



UK Visas
& Immigration

The sponsorship management system (SMS) manuals

Step by step guide for sponsors

Manual 12 of 12: Defined CoS

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Additional SMS manuals

There are 12 SMS manuals available, plus two supplementary policy guides for completing a CoS and CAS. The manuals are grouped into three categories: common, CAS and CoS. The table below describes the purpose and audience of each manual.

You should read all manuals applicable to your licence before contacting the relevant helpdesk.

Manual reference	Manual title	Type	Purpose	Audience
Manual 1	Introduction to SMS	Common	Use this manual to log into SMS, change your password, manage SMS users and view important messages posted by the Home Office. In addition, this manual explains who should use SMS and for what purpose. The manual features a full introduction to SMS as well as a comprehensive troubleshooting section.	All sponsors
Manual 2	Managing your licence	Common	To help sponsors manage their key personnel, change their licence details, manage PAYE references, and apply for allocations of CoS/CAS.	All sponsors
Manual 3	Applications, renewals and services	Common	To help sponsors apply for Premium customer service, apply for, renew or decline to renew Student Sponsor status, renew or decline to renew your licence renewal, and manage action plans.	All sponsors

Manual reference	Manual title	Type	Purpose	Audience
Manual 4	Creating and assigning CAS	CAS	To help sponsors create and assign individual and batches of CAS.	Sponsors licensed in the Student Route
Manual 4a	Creating a CAS – guide for education sponsors	CAS	This manual contains supplementary information on completing a CAS. Use this guide to determine what information is necessary in each field of the CAS.	Sponsors licensed in the Student Route
Manual 5	Reporting student activity	CAS	To help sponsors report student activity, for example if a student's circumstances change or submitting a graduate notification. This manual also contains help with reporting fee updates and adding sponsor notes to CAS that have already been assigned.	Sponsors licensed in the Student Route
Manual 6	Miscellaneous CAS functions	CAS	To help sponsors complete all other functions of CAS, such as managing batches of CAS, managing pre-stored addresses for use when creating CAS, transferring ownership of CAS, printing CAS and exporting CAS.	Sponsors licensed in the Student Route
Manual 7	Bulk Data Transfer of CAS	CAS	To help sponsors use the bulk data transfer (BDT) functions of SMS, including graduate notifications. You must have a bespoke IT system in place to use BDT.	Sponsors licensed in the Student Route

Manual reference	Manual title	Type	Purpose	Audience
Manual 8	Creating and assigning CoS	CoS	To help sponsors create and assign individual and batches of CoS.	Sponsors licensed in any Worker or Temporary Worker route
Manual 9	Reporting worker activity	CoS	To help sponsors report worker activity, for example if a worker's circumstances change. This manual also contains help with adding sponsor notes to CoS that have already been assigned.	Sponsors licensed in any Worker or Temporary Worker route
Manual 10	Miscellaneous CoS functions	CoS	To help sponsors complete all other functions of CoS, such as managing batches of CoS, managing pre-stored addresses for use when creating CoS, transferring ownership of CoS, and printing CoS.	Sponsors licensed in any Worker or Temporary Worker route

Manual reference	Manual title	Type	Purpose	Audience
Manual 11	Tier 5 Creative and Sporting groups of CoS	CoS	To help sponsors create and manage groups of CoS. Groups of CoS are only available to sponsors licensed in Tier 5 (Creative and Sporting).	Sponsors licensed in the Temporary Worker - Creative and Sporting route
Manual 12	Defined CoS	CoS	To help sponsors apply for defined CoS, track applications for defined CoS and once granted, create defined CoS.	Sponsored licensed in Skilled Worker

Glossary

Term	Meaning
SMS	Sponsorship Management System
CoS	Certificate of Sponsorship
CAS	Confirmation of Acceptance for Studies
AO	Authorising Officer
KC	Key Contact
BDT	Bulk Data Transfer
SELT	Secure English Language Test
.XML	Extensible Mark-up Language
.PDF	Portable Document Format
Automation	On 6 April 2014 we introduced new functionality in SMS to automatically renew CoS allocations and to apply changes to your organisation address, or the address of your AO and KC. We will write to you if you meet the criteria and automation has been set.

SMS guides

Guide 1: How to apply for a defined CoS

Follow the step by step instructions below to apply for defined CoS. You must apply for a defined CoS if you want to recruit a migrant under Skilled Worker who will be applying for leave to enter the UK from overseas You must be A-rated in Skilled Worker to apply for defined CoS.

You should read the [Sponsorship policy guidance](#) before applying for restricted CoS.

Step	Instruction	Screen example
1	From the Workers screen, select Defined CoS .	<p>Workers</p> <p>Select the function you wish to perform. Details of each function can be found under each link and additional information can be obtained from the Help links. You may also use the menu left-hand side of the screen.</p> <p>Create and assign</p> <ul style="list-style-type: none">▪ Create single CoS▪ Create group CoS▪ Create batches of CoS▪ Amend information on a CoS before it is assigned▪ Assign CoS to migrants <p>Help (opens in a new window)</p> <p>Defined CoS</p> <ul style="list-style-type: none">▪ Apply for defined CoS▪ Apply for a defined CoS based on a previous request▪ View pending defined CoS applications▪ Create and assign granted defined CoS applications▪ View refused defined CoS applications <p>Help (opens in a new window)</p>

Step	Instruction	Screen example
2	From the Apply for defined CoS screen, select Apply for defined CoS .	<p>Apply for defined CoS</p> <p>This section allows you to make applications for defined CoS. You can also review applications for which you are awaiting decisions, create CoS from granted applications and review previously refused, rejected and withdrawn applications.</p> <p>Apply for defined CoS</p> <ul style="list-style-type: none"> Apply for the number of CoS you require <p>Help (opens in a new window)</p> <p>Apply for defined CoS based on a previous application</p> <ul style="list-style-type: none"> Use and edit the data from a previous application to create a new application <p>Help (opens in a new window)</p> <p>View applications that are awaiting a decision</p> <ul style="list-style-type: none"> View applications that are currently pending or under review Withdraw any applications that you no longer wish to be considered <p>Help (opens in a new window)</p> <p>Granted applications - create and assign defined CoS</p> <ul style="list-style-type: none"> Create and assign defined CoS View returned and reclaimed defined CoS <p>Help (opens in a new window)</p> <p>View previously refused, withdrawn or rejected applications</p> <ul style="list-style-type: none"> View applications that you have withdrawn View applications that were not granted <p>Help (opens in a new window)</p>
Note	You can check the tiers and categories in which you are licensed , and your current rating on the Licence summary screen (located at Licence summary, applications and services/Licence summary).	

