Creating a CoS: guide for Tiers 2 and 5 sponsors (SMS guide 8A)

Version 04/17

This guidance is to be used for all Tier 2 and Tier 5 certificates of sponsorship (CoS) assigned on or after 6 April 2017.

Contents

About this guidance

This edition of the guidance replaces the November 2015 version of the guidance and will take effect from 6 April 2017.

This guidance is for sponsors who want to create a certificate of sponsorship (CoS) to assign to an individual or group of individuals under Tier 2 and/or Tier 5 of the points-based system. It tells you the information and processes you must follow when you create a CoS to assign to an individual or group of individuals. The guidance is subject to change and you should check the dates to make sure you have the latest version.

Separate guidance exists on GOV.UK for UK education providers who wish to create and assign a confirmation of acceptance for studies (CAS) to sponsor international students to come to the UK under Tier 4 to study.

You can find the appendices mentioned in this guidance under sponsorship policy guidance on the 'Guidance for employers and educators' page on GOV.UK.

Contacts

If you think that the guidance has factual errors or broken links, then email the Business Helpdesk.

Clearance and publication

Below is information on when this version of the guidance was cleared:

- version **04/17**
- published on **6 April 2017**

Changes from last version of this guidance

Current paragraph number	Previous paragraph number	Changes made

Related content
Contents

Related external links

Certificates of sponsorship

A certificate of sponsorship (CoS) is not an actual certificate or paper document. It is a virtual document, similar to a database record.

You will need to use the sponsorship management system (SMS) to create a CoS for an individual. The system will generate a unique reference number (URN). Once you have assigned the CoS, you must give the URN to the sponsored worker so that they can quote the URN on their application for leave to work in the UK.

Certificate costs

You need to pay for each certificate of sponsorship. Certificates are free for citizens of Croatia, Macedonia and Turkey.

Type of certificate	Cost per certificate
Tier 2	£199
Tier 5	£21

Tier 2 unrestricted CoS

These are for:

- Tier 2 (General) workers applying from overseas who will be paid £159,600 or more a year
- Tier 2 (General) workers who are already in the UK working for you and need to extend their leave
- Tier 2 (General) workers who are already in the UK working for you and are changing jobs and the new job is in a different standard occupational classification (SOC) code
- Tier 2 (General) workers who are already in the UK and who want to start work for a new sponsor
- individuals already in the UK under another immigration category and who qualify to switch into Tier 2 (General); this doesn't include those who are in the UK as a Tier 4 dependant
- Croatian nationals

When you applied for a licence, you should have given us an estimate of how many Tier 2 (General) CoS you would like to assign in the first year of your Tier 2 licence. These are called unrestricted certificates because there is no limit on how many you can ask for, providing you can justify your request.

We will add your CoS allocation to your SMS account, and give you 12 months from the beginning of your licence to assign the CoS. After that time, any unassigned CoS will expire.

If you are a Tier 2 (General) sponsor and your CoS year is coming to an end, you can apply for a 'follow-on' allocation for the next year. The 'How many CoS will I be allowed to assign?' section of the Tiers 2 and 5: guidance for sponsors has more information on this.

If you are assigning a CoS to a Croatian national, you should use a 'Tier 2 General – changing ('switching') immigration category' CoS from your unrestricted allocation. This is because you will be able to choose from the full range of RQF level 4 SOC codes. Croatian nationals can work at or above RQF level 4.

Tier 2 restricted CoS

A **restricted** CoS should be used in the circumstances below:

- to employ new workers who are not 'high earners' (this is defined in the guidance for sponsors) and who will apply for leave to enter the UK under Tier 2 (General)

- to employ workers who are switching into Tier 2 (General) who are in the UK as the dependant of a person that was last granted leave under Tier 4

You apply for a restricted CoS using your SMS account. The application can only be made by a level 1 user.

You should only apply for a restricted CoS if you intend to assign it no more than 3 months after the allocation date appropriate to your application. If your application is successful, the restricted CoS will be allocated to your SMS account, but if it is not assigned after 3 months, it will be removed from your account. If a restricted CoS is removed and you still need it, you will have to apply again.

When you apply for a restricted CoS, you must have carried out a resident labour market test (where required) that meets the requirements in the [Tiers 2 and 5: guidance for sponsors](#).

