	Job type *	<p>Select from the drop-down list</p> <p>It is important that you select the SOC code that best matches the duties the migrant will carry out, even if the job title is different to the one that you are using.</p> <p>In the majority of cases the SOC code will be 2444 – Minister of Religion, but it is your responsibility to choose a SOC code which most closely corresponds with the role. You can find all of the available SOC codes in the codes of practice which you can find on our pages on the GOV.UK website at: www.gov.uk/government/collections/sponsorship-information-for-employers-and-educators#sponsorship-policy-guidance</p>
	Summary of job description *	<p>This is a free text box.</p> <p>Where the SOC code selected in the above field has multiple jobs listed under it, you should state in this free text box which job the salary has been assessed against within that code.</p> <p>If you are assigning the CoS to someone who will join you to live as part of a religious order, for example an order of nuns or monks, please make this clear in this box. More information on members of religious orders can be found in the guidance for sponsors</p> <p>www.gov.uk/government/collections/sponsorship-information-for-employers-and-educators#sponsorship-policy-guidance</p>

Section	Field Name	Help Text
Migrant's employment	Gross salary in pound sterling including any allowances and guaranteed bonuses *	<p>Please enter the amount without the £ sign, for example for £25,000 you should enter 25000 in this field.</p> <p>The gross salary figure quoted here must be the actual gross salary package that will be paid to the migrant, including all allowances and guaranteed bonuses. All allowances paid and included in that figure should then be broken down and detailed in the 'gross allowances' box.</p> <p>Note: This must comply with the rules on payments to religious workers set out in the guidance for sponsors.</p>
	For each *	Select from drop down list.
	Gross allowances and guaranteed bonuses included in the above figure in pound sterling	<p>As above, please enter the amount without the £ sign, for example for £5,000 you should enter 5000 in this field.</p> <p>Note: Allowances do not include benefits such as overtime, bonuses that are not guaranteed, incentive pay or travel and subsistence (including travel to and from the migrant's country of residence, or home country).</p>
	Summary of all allowances and guaranteed bonuses	<p>This is a free text box.</p> <p>You must detail each allowance individually and state the amount for each one. This includes for example, any accommodation allowance or London weighting.</p>

Section	Field Name	Help Text
	Job on a client contract	Tick as appropriate.
	Summary of client contract	This is a free text box.
	Have you met the resident labour market test? *	Tick as appropriate.
	Give details of the resident labour market test including where and when the post was advertised and reference number(s) for mandatory advertising *	<p>This is a free text box.</p> <p>You should include reference numbers for job advertisements, such as the Universal Jobmatch 'job ID' number.</p> <p>You must give the following details in this text box:</p> <ul style="list-style-type: none"> • Where the role was advertised including any reference numbers; and • The period it was advertised for; or • Details of any national records you hold and an explanation of why there is no suitable settled worker available to fill the role. <p>If the post is supernumerary you must say so in this box and explain why you believe it to be supernumerary. If you do not give an explanation, the migrant's application may be delayed or refused.</p> <p>If the role is exempt from the resident labour market test because the migrant will live within and be a member of a religious order, please enter 'member of a religious order' in this box.</p> <p>If you fail to include any of the above details or if any of the details you give are unclear this could result in the delay or refusal of the prospective migrant's application.</p> <p>More information about what we mean by a role being supernumerary can be found in the guidance for sponsors. www.gov.uk/government/collections/sponsorship-information-for-employers-and-educators#sponsorship-policy-guidance</p>
	Migrant's religion *	This is a free text box.

Section	Field Name	Help Text
	Tick to confirm the sponsor certifies maintenance for the migrant	<p>Tick as appropriate.</p> <p>By ticking this box you will also confirm that you are certifying maintenance for any dependants of your sponsored migrant. If you do not wish to certify maintenance for a migrant's dependants, please add a sponsor note informing us that you are only certifying maintenance for your sponsored migrant.</p> <p>Note:</p> <ul style="list-style-type: none">• Only A-rated sponsors can certify maintenance.• You do not need to certify maintenance for a Croatian national as there is no maintenance requirement for an application for worker authorisation.