Step

Instruction

Screen example

3

From the **Apply for defined CoS** screen enter the number of CoS you require, then select **Next**.

Apply for defined CoS

Both fields are mandatory and must be completed before you can choose **Next** to continue.

Please enter the number of defined CoS for which you wish to apply.

Application for defined CoS

Category:

Skilled Worker (New hires - defined) ▾

Number of CoS:

Back Next

Step**Instruction****Screen example****4**

From the **Application for defined CoS - employment details** screen, enter the details of the employment and select **Next**.

Work dates

Start date: * 01 April 2024

End date: * 01 April 2025

Total weekly hours of work: * 35

[Help \(opens in a new window\)](#)

Migrant's employment

Job title: * Senior care worker

Job type: * 6146 Senior care workers

[Help \(opens in a new window\)](#)

Summary of job description (1000 character limit): * Supervisory role within the care home

Gross salary excluding any allowances and guaranteed bonuses (in pounds sterling, using format '1234' or '1234.99'): * 40000

[Help \(opens in a new window\)](#)

For each: * Year

Job on a client contract:

Summary of client contract (1000 character limit):

Tick to confirm the job is in an eligible occupation code: *

[Help \(opens in a new window\)](#)

Tick to confirm if the job is on the current shortage occupation list:

[Help \(opens in a new window\)](#)

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 (250 character limit):

Tick to certify maintenance for migrant (and dependants, if applicable):

[Help \(opens in a new window\)](#)

Care workers and senior care workers

Tick to confirm if your organisation is CQC registered:

If your organisation is not CQC registered, explain why this role is eligible to be sponsored

Please select

[Help \(opens in a new window\)](#)

Back Next

Note

For Care workers and Senior Care workers (SOC 6145 and 6146) you must confirm if your organisation is registered with the CQC. If you are not registered with the CQC you must state why you are exempt from the options in the drop down. All * are mandatory fields and must be completed.

Step**Instruction****Screen example****5a**

From the **Application for defined CoS - confirmation** screen check the details are correct.

Application for defined CoS	
Category:	Skilled Worker (New hires - defined)
Number of CoS:	100
Work dates	
Start date:	01/04/2024
End date:	01/04/2025
Total weekly hours of work:	35
Employment details	
Job title:	Senior care worker
Job type:	6146 Senior care workers
Summary of job description (1000 character limit):	Supervisory role in care home
Gross salary excluding any allowances and guaranteed bonuses (in pounds sterling, using format '1234' or '1234.99'):	40000.00
For each:	Year
Job on a client contract:	N
Summary of client contract (1000 character limit):	
Tick to confirm the job is in an eligible occupation code:	Y
Tick to confirm if the job is on the current shortage occupation list:	N
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 (250 character limit):	
Tick to certify maintenance for migrant (and dependants, if applicable):	N
Care workers and senior care workers	
Tick to confirm if your organisation is CQC registered	Y
If your organisation is not CQC registered, explain why this role is eligible to be sponsored	

Step**Instruction****Screen example****5b**

Read the declaration and tick the box to agree to the terms.

When complete, select **Submit**.

Read the declaration and tick the box to confirm that you have understood, agree with and will abide by all the Terms and Conditions.

In this statement, a reference to an 'application' for a Certificate of Sponsorship (CoS) includes an application for a defined CoS for a Skilled Worker, or a request to assign a CoS to a worker on any of the Worker or Temporary Worker routes.

- a. The information I have given in this online application is complete, accurate and true to the best of my knowledge.
- b. I will inform you without delay if there is a material change in my circumstances or new information relevant to this application becomes available before this application is decided or before the CoS is used to support an application for entry clearance or permission to enter or stay.
- c. I agree to co-operate with your officials when they are carrying out checks in connection with this application.
- d. I understand that if I knowingly make any false representations in this application, action will be taken against me, which could lead to my sponsor licence being revoked.
- e. I understand that it is an offence under section 25 of the Immigration Act 1971 to do an act which facilitates a breach or attempted breach of immigration law, or if I know or have reasonable cause to believe that it may so facilitate.
- f. I understand that if I am applying for a defined CoS for a Skilled Worker, and my application is granted, I must only use the CoS to fill the role described in the application for that defined CoS.
- g. The salary I will pay to any worker filling the role described on the CoS must be at least the salary stated in this application, unless I notify the Home Office of any change to the salary, and:
 - in the case of a Skilled Worker, they would still score at least 70 points under the Immigration Rules for Skilled Workers after the change in salary;
 - in any other case, the revised salary continues to meet any minimum salary requirement specified in the Immigration Rules or sponsor guidance for the relevant route.
- h. If the worker will be applying for permission on the Skilled Worker route, I have checked the worker's occupation code to ascertain whether it is one to which the overseas criminal records certificate requirement applies and, where it does, I have informed the applicant of their responsibility under this requirement.
- i. The information provided by me to you will be treated in confidence but it may be disclosed to other law enforcement agencies, UK government departments, agencies, local authorities, foreign governments and other bodies for immigration or research purposes and to help them to carry out their functions.
- j. I understand you may ask for or check information from other law enforcement agencies, government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration, research or security purposes or to help you process this application or monitor my ongoing compliance with my sponsor duties.
- k. I agree that you may use the information given in this application for training and research purposes.