Immigration Skills Charge

Under the [Immigration Skills Charge Regulations 2017](#), you may be required to pay the Immigration Skills Charge (ISC) each time you sponsor a worker from outside the European Economic Area (EEA).

The skills charge applies to a Tier 2 worker assigned a certificate of sponsorship (CoS) on or after the 6 April 2017 in the 'General' or 'Intra-Company Transfer' routes.

How to amend details entered on an assigned CoS
Minor error

You should use the 'sponsor note' field to amend minor errors identified after a CoS has been assigned. This could be to put right a mistyped name or date of birth or to change the start date of the job.

You can also use the 'sponsor note' field if there is any additional information that you need to state with regard to the migrant and/or the CoS. For example, if the CoS is for a Tier 5 (Religious Worker), you must explain how the resident labour market test has been met by adding a sponsor note.

A 'sponsor note' can only be added to a CoS that is showing in your SMS account with an 'Assigned' status.

Significant error

You must cancel a CoS and assign a new one if you have made a significant error such as:

- the SOC code is wrong
- you have assigned it under the wrong tier or category
- you have given wrong details for more than one of the below:
    - the migrant's nationality
    - the migrant's date of birth
    - the migrant's surname

Creating a CoS on the sponsorship management system

On the sponsorship management system (SMS) the fields marked * are mandatory. Some non mandatory fields once filled will make other fields mandatory.

If you need to exit the CoS and have not finished completing all of the fields, as long as you enter the family name you can save it and finish it another time. When you return to fill in the CoS you will be able to find it again by searching for the family name.

You should note that the system will log you out after 20 minutes of inactivity; therefore you are advised to save any information entered at regular intervals to prevent you losing any data.

Information needed for all CoS

The information below is needed for CoS created and assigned in any tier.

Personal information

You must enter details as shown in the migrant's passport. Very rarely you may find that a migrant's passport does not show a 'family name'. Where this is the case, the 'family name' field should be used for whichever name is in the passport.

Field name
1. Family or last name*
2. Given name(s)
3. Other names
4. Nationality*
5. Place of birth*
6. Country of birth*
7. Date of birth*
8. Gender*
9. Country of residence*

Passport

You must enter details from the worker's passport.

Field name
10. Passport number*
11. Issue date*
12. Expiry date*
13. Place of issue of passport*

Current home address

You must enter the address where the worker is currently residing.

Field name
14. Address*

15. City or town*
16. Country, area district or province
17. Postcode or ZIP code*

Identification numbers

You should enter information if known. The employee number is your own identification number for a worker.

Field name
  18. UK ID card number
  19. UK National Insurance number
  20. National ID card number
  21. Employee number

Work dates
Field name
  22. Start date*
      You must enter a start date. The start date cannot be in the past. If the migrant is already working for you and you are assigning the CoS so that they can apply to extend their stay, you should enter a start date no later than the day after the last day of leave given on their current visa. The worker cannot apply for Tier 2 or Tier 5 leave more than 3 months before the start date stated on their CoS.

  23. End date*
      You must enter a work end date. The maximum period of leave that can be granted to a worker under Tier 5 (12 or 24 months depending on the sub category) includes any required time for arrival in, and departure from, the UK. Leave may be given up to 14 days before the start date, but will count towards the maximum period. You may therefore need to adjust the work start and end dates to allow time for workers to arrive and depart within their period of leave.

  24. Does the migrant need to leave and re-enter the UK during the period of approval? - this includes business travel.

  25. Total weekly hours of work* - you must enter the number of hours the migrant will work per week (excluding unpaid breaks).

Main work address in UK

You must enter details where the worker will be based. Although these fields are not marked as mandatory with a red asterisk *, the system will not let you assign the CoS until you enter an address using the 'Add' button.

If you regularly enter the same address, you can save time by using the 'Manage work addresses' function.

Field name
  26. Address line 1
  27. Postcode

Other regular work addresses in the UK

This could be, for example, the address of one of your branches where the worker could occasionally be based or the address of a client's site if the worker will be based there for some of the time.

Field name

28. Postcode
29. Delete / edit

Agent

You must fill in this section if you have used an agent or a head-hunter to advertise the position on your behalf. You are still responsible for the recruitment, and for conducting the resident labour market test.