TIER 2 (SPORTSPERSON)

Section	Field Name	Help Text
Migrant's employment	Job title *	<p>This is a free text box.</p> <p>This must reflect the role that will be undertaken by the migrant, and reflect what is in the Tier 2 codes of practice. You should avoid using acronyms, abbreviations, pay scale or grades unless they are included in addition to the full job title.</p>
	Job type *	<p>Select from drop down list.</p> <p>Please note that if you are unable to find an exact match, it is your responsibility to choose a SOC code which most closely corresponds with the post.</p> <p>Note: We cannot select a SOC code for you or help you choose the appropriate one, you should select a code yourself using the codes of practice.</p>
	Summary of job description *	<p>This is a free text box.</p> <p>Where the SOC code selected in the above field has multiple jobs listed under it, you should state in this free text box which job the salary has been assessed against within that code.</p>
	Gross salary in pound sterling including any allowances and guaranteed bonuses *	<p>Please enter the amount without the £ sign, for example for £25,000 you should enter 25000 in this field.</p> <p>The gross salary figure quoted here must be the actual gross salary package that will be paid to the migrant, including all allowances and guaranteed bonuses. All allowances paid and included in that figure should then be broken down and detailed in the 'gross allowances' box.</p>
	For each *	Select from drop down list.

Section	Field Name	Help Text
Migrant's employment	Gross allowances and guaranteed bonuses included in the above figure in pound sterling	<p>As above, please enter the amount without the £ sign, for example for £5,000 you should enter 5000 in this field.</p> <p>Note: Allowances do not include benefits such as overtime, bonuses that are not guaranteed, incentive pay or travel and subsistence (including travel to and from the migrant's country of residence, or home country).</p>
	Summary of all allowances and guaranteed bonuses	<p>This is a free text box.</p> <p>You should detail each allowance individually, stating the amount for each one. This includes for example, any accommodation and London weighting.</p>
	Tick to confirm that the migrant has a sport governing body endorsement *	<p>The sportsperson must have an endorsement from the governing body for your sport which has been approved by us and is listed in Appendix M of the Immigration Rules. The Immigration Rules are available on our pages on the GOV.UK website at:</p> <p>www.gov.uk/government/collections/immigration-rules</p>
	Give the name of the sport governing body and the migrant endorsement number *	<p>This is a free text box.</p> <p>You should name the sport governing body and also give the sportsperson's governing body endorsement unique reference number in this box and any other details that you think may be relevant.</p>
	Tick to confirm the sponsor certifies maintenance for the migrant	<p>Tick as appropriate.</p> <p>By ticking this box you will also confirm that you are certifying maintenance for any dependants of your sponsored migrant. If you do not wish to certify maintenance for a migrant's dependants, please add a sponsor note informing us that you are only certifying maintenance for your sponsored migrant.</p> <p>Note:</p> <ul style="list-style-type: none"> • Only A-rated sponsors can certify maintenance. • You do not need to certify maintenance for a Croatian national as there is no maintenance requirement for an application for worker authorisation.

TIER 5 (CREATIVE AND SPORTING)

Please refer to the 'Hints and tips on creating a CoS' section at the end of this document for information about assigning a group CoS.

Section	Field Name	Help Text
Migrant's employment	Job title *	<p>This is a free text box</p> <p>This must reflect the role that will be undertaken by the migrant, and reflect what is in the codes of practice. You should avoid using acronyms, abbreviations, pay scale or grades, unless they are included in addition to the full job title.</p>
	Job type *	<p>Select from drop down list.</p> <p>Please note that if you are unable to find an exact match, it is your responsibility to choose a SOC code which most closely corresponds with the post.</p> <p>Note: We cannot select a SOC code for you or help you choose the appropriate one, you should select a code yourself using the codes of practice.</p>
	Summary of job description *	<p>This is a free text box.</p> <p>Where the SOC code selected in the above field has multiple jobs listed under it, you should state in this free text box which job the salary has been assessed against within that code.</p>
	Gross salary in pound sterling including any allowances and guaranteed bonuses *	<p>Please enter the amount without the £ sign, for example for £25,000 you should enter 25000 in this field.</p> <p>The gross salary figure quoted here must be the actual gross salary package that will be paid to the migrant, including all allowances and guaranteed bonuses. All allowances paid and included in that figure should then be broken down and detailed in the 'gross allowances' box.</p>
	For each *	Select from drop down list.
	Gross allowances and guaranteed bonuses included in the above figure in pound sterling	<p>As above, please enter the amount without the £ sign, for example for £5,000 you should enter 5000 in this field.</p> <p>Note: Allowances do not include benefits such as overtime, bonuses that are not guaranteed, incentive pay or travel and subsistence (including travel to and from the migrant's country of residence, or home country).</p>