I agree to the terms and conditions:

[Back](#) [Submit](#)

Step	Instruction	Screen example														
6	<p>Your application has now been submitted.</p> <p>On the Application for defined CoS - submitted screen the request number of your application is displayed.</p>	<p>Application for defined CoS - submitted</p> <p>Your application for defined CoS has been submitted for consideration. You will be notified when a decision has been made.</p> <table border="1"> <thead> <tr> <th colspan="2">Application for defined CoS</th> </tr> </thead> <tbody> <tr> <td>Request Number:</td> <td>DCS00002482</td> </tr> <tr> <td>Category:</td> <td>Skilled Worker (New hires - defined)</td> </tr> <tr> <td>Number of CoS:</td> <td>2</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Work dates</th> </tr> </thead> <tbody> <tr> <td>Start date:</td> <td>01/04/2024</td> </tr> <tr> <td>End date:</td> <td>01/04/2025</td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="OK"/></p>	Application for defined CoS		Request Number:	DCS00002482	Category:	Skilled Worker (New hires - defined)	Number of CoS:	2	Work dates		Start date:	01/04/2024	End date:	01/04/2025
Application for defined CoS																
Request Number:	DCS00002482															
Category:	Skilled Worker (New hires - defined)															
Number of CoS:	2															
Work dates																
Start date:	01/04/2024															
End date:	01/04/2025															
<p>Note We will consider your application, as set out in the Sponsorship policy guidance.</p>																

Guide 2: How to apply for a defined CoS based on a previous application

Follow the step by step instructions below to apply for defined CoS based on a previous application.

You should read the [SMS guide 8a – Creating a CoS – guide for business sponsors](#) and [Sponsorship policy guidance](#) before applying for defined CoS.

Step	Instruction	Screen example
1	From the Apply for defined CoS screen, select Apply for defined CoS based on a previous application .	<p>Apply for defined CoS</p> <p>This section allows you to make applications for defined CoS. You can also review applications for which you are awaiting decisions, create CoS from granted applications and review previously refused, rejected and withdrawn applications.</p> <p>Apply for defined CoS</p> <ul style="list-style-type: none">▪ Apply for the number of CoS you require <p>Help (opens in a new window)</p> <p>Apply for defined CoS based on a previous application</p> <ul style="list-style-type: none">▪ Use and edit the data from a previous application to create a new application <p>Help (opens in a new window)</p> <p>View applications that are awaiting a decision</p> <ul style="list-style-type: none">▪ View applications that are currently pending or under review▪ Withdraw any applications that you no longer wish to be considered <p>Help (opens in a new window)</p> <p>Granted applications - create and assign defined CoS</p> <ul style="list-style-type: none">▪ Create and assign defined CoS▪ View returned and reclaimed defined CoS <p>Help (opens in a new window)</p> <p>View previously refused, withdrawn or rejected applications</p> <ul style="list-style-type: none">▪ View applications that you have withdrawn▪ View applications that were not granted <p>Help (opens in a new window)</p>

Step**Instruction****Screen example****2**

From the **Apply for defined CoS based on a previous application** screen, select the radio button next to the application on which you wish to base a new application and select **Next**.

Apply for defined CoS based on a previous application

The table below shows all defined CoS applications created in the last three months.

If you would like to create a new application based on a previous application, select the one you would like to use and then choose **Next**. Alternatively, choose **Back** to return to the previous screen.

Defined CoS applications

	Submission date	Request Number	Submitted by	Route	Job type	Number of CoS requested	Application status
<input type="radio"/>	04/03/2024	DCS00002447	PBS880 UAT COS SPONSOR, PBS880 UAT COS SPONSOR (ytWLjqK6i)	Skilled Worker (New hires - defined)	1115 Chief executives and senior officials	2	PENDING
<input type="radio"/>	07/03/2024	DCS0000246X	PBS880 UAT COS SPONSOR, PBS880 UAT COS SPONSOR (ytWLjqK6i)	Skilled Worker (New hires - defined)	6146 Senior care workers	2	PENDING
<input checked="" type="radio"/>	07/03/2024	DCS00002476	PBS880 UAT COS SPONSOR, PBS880 UAT COS SPONSOR (ytWLjqK6i)	Skilled Worker (New hires - defined)	6146 Senior care workers	2	PENDING

Back **Next**

3

From the **Apply for defined CoS** screen, enter the number of CoS required and select **Next**.

Apply for defined CoS

Both fields are mandatory and must be completed before you can choose **Next** to continue.

Please enter the number of defined CoS for which you wish to apply.

Application for defined CoS

Category:

Skilled Worker (New hires - defined) ▾

Number of CoS:

100

Back **Next**

Step

Instruction

Screen example

- 4 On the **Application for defined CoS - employment details** screen, the CoS details are already populated. Amend any details, if required, and select **Next**.

Work dates

Start date: * 01 April 2024

End date: * 01 April 2025

Total weekly hours of work: * 35.0

[Help \(opens in a new window\)](#)

Migrant's employment

Job title: * Senior care worker

Job type: * 6146 Senior care workers

[Help \(opens in a new window\)](#)

Summary of job description (1000 character limit): * Supervisory role within the care home

Gross salary excluding any allowances and guaranteed bonuses (in pounds sterling, using format '1234' or '1234.99'): * 30000.00

[Help \(opens in a new window\)](#)

For each: * Year

Job on a client contract:

Summary of client contract (1000 character limit):

Tick to confirm the job is in an eligible occupation code: *

[Help \(opens in a new window\)](#)

Tick to confirm if the job is on the current shortage occupation list:

[Help \(opens in a new window\)](#)

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 (250 character limit):

Tick to certify maintenance for migrant (and dependants, if applicable):

[Help \(opens in a new window\)](#)

Care workers and senior care workers

Tick to confirm if your organisation is CQC registered:

If your organisation is not CQC registered, explain why this role is eligible to be sponsored

Role is based in Scotland

[Help \(opens in a new window\)](#)

[Back](#) [Next](#)

Step**Instruction****Screen example****5a**

From the **Application for defined CoS - confirmation** screen check the details are correct.