Field name

30. Migrant sourced through agent?
31. Agent company name
32. Agent contact family name
33. Agent contact given name
34. Address
35. City or town
36. County, area district or province
37. Postcode or ZIP code
38. Country

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Tier and category specific information

The sections below provide guidance on how to populate the relevant fields when creating a CoS in a Tier 2 or Tier 5 category:

- [Tier 2 (General) unrestricted](#)
- [Completing an online application for a Tier 2 restricted CoS](#)
- [Tier 2 (General) restricted](#)
- [Tier 2 (Intra-Company Transfer)](#)
- [Tier 2 (Minister of Religion)](#)
- [Tier 2 (Sportsperson)](#)
- [Tier 5 (Temporary Worker) Creative and Sporting](#)
- [Tier 5 (Temporary Worker) International Agreement](#)
- [Tier 5 (Temporary Worker) Religious Workers](#)
- [Tier 5 (Temporary Worker) Charity Workers](#)
- [Tier 5 (Temporary Worker) Government Authorised Exchange](#)

Related content
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Related external links

Tier 2 (General) unrestricted

This section gives guidance on the information you must provide when assigning an unrestricted CoS in the sub categories below:

- Tier 2 (General - switching immigration category)
- Tier 2 (General - Tier 4 graduate switching to Tier 2)
- Tier 2 (General - changes of employment - ISC liable)
- Tier 2 (General - changes of employment - ISC exempt)
- Tier 2 (General - extensions - ISC liable)
- Tier 2 (General - extensions - ISC exempt)
- Tier 2 (General - new hires - high earners - ISC liable)
- Tier 2 (General - new hires - high earners - ISC exempt)
- Tier 2 (General - high value inward investment - ISC liable)
- Tier 2 (General - high value inward investment - ISC exempt)

Only choose an 'ISC exempt' sub-category if any of the below conditions apply:

- the migrant will be applying outside the UK and the CoS is for an employment period of less than 6 months;
- the CoS will support an extension or change of employment - new SOC code application for a migrant whom you are currently sponsoring, and the initial CoS you assigned to them was as a Tier 4 graduate switching to Tier 2;
- the CoS will support a change of employment - new SOC code application for a migrant whom you are currently sponsoring, and the end date of the new CoS is no later than the end date of the previous CoS you assigned to them;
- the CoS will support an extension or change of employment – new SOC code application for a migrant who is currently in Tier 2, either working for you or another sponsor, and the CoS which led to their initial Tier 2 grant was assigned to them before 6 April 2017.

All CoS in the Tier 2 (General - Tier 4 Graduate switching to Tier 2) sub-category are exempt from the ISC.

Jobs in a PhD-level occupation listed in Appendix J of the Immigration Rules; are exempt from the ISC.

If you assign a CoS in an ISC exempt sub-category when none of the above conditions apply, your sponsored worker's application will be delayed and we will contact you for the outstanding payment. Such applications will be refused if the ISC is not paid.

Migrants employment

In the fields below, enter the details of the employment offered to the migrant.

Field name
1. Job title*
   This must reflect the role that will be undertaken by the migrant, and will normally reflect what is in the codes of practice in Appendix J of the

Immigration Rules. You must avoid using acronyms, abbreviations, pay scale or grades, unless they are included in addition to the full job title.

2. Job type*
Choose from the drop down list the appropriate standard occupational classification (SOC) code for the job that the migrant will do. You can find this in the codes of practice in Appendix J of the Immigration Rules. It is your responsibility to identify and chose the right SOC code. The role you are filling must meet the rules on skill levels for jobs under Tier 2 (General).

You may find in the codes of practice that, although you can match a job title, the duties described for the SOC code are different to the duties the migrant will perform. This is because employers sometimes use different job titles to describe similar jobs. It is important that you choose the SOC code that best matches the duties the migrant will carry out, even if the job title is different to the one that you are using.

The SOC is a common classification of occupations developed by the Office for National Statistics. You can find more information, including example job tasks and guides to help you match jobs to the most appropriate SOC code, on the Office for National Statistics website. We cannot help you choose the right SOC code. If you require assistance in choosing a SOC code, please contact the Social Classifications Helpdesk by sending an email to occupation.information@ons.gov.uk, and supply the information below:

- job title,
- job description
- qualifications needed to do the job

3. Summary of job description*
You must include the main duties of the role.

Where the SOC code chosen in the job type field has multiple jobs listed under it, you must state in this free text box which job the salary has been assessed against within that code.