Section	Field Name	Help Text
Migrant's employment	Summary of all allowances and guaranteed bonuses	<p>This is a free text box.</p> <p>You should detail each allowance individually and state the amount for each one. This includes for example any accommodation allowance or London weighting.</p>
	Tick to confirm that the migrant has a sport governing body endorsement or that the job is in the creative sector *	<p>Tick as appropriate.</p> <p>The sportsperson must have an endorsement from the governing body for your sport which has been approved by us and is listed in Appendix M of the Immigration Rules. The Immigration Rules are available on our pages on the GOV.UK website at:</p> <p>www.gov.uk/government/collections/immigration-rules</p>
	Give the name of the sport governing body and the migrant endorsement reference number, or for the creative sector say whether a code of practice applies (for theatre, film and TV, ballet or dance) and which of the categories in the code of practice you have followed *	<p>This is a free text box.</p> <p>For sporting applications you should name the sport governing body and also give the sportsperson's governing body endorsement unique reference number in this box and any other details that you think may be relevant.</p> <p>For creative applications you should state which creative sector code of practice you have used where appropriate.</p> <p>If there is no code of practice, you must on what basis the migrant will not be displacing a settled worker. It is important that what you enter here is in line with the 'Resident Labour Market Test for the Creative and Entertainment Sector' section of the guidance for sponsors.</p>
	Tick to confirm the sponsor certifies maintenance for the migrant	<p>Tick as appropriate.</p> <p>Note:</p> <ul style="list-style-type: none"> • Only A-rated sponsors can certify maintenance. • You do not need to certify maintenance for a Croatian national as there is no maintenance requirement for an application for worker authorisation.

TIER 5 INTERNATIONAL AGREEMENTS

Section	Field Name	Help Text
Migrant's employment	Job title *	<p>This is a free text box.</p> <p>This must reflect the role that will be undertaken by your migrant, and reflect what is in the codes of practice. You should avoid using acronyms, abbreviations, pay scale or grades unless they are included in addition to the full job title.</p>
	Job type *	<p>Select from drop down list.</p> <p>Please note that if you are unable to find an exact match, it is your responsibility to choose a SOC code which most closely corresponds with the post.</p> <p>Note: We cannot select a SOC code for you or help you choose the appropriate one, you should select a code yourself using the codes of practice.</p>
	Summary of job description *	<p>This is a free text box.</p> <p>Where the SOC code selected in the above field has multiple jobs listed under it, you should state in this free text box which job the salary has been assessed against within that code.</p> <p>If you are assigning a CoS for a private servant, the details entered in this box should be the same as are set out in the migrant's written terms and conditions. You must also add a sponsor note stating the name of the migrant's employer.</p> <p>If you are assigning a CoS for a contractual service supplier or independent professional, you must make that clear in this box.</p>
	Gross salary in pound sterling including any allowances and guaranteed bonuses * (Continued on next page)	<p>Please enter the amount without the £ sign, for example for £25,000 you should enter 25000 in this field.</p> <p>The gross salary figure quoted here must be the actual gross salary package that will be paid to the migrant, including all allowances and guaranteed bonuses. All allowances paid and included in that figure should then be broken down and detailed in the 'gross allowances' box.</p>

Section	Field Name	Help Text
Migrant's employment	(Continued from previous page) Gross salary in pound sterling including any allowances and guaranteed bonuses *	If you are assigning a CoS for a private servant, the details entered in this box should be the same as are set out in the migrant's written terms and conditions. If you are assigning a CoS for a contractual service supplier or independent professional, you can enter a nominal figure, for example £0.01.
	For each *	Select from drop down list.
	Gross allowances and guaranteed bonuses included in the above figure in pound sterling	As above, please enter the amount without the £ sign, for example for £5,000 you should enter 5000 in this field. Note: Allowances do not include benefits such as overtime, bonuses that are not guaranteed, incentive pay or travel and subsistence (including travel to and from the migrant's country of residence, or home country).
	Summary of all allowances and guaranteed bonuses	This is a free text box. This includes for example, any accommodation allowance or London weighting. You should detail each allowance and state the amount for each one.
	Tick to confirm the sponsor certifies maintenance for the migrant	Tick as appropriate. Note: <ul style="list-style-type: none"> • Only A rated sponsors can certify maintenance. • You do not need to certify maintenance for a Croatian national as there is no maintenance requirement for an application for worker authorisation.
	Tick to confirm this is an international agreement *	You must tick this box if the CoS is for a contractual service supplier or independent professional.