Application for defined CoS	
Category:	Skilled Worker (New hires - defined)
Number of CoS:	2
Work dates	
Start date:	01/04/2024
End date:	01/04/2025
Total weekly hours of work:	35.0
Employment details	
Job title:	Senior care worker
Job type:	6146 Senior care workers
Summary of job description (1000 character limit):	Supervisory role within the care home
Gross salary excluding any allowances and guaranteed bonuses (in pounds sterling, using format '1234' or '1234.99'):	30000.00
For each:	Year
Job on a client contract:	N
Summary of client contract (1000 character limit):	
Tick to confirm the job is in an eligible occupation code:	Y
Tick to confirm if the job is on the current shortage occupation list:	N
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 (250 character limit):	
Tick to certify maintenance for migrant (and dependants, if applicable):	N
Care workers and senior care workers	
Tick to confirm if your organisation is CQC registered	N
If your organisation is not CQC registered, explain why this role is eligible to be sponsored	Role is based in Scotland

Step**Instruction****Screen example****5b**

Read the declaration and tick the box to agree to the terms.

When complete, select **Submit**.

Read the declaration and tick the box to confirm that you have understood, agree with and will abide by all the Terms and Conditions.

In this statement, a reference to an 'application' for a Certificate of Sponsorship (CoS) includes an application for a defined CoS for a Skilled Worker, or a request to assign a CoS to a worker on any of the Worker or Temporary Worker routes.

- a. The information I have given in this online application is complete, accurate and true to the best of my knowledge.
- b. I will inform you without delay if there is a material change in my circumstances or new information relevant to this application becomes available before this application is decided or before the CoS is used to support an application for entry clearance or permission to enter or stay.
- c. I agree to co-operate with your officials when they are carrying out checks in connection with this application.
- d. I understand that if I knowingly make any false representations in this application, action will be taken against me, which could lead to my sponsor licence being revoked.
- e. I understand that it is an offence under section 25 of the Immigration Act 1971 to do an act which facilitates a breach or attempted breach of immigration law, or if I know or have reasonable cause to believe that it may so facilitate.
- f. I understand that if I am applying for a defined CoS for a Skilled Worker, and my application is granted, I must only use the CoS to fill the role described in the application for that defined CoS.
- g. The salary I will pay to any worker filling the role described on the CoS must be at least the salary stated in this application, unless I notify the Home Office of any change to the salary, and:
 - in the case of a Skilled Worker, they would still score at least 70 points under the Immigration Rules for Skilled Workers after the change in salary;
 - in any other case, the revised salary continues to meet any minimum salary requirement specified in the Immigration Rules or sponsor guidance for the relevant route.
- h. If the worker will be applying for permission on the Skilled Worker route, I have checked the worker's occupation code to ascertain whether it is one to which the overseas criminal records certificate requirement applies and, where it does, I have informed the applicant of their responsibility under this requirement.
- i. The information provided by me to you will be treated in confidence but it may be disclosed to other law enforcement agencies, UK government departments, agencies, local authorities, foreign governments and other bodies for immigration or research purposes and to help them to carry out their functions.
- j. I understand you may ask for or check information from other law enforcement agencies, government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration, research or security purposes or to help you process this application or monitor my ongoing compliance with my sponsor duties.
- k. I agree that you may use the information given in this application for training and research purposes.

I agree to the terms and conditions:

Back **Submit**

Step**Instruction****Screen example****6**

Your application has now been submitted.

On the **Application for defined CoS - submitted** screen the request number of your application is displayed.

Application for defined CoS - submitted

Your application for defined CoS has been submitted for consideration. You will be notified when a decision has been made.

Application for defined CoS

Request Number:	DCS00002482
Category:	Skilled Worker (New hires - defined)
Number of CoS:	2

Work dates

Start date:	01/04/2024
End date:	01/04/2025



Guide 3: How to view and withdraw an application awaiting a decision

Follow the step by step instructions below to view and withdraw a single defined CoS application.

You should read the [SMS guide 8a – Creating a CoS – guide for business sponsors](#) and [Sponsorship policy guidance](#) before viewing and withdrawing defined CoS.

Step	Instruction	Screen example
1	From the Apply for defined CoS screen, select View applications that are awaiting a decision .	<p>Apply for defined CoS</p> <p>This section allows you to make applications for defined CoS. You can also review applications for which you are awaiting decisions, create CoS from granted applications and review previously refused, rejected and withdrawn applications.</p> <p>Apply for defined CoS</p> <ul style="list-style-type: none">Apply for the number of CoS you require <p>Help (opens in a new window)</p> <p>Apply for defined CoS based on a previous application</p> <ul style="list-style-type: none">Use and edit the data from a previous application to create a new application <p>Help (opens in a new window)</p> <p>View applications that are awaiting a decision</p> <ul style="list-style-type: none">View applications that are currently pending or under reviewWithdraw any applications that you no longer wish to be considered <p>Help (opens in a new window)</p> <p>Granted applications - create and assign defined CoS</p> <ul style="list-style-type: none">Create and assign defined CoSView returned and reclaimed defined CoS <p>Help (opens in a new window)</p> <p>View previously refused, withdrawn or rejected applications</p> <ul style="list-style-type: none">View applications that you have withdrawnView applications that were not granted <p>Help (opens in a new window)</p>

Step**Instruction****Screen example****2***To withdraw an application:*

From the **Applications that are awaiting a decision** screen, select **Withdraw** next to the appropriate application.