4. Gross salary in pound sterling including any allowances and guaranteed bonuses*
You must enter the amount without the £ sign. For example, for £25,000, you should enter 25000 in this field.

The gross salary figure entered must be the actual gross salary package that will be paid to the migrant, **including** all allowances and guaranteed bonuses. All allowances and guaranteed bonuses included in that figure should then be broken down and detailed in the 'gross allowances' box.
Note: you must make sure that the gross salary package you intend to pay is at, or above, the appropriate rate as set out in the guidance for sponsors and the codes of practice listed in Appendix J of the Immigration Rules.

Where you have conducted a resident labour market test, the rate you enter in this field must be at the rate or within the salary range you quoted in any job advertisement.

5. For each*
   Choose from the drop down list.

6. Gross allowances and guaranteed bonuses included in the above figure in pound sterling
   You must enter the amount without the £ sign. For example, for £5,000, you should enter 5000 in this field.

   Guaranteed allowances can include daily payments to cover additional living whilst in the UK, such as London weighting or accommodation, which will be paid for the time of the applicant's employment in the UK. These allowances may only be included if they would also be paid to a settled worker.

   You must not include:

   - bonus or incentive pay which is not guaranteed
   - employer pension contributions
   - other payments which cannot be guaranteed
   - overtime pay, whether or not overtime is guaranteed
   - allowances to cover business expenses including (but not limited to) training, hotels and business travel within the UK, or travel to and from the migrant's country of residence or home country
   - one-off payments, such as those associated with the cost of relocation, which do not form part of the migrant's regular salary package
   - any payments or allowances (whether monetary or in-kind) for which the migrant must reimburse the sponsor
   - the value of any shares which the migrant receives when offered a job under an employee shareholder employment contract
   - perks such as medical benefits or tuition fees

   The rules on allowances are set out in the guidance for sponsors.

7. Summary of all allowances and guaranteed bonuses
   You must set out each allowance, such as accommodation or utilities, and tell us the amount for each one. You must tell us of any guaranteed bonuses and the amount paid for each one.

8. Job on a client contract

9. Summary of client contract

10. Tick to confirm that the post is at the appropriate level as set out in the guidance for sponsors*

11. Is the job on the current shortage occupation list? *

12. Have you met the resident labour market test? *

The [guidance for sponsors](#) sets out when you must conduct a resident labour market test and how it should be carried out. When you tick this box you are confirming that you have met all of the requirements set out in the guidance.

If you have not carried out a resident labour market test because an exemption applies, you must still tick the box. You must tell us what exemption applies.

13. Give details of the resident labour market test including where and when the post was advertised and reference number(s) for mandatory advertising*
You must say where you advertised the job and the dates each advertisement ran for. You must include any reference numbers for each advertisement, for example, the Universal Jobmatch 'job ID' number.

14. 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
Examples of required professional registration might be General Medical Council (GMC) and General Dental Council (GDC).

15. Tick to confirm the sponsor certifies maintenance for the migrant
By ticking this box, you will also confirm that you are certifying maintenance for any dependants of your sponsored migrant.

If you do not wish to certify maintenance for a migrant's dependants, please add a sponsor note informing us that you are only certifying maintenance for your sponsored migrant.
Note: only A-rated sponsors can certify maintenance. You do not need to certify maintenance for a Croatian national, as there is no maintenance requirement for an application for work authorisation.

Completing an online application for a Tier 2 restricted CoS

This section gives guidance on information you must give us in your application for an allocation of **restricted** CoS for the categories below:

- Tier 2 (General – new hires - restricted)
- Tier 2 (General - switching from Tier 4 dependant)

Work dates

Field name

1. Start date *
   You must enter the date that you expect the migrant to start working in this field.

2. End date *
   You must enter the date expect the migrant will finish work in this field.

Migrants employment

In the fields below, enter the details of the employment to be offered to a migrant.

Field name

3. Job title *
   This must reflect the role that will be undertaken by the migrant, and will normally reflect what is in the codes of practice in Appendix J of the Immigration Rules. You must avoid using acronyms, abbreviations, pay scale or grades, unless they are included in addition to the full job title.

4. Job type*
   Choose from the drop down list the appropriate standard occupational classification (SOC) code for the job that the migrant will do. You can find this in the codes of practice in Appendix J of the Immigration Rules. It is your responsibility to identify and chose the right SOC code. The role you are filling must meet the current rules on skill levels for jobs under Tier 2 (General).

