



# Visas and Immigration

## Staff responsibilities

### Obligations of a Tier 2 Sponsored Migrant worker

As a Tier 2 sponsored worker you must ensure that you

#### **1. Attend the University on your first day of employment**

All employees are obliged to arrive for work on their first day of employment (before they commence work) and report to Human Resources. You are required to produce evidence of your entitlement to work in the UK so please bring the following:

- Your passport
- The relevant endorsement showing that you are permitted to live in the UK and take employment at the University and
- Any other relevant supporting documentation from the UK Visas and Immigration (eg, BRP).

If you are unable to arrive for work on your first day of employment, you must inform Human Resources by email [hrcontact@bathspa.ac.uk](mailto:hrcontact@bathspa.ac.uk) **immediately** stating the reason why you are unable to attend, where you will be until you do attend and the new date on which you do expect to report to Human Resources in person with proof of your eligibility to work in the UK

If you do not report to Human Resources on your first day of employment and you have not informed Human Resources of the reasons for failing to do so, the University is obliged to inform the UK Visas and Immigration as per the conditions of the sponsorship licence.

#### **2. Report any absences to your Academic Unit/Department**

If you are absent from work you must state the reason for your absence, such as annual leave, sabbatical leave, working from home or jury service and the dates of the absence. Please be aware that if you are absent from the University without permission for more than 10 consecutive days the University is obliged to inform the UK Visas and Immigration as per the conditions of the sponsorship licence.

### **3. Inform Human Resources of any changes to your immigration status**

You should advise Human Resources by email [hrcontact@bathspa.ac.uk](mailto:hrcontact@bathspa.ac.uk) should your circumstances change, for example, you no longer require the University to sponsor you because you have switched to another visa category or you have secured indefinite leave to remain in the UK or you are leaving the University.

### **4. Inform your HR Partner immediately if your role at the University significantly changes from your original contract of employment.**

Permission to work under the Tier 2 category is role specific and so any significant changes to your role at the University, may mean that you need to submit a new application under the Tier 2 category. E.g. any changes to

- duties or responsibilities,
- job title,
- contracted hours,
- salary

### **5. Ensure that your contract details are kept up to date**

You must update your contact details via MyHR of any of the following changes during your employment at the University

- correspondence address
- home telephone number
- mobile telephone number

Here is the user Guide on [how to add a new address via MyHR](#) which is also available on the New HR/Payroll System hub page.

Further details are available at the [GOV.UK website](#).

### **6. Provide Human Resources with proof of your right to work in the UK on an annual basis**

You are required to provide proof of your right to work in the UK on an annual basis. HR will therefore contact you on an annual basis to request that you come to HR so that copies of your documentation can be taken.

HR will also contact you every 6 months to remind you of your responsibilities.

## Obligations of staff subject to Immigration Control – Visa Documents or BRP with a time limit

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### **2. Ensure that your contract details are kept up to date**

You must update your contact details via MyHR of any of the following changes during your employment at the University

- correspondence address
- home telephone number
- mobile telephone number

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### **3. Update Visa documents**

You must liaise with your HRBP at least 2 months prior to the end date of your visa/BRP to discuss how you will demonstrate your continuing right to work in the UK

### **4. Provide Human Resources with proof of your right to work in the UK on an annual basis**

You are required to provide proof of your right to work in the UK on an annual basis. HR will therefore contact you on an annual basis to request that you come to HR so that copies of your documentation can be taken.

## Obligations of a Tier 4 sponsored student

Your obligations as a Tier 4 sponsored student are detailed on the hub, and if you have any questions or concerns regarding your visa you can contact the [International Advice Service](#).

If you decide to work you must not work more than 20 hours in a rolling seven day period across all employers. Some Tier 4 sponsored students can work more hours out of term time. If you work as an Associate Lecturer at the University the maximum number of hours you can work is 8 per week.

There are also some restrictions on types of work you are able to do under Tier 4, such as self-employment (contracting, freelance work, some sports) it is important to contact our International Advice Service if you are unsure.