Defined CoS applications							
	Submission date	Request Number	Submitted by	Route	Job type	Number of CoS requested	Application status
Withdraw	11/03/2024	DCS00002482	PBS880 UAT COS SPONSOR, PBS880 UAT COS SPONSOR (ytWLjqK6i)	Skilled Worker (New hires - defined)	6146 Senior care workers	2	PENDING
Withdraw	07/03/2024	DCS00002476	PBS880 UAT COS SPONSOR, PBS880 UAT COS SPONSOR (ytWLjqK6i)	Skilled Worker (New hires - defined)	6146 Senior care workers	2	PENDING
Withdraw	07/03/2024	DCS0000246X	PBS880 UAT COS SPONSOR, PBS880 UAT COS SPONSOR (ytWLjqK6i)	Skilled Worker (New hires - defined)	6146 Senior care workers	2	PENDING
Withdraw	04/03/2024	DCS00002447	PBS880 UAT COS SPONSOR, PBS880 UAT COS SPONSOR (ytWLjqK6i)	Skilled Worker (New hires - defined)	1115 Chief executives and senior officials	2	PENDING
Withdraw	14/11/2023	DCS00002157	PBS880 UAT COS SPONSOR, PBS880 UAT COS SPONSOR (ytWLjqK6i)	Skilled Worker (New hires - defined)	6141 Nursing auxiliaries and assistants - Band 8a & equivalent	2	UNDER REVIEW
Withdraw	14/11/2023	DCS00002140	PBS880 UAT COS SPONSOR, PBS880 UAT COS SPONSOR (ytWLjqK6i)	Skilled Worker (New hires - defined)	6141 Nursing auxiliaries and assistants - Band 7 & equivalent	2	UNDER REVIEW

Note

1. This screen will only display applications that are pending a decision. Applications that have been granted can be viewed on the **Granted applications - create and assign defined CoS**. Applications that have been withdrawn, refused or rejected can be viewed on the **View previously refused, withdrawn or rejected applications** screen.
2. The **Application status** field will be PENDING if the application is still under consideration.

Step	Instruction	Screen example																
3	<p>From the Withdraw application for defined CoS screen, select Withdraw.</p> <p>If you do not wish to withdraw the application, select Cancel.</p>	<p>Withdraw application for defined CoS</p> <p>Review the details of the application you want to withdraw.</p> <p>To withdraw this application choose Withdraw or choose Cancel to return to the previous screen.</p> <table border="1"> <thead> <tr> <th colspan="2">Withdraw application</th> </tr> </thead> <tbody> <tr> <td>Request Number:</td> <td>DCS00002476</td> </tr> <tr> <td>Submission date:</td> <td>07/03/2024</td> </tr> <tr> <td>Submitted by:</td> <td>PBS880 UAT COS SPONSOR, PBS880 UAT COS SPONSOR (ytWLjqK6i)</td> </tr> <tr> <td>Category:</td> <td>Skilled Worker (New hires - defined)</td> </tr> <tr> <td>Job type:</td> <td>6146 Senior care workers</td> </tr> <tr> <td>Number of CoS:</td> <td>2</td> </tr> <tr> <td>Application status:</td> <td>PENDING</td> </tr> </tbody> </table> <p style="text-align: right;">Cancel Withdraw</p>	Withdraw application		Request Number:	DCS00002476	Submission date:	07/03/2024	Submitted by:	PBS880 UAT COS SPONSOR, PBS880 UAT COS SPONSOR (ytWLjqK6i)	Category:	Skilled Worker (New hires - defined)	Job type:	6146 Senior care workers	Number of CoS:	2	Application status:	PENDING
Withdraw application																		
Request Number:	DCS00002476																	
Submission date:	07/03/2024																	
Submitted by:	PBS880 UAT COS SPONSOR, PBS880 UAT COS SPONSOR (ytWLjqK6i)																	
Category:	Skilled Worker (New hires - defined)																	
Job type:	6146 Senior care workers																	
Number of CoS:	2																	
Application status:	PENDING																	
4	<p>The Application withdrawn screen is now displayed.</p> <p>Select OK to return to the Applications that are awaiting a decision screen.</p>	<p>Application withdrawn</p> <p>Your application has been withdrawn and will not be considered.</p> <p style="text-align: right;">OK</p>																

Guide 4: How to create and assign defined CoS

Follow the step by step instructions below to create and assign a single defined CoS. **You must first apply for a defined CoS before you can create and assign it.**

You should read the [SMS guide 8a – Creating a CoS – guide for business sponsors](#) and [Sponsorship policy guidance](#) before creating and assigning single defined CoS.

Step	Instruction	Screen example
1	From the Apply for defined CoS screen, select Granted applications - create and assign defined CoS .	<p>Apply for defined CoS</p> <p>This section allows you to make applications for defined CoS. You can also review applications for which you are awaiting decisions, create CoS from granted applications and review previously refused, rejected and withdrawn applications.</p> <p>Apply for defined CoS</p> <ul style="list-style-type: none">Apply for the number of CoS you require <p>Help (opens in a new window)</p> <p>Apply for defined CoS based on a previous application</p> <ul style="list-style-type: none">Use and edit the data from a previous application to create a new application <p>Help (opens in a new window)</p> <p>View applications that are awaiting a decision</p> <ul style="list-style-type: none">View applications that are currently pending or under reviewWithdraw any applications that you no longer wish to be considered <p>Help (opens in a new window)</p> <p>Granted applications - create and assign defined CoS</p> <ul style="list-style-type: none">Create and assign defined CoSView returned and reclaimed defined CoS <p>Help (opens in a new window)</p> <p>View previously refused, withdrawn or rejected applications</p> <ul style="list-style-type: none">View applications that you have withdrawnView applications that were not granted <p>Help (opens in a new window)</p>
Note	You can only assign a defined CoS if we have granted your application. Any Level 1 user can create and assign a defined CoS, even if they did not submit the original application.	