   You may find in the codes of practice that, although you can match a job title, the duties described for the SOC code are different to the duties the migrant will perform. This is because employers sometimes use different job titles to describe similar jobs. It is important that you choose the SOC code that best matches the duties the migrant will carry out, even if the job title is different to the one that you are using.

   The SOC is a common classification of occupations developed by the Office for National Statistics. You can find more information, including example job tasks and guides to help you match jobs to the most appropriate SOC code, on the Office for National Statistics website. We cannot help you choose the right SOC code. If you require assistance in choosing a SOC code, please contact the

Social Classifications Helpdesk by sending an email to
occupation.information@ons.gov.uk, and supply the information below:

- job title
- job description
- qualifications needed to do the job

5. Summary of job description*
    You must include the main duties of the role.

    Where the SOC code chosen in the job type field has multiple jobs listed under it, you must state in this free text box which job the salary has been assessed against within that code.

6. Gross salary in pound sterling including any allowances and guaranteed bonuses*
    You must enter the amount without the £ sign. For example, for £25,000, you should enter 25000 in this field.

    The gross salary figure entered must be the actual gross salary package that will be paid to the migrant, **including** all allowances and guaranteed bonuses. All allowances and guaranteed bonuses included in that figure should then be broken down and detailed in the 'gross allowances' box.
    Note: you must make sure that the gross salary package you intend to pay is at or above the appropriate rate as set out in the guidance for sponsors and the codes of practice listed in Appendix J of the Immigration Rules.

    Where you have conducted a resident labour market test, the rate you enter in this field must be at the rate or within the salary range you quoted in any job advertisement.

7. For each*
    This field will be pre-populated with 'Year'. You will not be able to amend this data.

8. Gross allowances and guaranteed bonuses included in the above figure in pound sterling
    You must enter the amount without the £ sign. For example, for £5,000, you should enter 5000 in this field.

9. Guaranteed allowances can include daily payments to cover additional living whilst in the UK, such as London weighting or accommodation, which will be paid for the time of the applicant's employment in the UK. These allowances may only be included if they would also be paid to a settled worker.

    You must not include:

    - bonus or incentive pay which is not guaranteed
    - employer pension contributions
    - other payments which cannot be guaranteed

- overtime pay, whether or not overtime is guaranteed
- allowances to cover business expenses including (but not limited to) training, hotels and business travel within the UK, or travel to and from the migrant's country of residence or home country
- one-off payments, such as those associated with the cost of relocation, which do not form part of the migrant's regular salary package
- any payments or allowances (whether monetary or in-kind) for which the migrant must reimburse the sponsor
- the value of any shares which the migrant receives when offered a job under an employee shareholder employment contract
- perks such as medical benefits or tuition fees

The rules on allowances are set out in the [guidance for sponsors](#).

10. Summary of all allowances and guaranteed bonuses
    You must set out each allowance, such as accommodation or utilities, and tell us the amount for each one. You must tell us of any guaranteed bonuses and the amount paid for each one.

11. Job on a client contract

12. Summary of client contract

13. Tick to confirm that the post is at the appropriate level as set out in the [guidance for sponsors](#)*

14. Is the job on the current [shortage occupation list](#)? *

15. Have you met the resident labour market test? *
    The [guidance for sponsors](#) sets out when you must conduct a resident labour market test and how it should be conducted. When you tick this box, you are confirming all of the requirements set out in that guidance.

    If you have not conducted a resident labour market test because an exemption applies, you must still tick the box. You must tell us what exemption applies.

16. Give details of the resident labour market test including where and when the post was advertised and reference number(s) for mandatory advertising*

17. You must say where you advertised the job and the dates each advert ran for. You must include any reference numbers for each advertisement, for example, the Universal Jobmatch 'job ID' number.

18. 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 Examples of required professional registration might be General Medical Council (GMC) and General Dental Council (GDC).

19. Tick to confirm the sponsor certifies maintenance for the migrant

By ticking this box, you will also confirm that you are certifying maintenance for any dependants of your sponsored migrant.

If you do not wish to certify maintenance for a migrant's dependants, please add a sponsor note informing us that you are only certifying maintenance for your sponsored migrant.

Note: only A-rated sponsors can certify maintenance. You do not need to certify maintenance for a Croatian national, as there is no maintenance requirement for an application for work authorisation.