Section	Field Name	Help Text
	Give details of the agreement *	<p>If you are assigning a CoS for a contractual service supplier, you must state in this box which international agreement the contract has been awarded under. It can only be:</p> <ul style="list-style-type: none"> • the General Agreement on Trade in Service (GATS); or • the EU-Chile Free Trade Agreement; or •The EU-CARIFORUM Economic Partnership Agreement; or •The EU-ANDEAN Free Trade Agreement <p>For ease, you can just state 'GATS', 'EU-Chile', 'CARIFORUM', 'ANDEAN-Colombia', or 'ANDEAN-Peru'.</p> <p>If you are assigning a CoS for an independent professional, you must state in this box which international agreement the contract has been awarded under. It can only be:</p> <ul style="list-style-type: none"> •The EU-CARIFORUM Economic Partnership Agreement; or •The EU-ANDEAN Free Trade Agreement <p>For ease, you can just state 'CARIFORUM', 'ANDEAN-Colombia', or 'ANDEAN-Peru'.</p>

TIER 5 RELIGIOUS WORKERS

Section	Field Name	Help Text
Migrant's employment	Job title *	<p>This is a free text box.</p> <p>This must reflect the role that will be undertaken by the migrant, and reflect what is in the codes of practice. You should avoid using acronyms, abbreviations, pay scale or grades, unless they are included in addition to the full job title.</p>
	Job type *	<p>Select from drop down list.</p> <p>Please note that if you are unable to find an exact match, it is your responsibility to choose a SOC code which most closely corresponds with the post.</p> <p>Note: We cannot select a SOC code for you or help you choose the appropriate one, you should select a code yourself using the codes of practice.</p>
	Summary of job description *	<p>This is a free text box.</p> <p>Where the SOC code selected in the above field has multiple jobs listed under it, you should state in this free text box which job the salary has been assessed against within that code.</p> <p>Note: When you have completed a CoS for a Tier 5 Religious Worker, you must return to it to add a 'sponsor note' which must explain how you have met the resident labour market test for the role. You must state:</p> <ul style="list-style-type: none"> • where the role was advertised including any reference numbers; and • the period it was advertised for; or • details of any national records you hold and an explanation of why there is no suitable settled worker available to fill the role; or • a full explanation of why you believe that the role is supernumerary. <p>If the role is exempt from the resident labour market test because the migrant will live within and be a member of a religious order, please enter 'member of a religious order' in the sponsor note box.</p> <p>If you do not give all of this information, the migrant's application may be delayed or refused.</p> <p>Full information about the resident labour market test for Tier 5 (Religious Worker) roles and about what we mean by a role being supernumerary, can be found in the guidance for sponsors.</p>

Section	Field Name	Help Text
Migrant's employment	Gross salary in pound sterling including any allowances and guaranteed bonuses *	<p>Please enter the amount without the £ sign, for example for £25,000 you should enter 25000 in this field.</p> <p>The gross salary figure quoted here must be the actual gross salary package that will be paid to the migrant, including all allowances and guaranteed bonuses. All allowances paid and included in that figure should then be broken down and detailed in the 'gross allowances' box.</p> <p>Note: This must comply with the rules on payments to religious workers set out in the guidance for sponsors.</p>
	For each *	Select from drop down list.
	Gross allowances and guaranteed bonuses included in the above figure in pound sterling	<p>As above, please enter the amount without the £ sign, for example for £5,000 you should enter 5000 in this field.</p> <p>Note: Allowances do not include benefits such as overtime, bonuses that are not guaranteed, incentive pay or travel and subsistence (including travel to and from the migrant's country of residence, or home country).</p>
Summary of all allowances and guaranteed bonuses	<p>This is a free text box.</p> <p>This includes for example, any accommodation allowance or London weighting. You should detail each allowance and state the amount for each one.</p>	

Section	Field Name	Help Text
Migrant's employment	Migrant's religion *	This is a free text box.
	Tick to confirm the sponsor certifies maintenance for the migrant *	<p>Tick as appropriate.</p> <p>Note:</p> <ul style="list-style-type: none"> • Only A-rated sponsors can certify maintenance. • You do not need to certify maintenance for a Croatian national as there is no maintenance requirement for an application for worker authorisation.

TIER 5 CHARITY WORKERS

Section	Field Name	Help Text
Migrant's employment	Job title *	<p>This is a free text box.</p> <p>This must reflect the role that will be undertaken by the migrant, and reflect what is in the codes of practice. You should avoid using acronyms, abbreviations, pay scale or grades, unless they are included in addition to the full job title.</p>
	Job type *	<p>Select from drop down list.</p> <p>Please note that if you are unable to find an exact match, it is your responsibility to choose a SOC code which most closely corresponds with the post.</p> <p>Note: We cannot select a SOC code for you or help you choose the appropriate one, you should select a code yourself using the codes of practice.</p>
	Summary of job description *	<p>This is a free text box.</p> <p>Where the SOC code selected in the above field has multiple jobs listed under it, you should state in this free text box which job the migrant will be doing.</p>
	Tick to confirm the sponsor certifies maintenance for the migrant	<p>Tick as appropriate.</p> <p>Note: That only A-rated sponsors can certify maintenance.</p>
	Tick to confirm that there is no pay for the voluntary work (except reasonable expenses outlined in section 44 of the National Minimum Wage Act) *	<p>Tick as appropriate.</p> <p>You must ensure that the work the migrant will do is exempt from the National Minimum Wage.</p> <p>Please see; http://www.legislation.gov.uk/ukpga/1998/39/contents and the revision to that Act about reasonable expenses at; http://www.legislation.gov.uk/ukpga/2008/24/crossheading/national-minimum-wage-etc</p>

