Application for GOVERNMENT AUTHORISED EXCHANGE – TEMPORARY WORKER CoS (PREVIOUSLY KNOWN AS TIER 5)

Human Resources

Unit name goes here

Sponsored Researcher

Government Authorised Exchange – Temporary Worker (GAE) is a category which enables the University to sponsor 'researchers' (which includes academics, researchers, scientists, research engineers, and other or other skilled research technology specialists) for a maximum duration of 2 years to undertake the following activities:

* + - External examinations.
    - A formal research project or collaboration.
    - A period of work-based training / work experience / internship / placement.
    - Skill development / knowledge transfer.
    - A series of lectures, which does not amount to a formal teaching post.

This GAE scheme is designed to support UK universities to engage with researchers abroad; promote the UK’s position as a world leader in research, education, and innovation; and maximise the effectiveness of public funding.

Please submit this form, along with a copy of the visitor’s passport, well in advance of the visit. Any individual seeking to come to the University through the GAE route must first be issued a Certificate of Sponsorship (CoS) from the University.

Note, those entering the UK with a GAE Visa will not need a letter of invitation and instead the Certificate of Sponsorship (CoS) will act as proof of invitation.

**For completion by the School/Function**

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| **VISITOR PERSONAL DETAILS** | |
| **Visitor Full Name (as shown on their passport)** |  |
| **Home Address *(include town, post or zip code and country) and EMAIL address*** |  |
| **Does the visitor meet the GAE points in respect of 10 points for maintenance?\*** |  |
| **Nationality** |  |
| **Date of Birth** |  |
| **Place of Birth** |  |
| **Gender** |  |
| **Country of Birth** |  |
| **Country of Residence** |  |
| **Passport number** |  |
| **Passport place of Issue** |  |
| **Passport date of Issue** |  |
| **Passport expiry Date** |  |
| **\*The University does not certify maintenance for GAE. They must meet the full points.** | |
| **SCHOOL DETAILS** | |
| **Name and job title of supervisor** |  |
| **School/Department (full address)** |  |
| **Contact details of supervisor – email and telephone number** |  |
| **VISIT DETAILS** | |
| **Reason for visit – full details (this information will be included in the Certificate of Sponsorship and shared with the Home Office, so please include a full description of the reason for the visit)** |  |
| **Duration of visit – exact start and end date and working hours (e.g. 35 hours per week).**  **Please note, once a visa is issued, start and end dates cannot be changed** |  |
| **Funding Details – Gross Pay (in £GBP only),**  *NB: the researcher may be funded by their host, their overseas employer, or an independent UK or non-UK funding body. The researcher cannot be self-funded and* must be in receipt of funding in line with, or above, the **National Minimum Wage.** |  |
| **Funding Allowances (please include total amount and a summary of allowances in £GBP only)** |  |
| **Name and address of the funding body. (Please include an original signed letter on headed paper, from the funding body, detailing the research, amount £GBP and period of visit).** |  |
| **Standard Occupation Code (SOC). Please indicate the research type** | 2119 |
| **Bench fees to be paid by visitor? If yes, please include the bench fee value and whether this is will be subject to 20% VAT** | Yes/No |
| **If yes, is the visit for educational purposes?** | Yes/No  **NB: If yes, please discuss with HR to ensure this is the correct Visa route** |

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| **APPROVAL DETAILS – PLEASE CONFIRM HR HAVE THE FOLLOWING DETAILS**  **(A SPONSORSHIP CERTIFICATE WILL ONLY BE ISSUED IF ALL THE DETAILS BELOW HAVE BEEN RECEIVED BY HR)** | |
| **The Head of School approval for this visit** | Yes / No |
| **The visitor meets the eligibility criteria for Government Authorised Exchange – Temporary Worker Visa. (Once the University has issued the Certificate of Sponsorship)**  ***Access details via*** [**https://www.gov.uk/tier-5-government-authorised-exchange**](https://www.gov.uk/tier-5-government-authorised-exchange) | Yes / No |
| **Full funding details (on headed paper)** | Yes / No |
| **Passport copy** | Yes / No |
| **Overseas Visitor details MUST be added to the Tax teams Overseas Visitor Spreadsheet if their stay at the University is greater than 2 days. For more information, please contact** [**vat@reading.ac.uk**](mailto:vat@reading.ac.uk) | Yes / No |
| **Any additional information** | |

**Declaration**

I authorise this visit and confirm that the UKVI duties and responsibilities for the Sponsored Researcher will be met. I confirm that the purpose of this visit is not to fill a job vacancy in the University

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| SIGNATURE OF PROPOSER | |
|  | |
| NAME | DATE |
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| --- | --- |
| SIGNATURE OF HEAD OF SCHOOL/FUNCTION | |
|  | |
| NAME | DATE |
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## \*NB

## Incomplete forms will not be processed

## This form should not be used for Students or Student visitors

## Version control

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Keeper | Reviewed | Approved by | Approval date |
| 2.0 | HR | September 2024 | LV HR | September 2024 |