Tier 2 (General) restricted

This section gives guidance on the information you must give us when assigning a **restricted** CoS in the sub categories below:

- Tier 2 General (New hires - restricted)
- Tier 2 General (Tier 4 dependant switching to Tier 2)

You will be required to pay the ISC for both sub categories unless one of the below applies:

- the CoS is for an employment period of less than 6 months;
- the job is in a PhD-level occupation listed in [Appendix J](#) of the Immigration Rules;
- the migrant is a Croatian national

In the sections below, enter the details of the employment that the CoS has been allocated for.

Work dates
Field name
1. Start date *
   This field is pre-populated with the information you gave on your application for the restricted CoS. If the start date has changed since you applied for the CoS, you must add a sponsor note to the CoS to tell us the new start date.

2. End date *
   This field will have been pre-populated with the information you gave at the application for restricted CoS stage. If the end date has changed since you applied for the CoS, you must add a sponsor note to the CoS to tell us the new start date.

3. Does the migrant need to leave and re-enter the UK during the period of approval?
   This includes business travel.

Main work address in the UK
Field name
4. Total weekly hours of work *
   Enter the number of hours the migrant will work per week (excluding unpaid breaks) in this field.

5. Address line 1
   Enter details in here where the migrant will be based. Although these fields are not marked as mandatory with a red asterisk*, the system will not let you assign the CoS until you enter an address using the 'Add' button.

6. Postcode

Other regular work addresses in the UK

This could be for example, the address of one of your branches where the migrant could occasionally be based or the address of a client's site if the migrant will be based there for some of the time.

Field name
7. Postcode
8. Delete / edit

Agent (optional)

You must fill in this section if you have used an agent or a head-hunter to advertise the position on your behalf. You are still responsible for the recruitment, and for conducting the resident labour market test.

Field name
9. Migrant sourced through agent?
10. Agent company name
11. Agent contact family name
12. Agent contact given name
13. Address
14. City or town
15. County, area district or province
16. Postcode or ZIP code
17. Country

Migrant's employment

Field name
18. Country

   The fields below will have been pre-populated with details from your restricted CoS application. These fields will be greyed out and you will be unable to amend any of the details. If any of the details are wrong because circumstances have changed since you applied for it, you will need to apply for a new restricted CoS, unless an exemption applies. The current exemptions are detailed in the [guidance for sponsors](#).

   If an exemption applies, you must add a sponsor note to tell us about the change.

   If no exemption applies, the CoS must be returned to us and you should apply for a new restricted CoS using the new information.

16. Job title*
17. Job type*
18. Summary of job description*
19. Gross salary in pound sterling including any allowances and guaranteed bonuses*
20. Gross allowances and guaranteed bonuses included in the above figure in pound sterling

21. Summary of all allowances and guaranteed bonuses
22. Job on a client contract
23. Summary of client contract
24. Tick to confirm that the post is at the appropriate level as set out in the [guidance for sponsors](#)*
25. Is the job on the current [shortage occupation list](#)? *
26. Have you met the resident labour market test? *
27. Give details of the resident labour market test, including where and when the post was advertised and reference number(s) for mandatory advertising*
28. 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

Tier 2 (Intra-Company Transfer)

This section gives guidance on the information you must give us when assigning a CoS in the categories below:

- Tier 2 (Intra-Company Transfer - Long- term Staff - ISC liable)
- Tier 2 (Intra-Company Transfer - Long- term Staff - ISC exempt)
- Tier 2 (Intra-Company Transfer – Graduate Trainee)

You should only choose Tier 2 (Intra-Company Transfer - Long- term Staff - ISC exempt) sub category if any of the below apply:

- the migrant will be applying outside the UK and the CoS is for an employment period of less than 6 months
- the CoS will support an extension or change of employment – new SOC code application for a migrant who you are currently sponsoring and the initial CoS you assigned to them was as a Tier 4 graduate switching to Tier 2
- the CoS will support a change of employment – new SOC code application for a migrant who you are currently sponsoring and the end date of the new CoS is no later than the end date of the previous CoS you assigned to them
- the CoS will support an extension or change of employment – new SOC code application for a migrant who is currently in Tier 2, either working for you or another sponsor, and the CoS which led to their initial Tier 2 grant was assigned to them before 6 April 2017

All CoS in the Tier 2 (Intra-Company Transfer – Graduate Trainee) sub category are exempt from the ISC.