Step**Instruction****Screen example****2**

From the **Granted applications – create and assign defined CoS** screen, select the relevant radio button and select **Next**.

Granted applications - create and assign defined CoS

The table below shows:

- All applications made that have been granted and are still valid; and
- All applications granted, but where some or all of the defined CoS have been reclaimed or returned.

Where the status is shown as **Granted** you can select the application to create and assign defined CoS.

You cannot create and assign CoS that have been reclaimed or returned.

Choose **Next** to continue or choose **Back** to return to the previous screen.

Defined CoS applications

	Granted date	Request Number	Use by date	Submitted by	Route	Job type	Number of CoS granted	Application status
<input checked="" type="radio"/>	11/03/2024	DCS0000246X	11/06/2024	PBS880 UAT COS SPONSOR, PBS880 UAT COS SPONSOR (ytWLjqK6i)	Skilled Worker (New hires - defined)	6146 Senior care workers	2	GRANTED

[Back](#) [Next](#)

Note The **Granted applications – create and assign defined CoS** screen will also display details of previously granted defined CoS that you have returned to us, as well as defined CoS that we have reclaimed. You must assign a defined CoS by the **Use by date** otherwise it will expire and you will be unable to assign it.

Step**Instruction****Screen example****3**

From the **Granted applications - create and assign defined CoS** screen, review the application summary and select **Create**.

Granted applications - create and assign defined CoS

The summary of your granted applications are displayed below. If you were granted more than one defined CoS, the summary details will be updated each time you create a new defined CoS.

Route	
Skilled Worker (New hires - defined)	
Application summary	
Request Number:	DCS0000246X
Number of CoS granted:	2
Number of CoS created:	0
Job type:	6146 Senior care workers
Use by:	11/06/2024
Application status:	GRANTED

The table below shows all the defined CoS created for this application and their current status. To create a new CoS choose **Create**. To edit a CoS with a status of **Work in progress** or **Ready to go** choose **Edit**. To return to your granted applications choose **Back**.

[Create](#)

Defined CoS details					
Passport number	Family name	Given name	Date of birth	Nationality	Status

[Create](#)

[Back](#)

Note

1. If you applied for more than one CoS on the same application, you will need to repeat the steps that follow for each CoS. The **Number of CoS created** will increase for each CoS you assign.
2. If the **Create** button is not visible, you have created the maximum number of defined CoS available.

Step	Instruction	Screen example
4	From the Create a CoS screen, enter the migrant's details and select Save .	<p>Create a CoS</p> <p>Fields marked with an asterisk (*) are mandatory and must be completed to assign a CoS. Some optional fields will become mandatory when associated fields are populated, for example it is not mandatory to give details of an agent used to source a migrant unless you tick the box to say that an agent has been used.</p> <p>To save the CoS choose Save. If you do not want to save the changes choose Cancel. Ensure you save your data regularly, as your session will time out after 20 minutes of inactivity.</p> <p>The initial sections are the migrant's details. Where applicable, complete the personal information as shown in their passport.</p> <p>Route</p> <p>Skilled Worker (New hires - defined)</p> <p>Personal information</p> <p>Family name: * <input type="text"/></p> <p>Given name(s): <input type="text"/></p> <p>Other names: <input type="text"/></p> <p>Nationality: * <input type="text" value="Please select"/></p> <p>Place of birth: * <input type="text"/></p> <p>Country of birth: * <input type="text" value="Please select"/></p> <p>Date of birth: * <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/></p> <p>Gender: * <input type="text" value="Please select"/></p> <p>Country of residence: * <input type="text" value="Please select"/></p> <p>Passport or travel document</p> <p>Passport number: * <input type="text"/></p> <p>Issue date: * <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/></p> <p>Expiry date: * <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/></p> <p>Place of issue of passport: * <input type="text"/></p>
Note	The employment details are pre-populated and can only be amended in limited circumstances, which are set out in the Sponsorship policy guidance .	

Step**Instruction****Screen example****5**

From the **Confirmation of saved CoS** screen, select **Assign**.

If at this stage the defined CoS is no longer required, you can delete the CoS by selecting **Delete**.

Confirmation of saved CoS

From the options below, choose:

- **Amend** to edit information on the CoS;
- **Assign** to pay for and assign the CoS. This option will only be available if all mandatory fields in the CoS have been completed. Once a CoS has been assigned it cannot be amended;
- **Link** to link the CoS into a batch, or **Link to group** to link the CoS into a group. These options will only be available where appropriate;
- **Delete** to delete the CoS; or
- **Exit** to return to the previous screen.

Route

Skilled Worker (New hires - defined)

CoS summary

Passport number:	DA12345X
Family name:	Jefferson
Given name(s):	Betty
Nationality:	DJIBOUTI
Date of birth:	01/03/1985
Sex:	Other
Work start date	04 May 2024
Work end date	03 May 2025

Exit **Assign** **Amend** **Delete**

Note

If the **Assign** button is unavailable (greyed out), you may not have completed all the mandatory fields on the previous screen. Select **Amend** to return to the **Create a CoS** screen. Please note the work address must be completed.