TIER 5 GOVERNMENT AUTHORISED EXCHANGE

When assigning a CoS under this category you should only assign it for no more than the period that your scheme has been approved. If you assign a CoS for a period that is longer, the migrant's application will be refused. If this happens, we will speak to your endorsing government department with a view to deciding whether they will continue to endorse your scheme.

Section	Field Name	Help Text
	Job title *	This is a free text box.
	Job type *	Select from drop down list. Please note that if you are unable to find an exact match, it is your responsibility to choose a SOC code which most closely corresponds with the post.
	Name of approved scheme and summary of job description *	This is a free text box. You must state in this box the name of the approved scheme that the migrant is coming to the UK under. The name of the scheme must be the exact same name that was approved by us and which appears in Appendix N of the Immigration Rules. The Immigration Rules are available on our pages on the GOV.UK website at: www.gov.uk/government/collections/immigration-rules You must also include a summary of the job description in this text box.
	Gross salary in pound sterling including any allowances and guaranteed bonuses *	Please enter the amount without the £ sign, for example for £25,000 you should enter 25000 in this field. The gross salary figure quoted here must be the actual gross salary package that will be paid to the migrant including all allowances and guaranteed bonuses. All allowances paid and included in that figure should then be broken down and detailed in the 'gross allowances' box.
	For each *	Select from drop down list.

Section	Field Name	Help Text
	Gross allowances and guaranteed bonuses included in the above figure in pound sterling	<p>As above, please enter the amount without the £ sign, for example for £5,000 you should enter 5000 in this field.</p> <p>Note: Allowances do not include benefits such as overtime, bonuses that are not guaranteed, incentive pay or travel and subsistence (including travel to and from the migrant's country of residence, or home country).</p>
Migrant's employment	Summary of all allowances and guaranteed bonuses	<p>This is a free text box.</p> <p>You should detail each allowance individually and state the amount for each one. This includes, for example, any accommodation allowance or London weighting.</p>
	Tick to confirm the job is at NQF level 3 *	The job must be at a minimum skill level of NQF level 3 (or equivalent in Scotland).
	Tick to confirm the sponsor certifies maintenance for the migrant	<p>Tick as appropriate.</p> <p>Note:</p> <ul style="list-style-type: none"> • Only A-rated sponsors can certify maintenance. • You do not need to certify maintenance for a Croatian national as there is no maintenance requirement for an application for worker authorisation.

TIER 2 (GENERAL) – RESTRICTED COS

Completing an online application for a restricted CoS

Section	Field Name	Help Text
Work dates	Start date *	You must enter the date that you expect the migrant to start working with in this field.
	End date *	You must enter the date expect the migrant will finish work in this field.
Migrant's employment	Job title *	<p>This is a free text box.</p> <p>This must reflect the role that will be undertaken by the migrant, and reflect what is in the codes of practice. You should avoid using acronyms, abbreviations, pay scale or grades, unless they are included in addition to the full job title.</p>

Section	Field Name	Help Text
Migrant's employment	Job type *	<p>Select from drop down list.</p> <p>You must select the right Standard Occupational Classification (SOC) code for the job that the migrant will do. You can find this in the codes of practice. It is your responsibility to identify and use the correct SOC code, which must be one that clearly shows the role you are filling meets the current requirements on skill levels for jobs under Tier 2 (General).</p> <p>You may find in the codes of practice that when you can match a job title, the duties described for the SOC code are different to the duties the migrant will perform. This is because employers sometimes use different job titles to describe similar jobs. It is important that you select the SOC code that best matches the duties the migrant will carry out, even if the job title is different to the one that you are using.</p> <p>We cannot help you select the right SOC code, if you are unsure which one to use or cannot find one that you think is appropriate you can get help from the Office for National Statistics – a link to their website is on our website on the page where the codes of practice are located.</p> <p>IMPORTANT NOTE On 6 April 2013 we made significant changes to the codes of practice. We strongly recommend that you do not assign a CoS (or apply for a restricted CoS) using a SOC code that you have before 6 April 2013 without first checking whether it is still the correct one to use.</p> <p>You can find the codes of practice on our pages on the GOV.UK website at: www.gov.uk/government/collections/sponsorship-information-for-employers-and-educators#sponsorship-policy-guidance</p>
	Summary of job description *	<p>This is a free text box.</p> <p>You must include the main duties of the role.</p> <p>Where the SOC code selected in the above field has multiple jobs listed under it, you should state in this free text box which job the salary has been assessed against within that code.</p>