Jobs in a PhD-level occupation listed in [Appendix J](#) of the Immigration Rules are exempt from the ISC.

If you assign a CoS in an ISC exempt sub-category when none of the above conditions apply, your sponsored worker's application will be delayed and we will contact you for the outstanding payment. Such applications will be refused if the ISC is not paid.

Migrants employment

In the sections below enter the details of the employment offered to the migrant.

Field name
1. Job title*
   This must reflect the role that will be undertaken by the migrant, and will normally reflect what is in the codes of practice in Appendix J of the Immigration Rules. You must avoid using acronyms, abbreviations, pay scale or grades, unless they are included in addition to the full job title.

2. Job type*
   Choose from the drop down list the appropriate standard occupational classification (SOC) code for the job that the migrant will do. You can find this in

the codes of practice in Appendix J of the Immigration Rules. It is your responsibility to identify and chose the right SOC code. The role you are filling must meet the current rules on skill levels for jobs under Tier 2 (General).

You may find in the codes of practice that, although you can match a job title, the duties described for the SOC code are different to the duties the migrant will perform. This is because employers sometimes use different job titles to describe similar jobs. It is important that you choose the SOC code that best matches the duties the migrant will carry out, even if the job title is different to the one that you are using.

The SOC is a common classification of occupations developed by the Office for National Statistics. You can find more information, including example job tasks and guides to help you match jobs to the most appropriate SOC code, on the Office for National Statistics website. We cannot help you choose the right SOC code. If you require assistance in choosing a SOC code, please contact the Social Classifications Helpdesk by sending an email to occupation.information@ons.gov.uk, and supply the information below:

- the job title,
- job description
- qualifications needed to do the job

3. Summary of job description*
   You must include the main duties of the role.

   Where the SOC code chosen in the job type field has multiple jobs listed under it, you must state in this free text box which job the salary has been assessed against within that code.

4. Gross salary in pound sterling including any allowances and guaranteed bonuses*
   You must enter the amount without the £ sign. For example, for £25,000, you should enter 25000 in this field.

   The gross salary figure entered must be the actual gross salary package that will be paid to the migrant, **including** all allowances and guaranteed bonuses. All allowances and guaranteed bonuses included in that figure should then be broken down and detailed in the 'gross allowances' box.

   Note: you must make sure that the gross salary package you intend to pay is at or above the appropriate rate as set out in the guidance for sponsors and the codes of practice listed in Appendix J of the Immigration Rules.

   Where you have conducted a resident labour market test, the rate you enter in this field must be at the rate or within the salary range you quoted in any job advertisement.

5. For each*
   Choose from the drop down list.

6. Gross allowances and guaranteed bonuses included in the above figure in pound sterling
You must enter the amount without the £ sign. For example, for £5,000, you should enter 5000 in this field.

Guaranteed allowances can include daily payments to cover additional living whilst in the UK, such as London weighting or accommodation, which will be paid for the time of the applicant's employment in the UK. These allowances may only be included if they would also be paid to a settled worker.

You must not include:

- bonus or incentive pay which is not guaranteed
- employer pension contributions
- other payments which cannot be guaranteed
- overtime pay, whether or not overtime is guaranteed
- allowances to cover business expenses including (but not limited to) training, hotels and business travel within the UK, or travel to and from the migrant's country of residence or home country
- one-off payments, such as those associated with the cost of relocation, which do not form part of the migrant's regular salary package
- any payments or allowances (whether monetary or in-kind) for which the migrant must reimburse the sponsor
- the value of any shares which the migrant receives when offered a job under an employee shareholder employment contract
- perks such as medical benefits or tuition fees

The rules on allowances are set out in the guidance for sponsors.

7. Summary of all allowances and guaranteed bonuses
You must set out each allowance, such as accommodation or utilities, and tell us the amount for each one. You must tell us of any guaranteed bonuses and the amount paid for each one.

8. Job on a client contract

9. Summary of client contract

10. Tick to confirm that the job is at the appropriate level as set out in the guidance for sponsors*

11. Tick to confirm that the migrant has worked in your organisation for the minimum qualifying period*

12. 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
Examples of required professional registration might be General Medical Council (GMC) and General Dental Council (GDC).