Step	Instruction	Screen example																																																		
<p data-bbox="168 715 208 743">6a</p> <p data-bbox="264 624 788 724">From the Confirm CoS details before assigning screen, review the details.</p> <p data-bbox="264 772 734 836">If any details are incorrect, select Back.</p>		<p data-bbox="1055 165 1460 193">Confirm CoS details before assigning</p> <p data-bbox="1055 209 1899 252">Check the information and choose Assign CoS to assign the CoS. If you do not want to continue choose Back.</p> <p data-bbox="1055 268 1928 375">Before you assign a CoS to a Skilled Worker, you should consult the guidance on overseas criminal records checks on GOV.UK, which applies to applicants being sponsored in certain occupation codes. If an applicant is subject to this requirement and you do not make them aware of this at the point their CoS is assigned, there is a risk that the prospective employee's application for entry clearance (a visa) may be delayed or refused.</p> <p data-bbox="1055 391 1205 418">CoS summary</p> <table border="1" data-bbox="1055 418 1939 1300"> <thead> <tr> <th colspan="2" data-bbox="1055 418 1939 446">Route</th> </tr> </thead> <tbody> <tr> <td colspan="2" data-bbox="1055 446 1939 491">Skilled Worker (New hires - defined)</td> </tr> <tr> <th colspan="2" data-bbox="1055 491 1939 520">Personal information</th> </tr> <tr> <td data-bbox="1055 520 1406 549">Family name:</td> <td data-bbox="1406 520 1939 549">Jefferson</td> </tr> <tr> <td data-bbox="1055 549 1406 577">Given name(s):</td> <td data-bbox="1406 549 1939 577">Betty</td> </tr> <tr> <td data-bbox="1055 577 1406 606">Other names:</td> <td data-bbox="1406 577 1939 606"></td> </tr> <tr> <td data-bbox="1055 606 1406 635">Nationality:</td> <td data-bbox="1406 606 1939 635">DJIBOUTI</td> </tr> <tr> <td data-bbox="1055 635 1406 663">Place of birth:</td> <td data-bbox="1406 635 1939 663">Baan Mall</td> </tr> <tr> <td data-bbox="1055 663 1406 692">Country of birth:</td> <td data-bbox="1406 663 1939 692">DJIBOUTI</td> </tr> <tr> <td data-bbox="1055 692 1406 721">Date of birth:</td> <td data-bbox="1406 692 1939 721">01/03/1985</td> </tr> <tr> <td data-bbox="1055 721 1406 750">Sex:</td> <td data-bbox="1406 721 1939 750">Other</td> </tr> <tr> <td data-bbox="1055 750 1406 778">Country of residence:</td> <td data-bbox="1406 750 1939 778">DJIBOUTI</td> </tr> <tr> <th colspan="2" data-bbox="1055 778 1939 807">Passport or travel document</th> </tr> <tr> <td data-bbox="1055 807 1406 836">Passport number:</td> <td data-bbox="1406 807 1939 836">DA12345X</td> </tr> <tr> <td data-bbox="1055 836 1406 865">Issue date:</td> <td data-bbox="1406 836 1939 865">01 May 2021</td> </tr> <tr> <td data-bbox="1055 865 1406 893">Expiry date:</td> <td data-bbox="1406 865 1939 893">01 May 2031</td> </tr> <tr> <td data-bbox="1055 893 1406 922">Place of issue of passport:</td> <td data-bbox="1406 893 1939 922">Djibouti</td> </tr> <tr> <th colspan="2" data-bbox="1055 922 1939 951">Current home address</th> </tr> <tr> <td data-bbox="1055 951 1406 979">Address:</td> <td data-bbox="1406 951 1939 979">11 The New Street</td> </tr> <tr> <td data-bbox="1055 979 1406 1008">City or town:</td> <td data-bbox="1406 979 1939 1008">Djibouti</td> </tr> <tr> <td data-bbox="1055 1008 1406 1037">County, area district or province:</td> <td data-bbox="1406 1008 1939 1037"></td> </tr> <tr> <td data-bbox="1055 1037 1406 1066">Postcode:</td> <td data-bbox="1406 1037 1939 1066">S FSA</td> </tr> <tr> <td data-bbox="1055 1066 1406 1094">Country:</td> <td data-bbox="1406 1066 1939 1094">DJIBOUTI</td> </tr> <tr> <th colspan="2" data-bbox="1055 1094 1939 1123">Identification numbers</th> </tr> <tr> <td data-bbox="1055 1123 1406 1152">UK ID card number:</td> <td data-bbox="1406 1123 1939 1152"></td> </tr> </tbody> </table>	Route		Skilled Worker (New hires - defined)		Personal information		Family name:	Jefferson	Given name(s):	Betty	Other names:		Nationality:	DJIBOUTI	Place of birth:	Baan Mall	Country of birth:	DJIBOUTI	Date of birth:	01/03/1985	Sex:	Other	Country of residence:	DJIBOUTI	Passport or travel document		Passport number:	DA12345X	Issue date:	01 May 2021	Expiry date:	01 May 2031	Place of issue of passport:	Djibouti	Current home address		Address:	11 The New Street	City or town:	Djibouti	County, area district or province:		Postcode:	S FSA	Country:	DJIBOUTI	Identification numbers		UK ID card number:	
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UK ID card number:																																																				

Step**Instruction****Screen example****6b**

Read the declaration and tick the box to agree to the terms.

When complete, select **Submit**.

Read the declaration and tick the box to confirm that you have understood, agree with and will abide by all the Terms and Conditions.

In this statement, a reference to an 'application' for a Certificate of Sponsorship (CoS) includes an application for a defined CoS for a Skilled Worker, or a request to assign a CoS to a worker on any of the Worker or Temporary Worker routes.