Section	Field Name	Help Text
Migrant's employment	Gross salary in pound sterling including any allowances and guaranteed bonuses*	<p>Please enter the amount without the £ sign, for example for £25,000 you should enter 25000 in this field.</p> <p>The gross salary figure quoted here must be the actual gross salary package that will be paid to the migrant, including all allowances and guaranteed bonuses. All allowances paid and included in that figure should then be broken down and detailed in the 'gross allowances' box.</p> <p>You must make sure that the gross salary package you intend to pay is at or above the appropriate rate as set out in the guidance for sponsors and the codes of practice.</p> <p>The codes of practice can be found on our pages on the GOV.UK website at: www.gov.uk/government/collections/sponsorship-information-for-employers-and-educators#sponsorship-policy-guidance</p>
	For each*	<p>This field will be pre-populated with 'Year'. You will not be able to amend this data.</p>
	Gross allowances and guaranteed bonuses included in the above figure in pound sterling	<p>As above, please enter the amount without the £ sign, for example for £5,000 you should enter 5000 in this field.</p> <p>Allowances can include daily payments to cover additional costs of living whilst in the UK but cannot include:</p> <ul style="list-style-type: none"> • benefits such as overtime, bonus or incentive pay which is not guaranteed; • employer pension contributions; • allowances to cover business expenses including travel between the source country and the UK; • the value of any shares which the migrant receives when offered a job under an employee shareholder contract. <p>For the current rules on allowances, please refer to the Tier 2 and 5 guidance for sponsors which is available on our pages on the GOV.UK website at: www.gov.uk/government/collections/sponsorship-information-for-employers-and-educators#sponsorship-policy-guidance</p>
	Summary of all allowances and guaranteed bonuses	<p>This is a free text box.</p> <p>This includes for example, any accommodation allowance or London weighting. You should detail each allowance and state the amount for each one.</p>

Section	Field Name	Help Text
Migrant's employment	Job on a client contract	Tick as appropriate.
	Summary of client contract	This is a free text box
	Tick to confirm that the post is at the appropriate level as set out in the guidance for sponsors *	<p>Tick as appropriate.</p> <p>This is to confirm that the job is at the appropriate skill level. Please refer to the guidance for sponsors, for information on the current skill level requirements:</p> <p>www.gov.uk/government/collections/sponsorship-information-for-employers-and-educators#sponsorship-policy-guidance</p>
	Is the job on the current shortage occupation list? *	<p>Tick as appropriate.</p> <p>The current shortage occupation list can be found on our pages on the GOV.UK website at: www.gov.uk/government/uploads/system/uploads/attachment_data/file/261493/shortageoccupationlistnov11.pdf</p>
	Have you met the resident labour market test? *	<p>Tick as appropriate.</p> <p>The guidance for sponsors sets out when you must conduct a resident labour market test and how it should be conducted. When you tick this box you are confirming all of the requirements set out in that guidance have been met: www.gov.uk/government/collections/sponsorship-information-for-employers-and-educators#sponsorship-policy-guidance</p> <p>If you have not conducted a resident labour market test because there is an exemption that applies you must still tick the box but tell us in the box that follows what exemption applies.</p>
	Give details of the resident labour market test including where and when the post was advertised and reference number(s) for mandatory advertising*	<p>This is a free text box.</p> <p>You must say where you advertised the job and the dates each advert ran. You must include any reference numbers for each advertisement, for example the Universal Jobmatch 'job ID' number.</p>

Section	Field Name	Help Text
Migrant's employment	<p>Give registration details if there is a legal requirement for the migrant to be registered with a professional or other official organisation in the United Kingdom</p>	<p>This is a free text box.</p> <p>Examples of required professional registration include General Medical Council (GMC) and General Dental Council (GDC).</p>
	<p>Tick to confirm the sponsor certifies maintenance for the migrant</p>	<p>Tick as appropriate.</p> <p>By ticking this box you will also confirm that you are certifying maintenance for any dependants of your sponsored migrant. If you do not wish to certify maintenance for a worker's dependants, please add a sponsor note informing us that you are only certifying maintenance for your sponsored migrant.</p> <p>Note:</p> <ul style="list-style-type: none"> • Only A-rated sponsors can certify maintenance. • You do not need to certify maintenance for a Croatian national as there is no maintenance requirement for an application for worker authorisation.

