Tier 5 Visitor Responsibilities

We are delighted to welcome you to the University of Southampton. As you are visiting us from outside the European Economic Area (EEA), we are sponsoring you for a Tier 5 visa to visit the UK.

As a licenced sponsor, the University is required by law to ensure the UK Visas and Immigration (UKVI) are informed of any changes to your situation whilst we are sponsoring you.

Please ensure you familiarise yourself with the following important information:

Personal details

Please ensure that you keep your address, telephone number and other contact details up to date with HR whilst you are in the UK, as this is a UKVI requirement. Please raise an HR ServiceNow ‘Issue’, via Service Now, to report any changes to your contact details.

Changes in circumstances

The University is required by law to report any change to the UK Visas and Immigration (UKVI) within 10 days of the change - failure to do so may result in the visa being withdrawn.

All sponsored visitors are required to advise their supervisor and HR of any changes to their personal circumstances. These include:

- An amendment to visa status - including being granted settlement (also known as Indefinite Leave to Remain)
- Change of core duties/visitor title
- Change of funding (increase or decrease)
- Change of hours (increase or decrease)
- Change in work location (domestic or overseas)
- Periods of absence (including Maternity/Adoption/Shared Parental/Paternity leave)
- There is information which suggests a breach in the conditions of leave in the UK

Please contact HR immediately with this information via Service Now

Please note a Certificate of Sponsorship (COS) is assigned to a Standard Occupational Classification (SOC) Code, which is directly related to your core duties. When a change in circumstance requires a change of SOC Code, a new COS will be required.

Absence

You are required to follow the correct process of notifying your supervisor and HR when reporting absence. Please make sure you understand the correct process to follow by clicking the following link: Sickness Absence

If you are unable to fulfil your visitor duties at any time, you must contact your supervisor who then needs to inform HR immediately with reasons for the non-attendance.

It is important to let your supervisor know immediately, as the University is required by law to inform the UKVI of any periods of absence. This could impact your permission to remain in the UK.
Leaving the University

If you leave the University, before the end date stated on your COS, we are required to let the UKVI know within 10 days of the leave date. It is important to ensure that HR are informed as soon as possible if you are intending to leave the University before the end date stated on the COS.

If you require further information or have any questions, please contact Ask HR on 023 8059 7547 or askhr@soton.ac.uk.