- a. The information I have given in this online application is complete, accurate and true to the best of my knowledge.
- b. I will inform you without delay if there is a material change in my circumstances or new information relevant to this application becomes available before this application is decided or before the CoS is used to support an application for entry clearance or permission to enter or stay.
- c. I agree to co-operate with your officials when they are carrying out checks in connection with this application.
- d. I understand that if I knowingly make any false representations in this application, action will be taken against me, which could lead to my sponsor licence being revoked.
- e. I understand that it is an offence under section 25 of the Immigration Act 1971 to do an act which facilitates a breach or attempted breach of immigration law, or if I know or have reasonable cause to believe that it may so facilitate.
- f. I understand that if I am applying for a defined CoS for a Skilled Worker, and my application is granted, I must only use the CoS to fill the role described in the application for that defined CoS.
- g. The salary I will pay to any worker filling the role described on the CoS must be at least the salary stated in this application, unless I notify the Home Office of any change to the salary, and:
 - in the case of a Skilled Worker, they would still score at least 70 points under the Immigration Rules for Skilled Workers after the change in salary;
 - in any other case, the revised salary continues to meet any minimum salary requirement specified in the Immigration Rules or sponsor guidance for the relevant route.
- h. If the worker will be applying for permission on the Skilled Worker route, I have checked the worker's occupation code to ascertain whether it is one to which the overseas criminal records certificate requirement applies and, where it does, I have informed the applicant of their responsibility under this requirement.
- i. The information provided by me to you will be treated in confidence but it may be disclosed to other law enforcement agencies, UK government departments, agencies, local authorities, foreign governments and other bodies for immigration or research purposes and to help them to carry out their functions.
- j. I understand you may ask for or check information from other law enforcement agencies, government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration, research or security purposes or to help you process this application or monitor my ongoing compliance with my sponsor duties.
- k. I agree that you may use the information given in this application for training and research purposes.

I agree to the terms and conditions:

[Back](#) [Assign CoS](#)

Step**Instruction****Screen example**

7

The **Online payment** screen is now displayed. Select **OK** to proceed with the transaction. This will open a third party payment service (Worldpay).

Online payment

You are about to be redirected to a third party online payment service to pay. Once you have paid, you will be brought back to the sponsorship management system to confirm that the CoS has been assigned. The CoS number will then be available for you to give to the worker.

All payments must be made in pounds sterling (£).

Choose **OK** to be redirected to WorldPay or if you do not want to proceed choose **Cancel** to return to the previous screen.

Payment amount

CoS fee	239.00
Immigration Skills Charge (ISC)	1000.00
Amount:	1239.00

Cancel **OK**

Step**Instruction****Screen example****8**

On the **Single CoS assigned** screen the CoS reference number is displayed.

Single CoS assigned

The CoS has been assigned. You should take a note of the CoS number and then give the number to the migrant. Choose **OK** to continue.

With immediate effect, you should check the applicant's SOC code, and if it is one prescribed as being subject to the overseas criminal record certificate requirement as of April 2017, ensure that you have informed the applicant of this when assigning their COS. As COS are valid for three months, it is possible that they may make their entry clearance application on or after the date the new requirement takes effect and so applicants will benefit from being made aware of this at the point the COS is assigned. The list of SOC codes affected can be found at this [link](#).

Route

Skilled Worker (New hires - defined)

CoS number

CoS number:	C2G9C98471A
Date assigned:	11 March 2024
Expiry date (use by):	12 June 2024
Immigration Skills Charge (ISC)	1000.00
ISC payment reference	ISC00004972

CoS summary

Passport number:	DA12345X
Family name:	Jefferson
Given name(s):	Betty
Nationality:	DJIBOUTI
Date of birth:	01/03/1985
Sex:	Other
Work start date	04 May 2024
Work end date	03 May 2025

OK

Guide 5: How to view previously refused, withdrawn or rejected applications

Follow the step by step instructions below to view previously refused, withdraw or rejected defined CoS applications.

You should read the [SMS guide 8a – Creating a CoS – guide for business sponsors](#) and [Sponsorship policy guidance](#) before viewing and withdrawing defined CoS.

Step	Instruction	Screen example
1	From the Apply for defined CoS screen, select View previously refused, withdrawn or rejected applications .	<p>Apply for defined CoS</p> <p>This section allows you to make applications for defined CoS. You can also review applications for which you are awaiting decisions, create CoS from granted applications and review previously refused, rejected and withdrawn applications.</p> <p>Apply for defined CoS</p> <ul style="list-style-type: none">Apply for the number of CoS you require <p>Help (opens in a new window)</p> <p>Apply for defined CoS based on a previous application</p> <ul style="list-style-type: none">Use and edit the data from a previous application to create a new application <p>Help (opens in a new window)</p> <p>View applications that are awaiting a decision</p> <ul style="list-style-type: none">View applications that are currently pending or under reviewWithdraw any applications that you no longer wish to be considered <p>Help (opens in a new window)</p> <p>Granted applications - create and assign defined CoS</p> <ul style="list-style-type: none">Create and assign defined CoSView returned and reclaimed defined CoS <p>Help (opens in a new window)</p> <p>View previously refused, withdrawn or rejected applications</p> <ul style="list-style-type: none">View applications that you have withdrawnView applications that were not granted <p>Help (opens in a new window)</p>

Step**Instruction****Screen example****2**

The **Previously refused, withdrawn or rejected applications** screen is now displayed.

Select **Back** to return to the **Apply for defined CoS** screen.

Previously refused, withdrawn or rejected applications

The table below shows all defined CoS applications which have been refused, withdrawn or rejected within the last three months.

Choose **Back** to return to the previous screen.

Defined CoS applications

Submission date	Request Number	Submitted by	Route	Job type	Number of CoS requested	Decision date	Application status
07/03/2024	DCS00002476	PBS880 UAT COS SPONSOR, PBS880 UAT COS SPONSOR (ytWLjqK6i)	Skilled Worker (New hires - defined)	6146 Senior care workers	2	11/03/2024	WITHDRAWN

Back**Note**

If the **Application status** is REJECTED or REFUSED the **Decision date** shows the date we made the decision. If the **Application status** is WITHDRAWN, the **Decision date** will show the date that you withdrew the application.