Tier 2 (General) – Restricted CoS

CREATING A RESTRICTED COS IN PREPARATION FOR ASSIGNING TO A MIGRANT

Section	Field Name	Help Text
Tier and category		<p>Tier 2 (General – New hires - Restricted)</p> <p>Tier 2 (General - switching from Tier 4 dependant)</p>
Personal Information	Family or last name *	<p>Enter details as shown in the migrant's passport.</p> <p>Very rarely you may find that a migrant's passport that does not show a 'family name'. The 'family name' field is mandatory but the 'given name(s)' field is not. The 'family name' field should be used for whichever name is in the passport on such occasions.</p>
	Given name(s)	
	Other names	
	Nationality *	
	Place of birth *	
	Country of birth *	
	Date of birth *	
	Gender *	
	Country of residence*	
Passport or travel document	Passport number *	<p>Enter details from the migrant's passport.</p>
	Issue date *	
	Expiry date *	
	Place of issue of passport *	

Section	Field Name	Help Text
Current home address	Address *	Enter the address where the migrant is currently residing.
	City or town *	
	Country, area district or province *	
	Postcode or ZIP code*	
	Country *	
Identification numbers	UK ID card number	Enter information into these fields if known.
	UK National Insurance number	
	National ID card number	
	Employee number	The Employee number could be your system ID for a migrant.
<p>In the following sections enter the details of the employment that this certificate covers. Some of the fields have been pre-populated with details from your application and cannot be amended.</p>		
Work dates	Start date	<p>This field is pre-populated with the information you gave on your application for the restricted CoS.</p> <p>If the start date has changed since you applied for the CoS you must add a sponsor note to the CoS to tell us the new start date.</p>
	End date	<p>This field will have been pre-populated with the information you gave at the application for restricted CoS stage.</p> <p>If the end date has changed since you applied for the CoS you must add a sponsor note to the CoS to tell us the new start date.</p>
	Does the migrant need to leave and re-enter the UK during the period of approval?	This includes business travel.

Section	Field Name	Help Text
Main work address in the UK	Total weekly hours of work *	Enter the number of hours the migrant will work per week in this field.
	Address line 1	Enter details in here where the migrant will be based. Although these fields are not marked as mandatory with a red asterisk *. The system will not let you assign the certificate until you enter an address using the 'Add' button.
	Postcode	
Other regular work addresses in the UK	Postcode	This could be for example, the address of one of your branches where the migrant could occasionally be based or the address of a client's site if the migrant will be based there for some of the time.
	Delete / edit	
Agent (optional)	Migrant sourced through agent?	<p>You must complete this section if you have used an agent or a head-hunter to advertise the position on your behalf.</p> <p>Please note that you still hold full responsibility for the recruitment, and for conducting the Resident Labour Market Test.</p>
	Agent company name	
	Agent contact family name	
	Agent contact given name	
	Address	
	City or town	
	County, area district or province	
	Postcode or ZIP code	

Section	Field Name	Help Text
Migrant's employment	Country	
	Job title	This field will have been pre-populated with the information you gave at the application for restricted CoS stage.
	Job type	This field will have been pre-populated with the information you gave at the application for restricted CoS stage.
	Summary of job description	This field will have been pre-populated with the information you gave at the application for restricted CoS stage.
	Gross pay in pound sterling	This field will have been pre-populated with the information you gave at the application for restricted CoS stage.
	For each	This field will have been pre-populated with the information you gave at the application for restricted CoS stage.
	Gross allowances in pound sterling	This field will have been pre-populated with the information you gave at the application for restricted CoS stage.
	Summary of all allowances	This field will have been pre-populated with the information you gave at the application for restricted CoS stage.
	Job on a client contract	This field will have been pre-populated with the information you gave at the application for restricted CoS stage.
	Summary of client contract	This field will have been pre-populated with the information you gave at the application for restricted CoS stage.
	Tick to confirm that the post is at the appropriate level as set out in the guidance for sponsors	This field will have been pre-populated with the information you gave at the application for restricted CoS stage.
	Is the job on the current shortage occupation list?	This field will have been pre-populated with the information you gave at the application for restricted CoS stage.
	Have you met the resident labour market test?	This field will have been pre-populated with the information you gave at the application for restricted CoS stage.

Section	Field Name	Help Text
Migrant's employment	Give details of the resident labour market test including where and when the post was advertised and reference number(s) for mandatory advertising	This field will have been pre-populated with the information you gave at the application for restricted CoS stage.
	Give registration details if there is a legal requirement for the migrant to be registered with a professional or other official organisation in the UK	This field will have been pre-populated with the information you gave at the application for restricted CoS stage.

