**Is anyone entitled to re-imbursement of their visa?**

Any employee on a tier 2 visa, who starts work after the 1st April 2017, on a contract of employment of no less than a year, can claim for re-imbursement of their initial visa costs.

**What does initial visa mean?**

Initial visa means the first tier 2 visa you obtained to work at the University. If an employee changes roles whilst at the University which requires them to obtain a new visa, these costs will not be reimbursed by the University. Similarly the University will not reimburse the costs of visa extensions and these will remain the responsibility of the employee.

**When can I claim for reimbursement?**

A claim form can be submitted on commencement of employment, only once all of the right to work checks have been completed (for all employees who start work after the 1st April 2017). The claim for re-imbursement needs to be made within 6 months of starting at the University.

**I am currently on a Tier 4 student visa and I will be switching into a Tier 2, will the University reimburse this?**

Yes, the University will reimburse the costs associated with your Tier 2 visa at the point you switch from a Tier 4. Depending on the amount of time you have been in the UK, your claim might not be exempt from Tax and NI contributions. Please ensure you complete the claim form accurately, so the payroll team can calculate this correctly.

**I paid for the NHS Surcharge at the same point as my visa application, will the University reimburse this too?**

No, the NHS surcharge will remain the responsibility of the employee, the University will only reimburse costs of the visa.

**I have had my visa reimbursed, however I have found a job elsewhere and will leave the University within the duration of my reimbursed visa. Will I need to pay this back?**

Yes, you will be required to pay a proportionate amount of the visa costs back to the University, as per the declaration on the claim form. Please refer to the policy and or claim form for details on how much will be deducted from your final salary.

**Will the University pay for the costs associated with the visa applications for my family.**

The University will only reimburse the costs of the employee visa, the reimbursement does not include dependant visas.

**Who can I contact if I have any queries on this policy?**

Please contact ASKHR for further information either via email AskHR@soton.ac.uk or on ext 27547