When creating a CoS using your restricted allocation, you will notice that some of the fields in the CoS are already populated with the details you gave when you applied for it. These fields will be greyed out and you will be unable to amend any of the details. If any of the details are incorrect because circumstances have changed since you applied for it, you will need to apply for a new restricted CoS, unless an exemption applies. The current exemptions are detailed in the guidance for sponsors.

If an exemption applies, you must add a sponsor note to tell us about the change.

If no exemption does not apply, the CoS must be returned to us and you should apply for a new restricted CoS using the new information.

HINTS AND TIPS ON CREATING A COS

1. Since the 6 April 2011 you do not need to pay the fee for a CoS if you are assigning it to a national of one of the countries below:

- Croatia
- FYR Macedonia
- Turkey

These countries have ratified the 1961 Council of Europe Charter.

2. You can use the 'sponsor note' field to amend minor errors identified after a CoS has been created. Examples of acceptable amendments are:

- corrections to a mistyped name or date of birth;
- A change to the start date for the job.

You can also use the 'sponsor note' field if there is any additional information that you need to state with regard to the migrant and/or the CoS for example, if the CoS is for a Tier 5 (Religious Worker) CoS you must explain how the resident labour market test has been met by adding a sponsor note.

A 'sponsor note' can only be added to a CoS that is showing in your SMS account with an 'Assigned' status.

3. If you have made a significant error, you must cancel the CoS and assign a new one if needed. For example;

- the SOC code is incorrect;
- you have assigned it under the wrong tier or category;
- if you have given incorrect details for more than one of the following;
- the migrant's nationality;
- the migrant's date of birth;
- the migrant's surname.

You must inform the migrant of any documents that have been used to assess their suitability for the job because they may have to produce any documents specified on their CoS when they submit their application for leave or worker authorisation.

4. The SMS does not verify information entered against policy guidelines. It is your responsibility to familiarise yourself with the relevant policy and ensure that the information you have entered meets all of the requirements set out in the guidance we publish for sponsors. You can find the guidance for sponsors on our pages on the GOV.UK website at:

www.gov.uk/government/collections/sponsorship-information-for-employers-and-educators#sponsorship-policy-guidance

5. If you would like to offer a job to a migrant under the rules on secondary employment, a CoS must be assigned to them for the secondary job. You can find the guidance for sponsors, and further information on secondary employment on our pages on the GOV.UK website at: www.gov.uk/government/collections/sponsorship-information-for-employers-and-educators#sponsorship-policy-guidance

6. You do not need to issue a CoS for a migrant who is undertaking supplementary employment. You can find the guidance for sponsors, and further information on supplementary employment on our pages on the GOV.UK website at: www.gov.uk/government/collections/

[sponsorship-information-for-employers-and-educators#sponsorship-policy-guidance](https://www.gov.uk/government/collections/sponsorship-information-for-employers-and-educators#sponsorship-policy-guidance)

7. Gross salary package on the CoS. You must refer to the current sponsor guidance to ensure you correctly complete this section. You can find the guidance for sponsors, and further information on salary and allowances on our pages on the GOV.UK website at: www.gov.uk/government/collections/sponsorship-information-for-employers-and-educators#sponsorship-policy-guidance

8. Issuing a group CoS under the Tier 5 Creative and Sporting category. You can assign a group CoS to all members of a group. This may include the migrant's entourage and/or all the members of a unit company such as a ballet company or other dance group, circus troupe, orchestra or other group of musicians, or theatre group who are seeking to enter the UK or apply for worker authorisation for the purpose of fulfilling a contractual obligation to perform as a group.

- You must assign an individual CoS for each member of the group, which confirms that they are a member of the named group, but you will have to pay one fee for the entire group.
- Each group member's certificate must show their share of any group fee. The only exception to this is where there is no code of practice. If this is the case you can enter a nominal rate of £0.01.

CONTACT POINTS

For general sponsorship enquiries, SMS issues, User IDs and passwords, and ongoing sponsor licence applications queries please call:

Sponsorship and Employers' Helpline: 0300 123 4699 (Monday to Friday 0900 – 1700) or alternatively please email sponsorshipPBSenquiries@ukba.gsi.gov.uk

IMPORTANT

This document reflects our current policy, but may be subject to change at any time. You can find the guidance for sponsors on our pages on the GOV.UK website at: www.gov.uk/government/collections/sponsorship-information-for-employers-and-educators#sponsorship-policy-guidance