13. Tick to confirm the sponsor certifies maintenance for the migrant
By ticking this box, you will also confirm that you are certifying maintenance for any dependants of your sponsored migrant.

If you do not wish to certify maintenance for a migrant's dependants, please add a sponsor note informing us that you are only certifying maintenance for your sponsored migrant.
Note: only A-rated sponsors can certify maintenance. You do not need to certify maintenance for a Croatian national, as there is no maintenance requirement for an application for work authorisation.

Tier 2 (Minister of Religion)

This section gives guidance on the information you must give us when assigning a CoS in the Tier 2 (Minister of Religion) category.

Migrants employment

In the fields below enter the details of the employment offered to the migrant.

Field name

1. Job title *
    This must reflect the role that will be undertaken by the migrant, and will normally reflect what is in the codes of practice in [Appendix J](#) of the Immigration Rules. You must avoid using acronyms, abbreviations, pay scale or grades, unless they are included in addition to the full job title.

2. Job type *
    Choose from the drop down list the appropriate standard occupational classification (SOC) code for the job that the migrant will do. You can find this in the codes of practice in of the Immigration Rules. In the majority of cases, the SOC code will be 2444 – Minister of Religion. It is your responsibility to identify and chose the right SOC code.

3. Summary of job description*
    You must include the main duties of the role.

    Where the SOC code chosen in the job type field has multiple jobs listed under it, you must tell us in this free text box which job the salary has been assessed against within that code.

    If you are assigning the CoS to someone who will join you to live as part of a religious order, for example an order of nuns or monks, please make this clear in this box. More information on members of religious orders can be found in the [guidance for sponsors](#).

4. Gross salary in pound sterling including any allowances and guaranteed bonuses*
    You must enter the amount without the £ sign. For example, for £25,000, you should enter 25000 in this field.

    The gross salary figure entered must be the actual gross salary package that will be paid to the migrant, **including** all allowances and guaranteed bonuses. All allowances and guaranteed bonuses included in that figure should then be broken down and detailed in the 'gross allowances' box.
    Note: this must meet the rules on payments to religious workers set out in the guidance for sponsors.

5. For each*
    Choose from the drop down list.

6. Gross allowances and guaranteed bonuses included in the above figure in pound sterling
You must enter the amount without the £ sign. For example, for £5,000, you should enter 5000 in this field.

Guaranteed allowances can include daily payments to cover additional living whilst in the UK, such as London weighting or accommodation, which will be paid for the time of the applicant's employment in the UK. These allowances may only be included if they would also be paid to a settled worker.

You must not include:

- bonus or incentive pay which is not guaranteed
- employer pension contributions
- other payments which cannot be guaranteed
- overtime pay, whether or not overtime is guaranteed
- allowances to cover business expenses including (but not limited to) training, hotels and business travel within the UK, or travel to and from the migrant's country of residence or home country
- one-off payments, such as those associated with the cost of relocation, which do not form part of the migrant's regular salary package
- any payments or allowances (whether monetary or in-kind) for which the migrant must reimburse the sponsor
- the value of any shares which the migrant receives when offered a job under an employee shareholder employment contract
- perks such as medical benefits or tuition fees

The rules on allowances are set out in the guidance for sponsors.

7. Summary of all allowances and guaranteed bonuses
You must set out each allowance such as accommodation or utilities and tell us the amount for each one. You must tell us of any guaranteed bonuses and the amount paid for each one.

8. Job on a client contract

9. Summary of client contract

10. Have you met the resident labour market test? *
The guidance for sponsors sets out when you must conduct a resident labour market test and how it should be conducted. When you tick this box, you are confirming all of the requirements set out in that guidance.

If you have not conducted a resident labour market test because an exemption applies, you must still tick the box. You must tell us what exemption applies.

11. Give details of the resident labour market test including where and when the post was advertised and reference number(s) for mandatory advertising*
You must say where you advertised the job and the dates each advert ran for. You must include any reference numbers for each advertisement, for example

the Universal Jobmatch 'job ID' number.

You must give the details below:

- where the role was advertised including any reference numbers
- the period it was advertised for or
- details of any national records you hold and an explanation of why there is no suitable settled worker available to fill the role

If the post is supernumerary you must say so in this box and explain why you believe it to be supernumerary. If you do not give an explanation, the migrant's application may be delayed or refused.

If the role is exempt from the resident labour market test because the migrant will live within, and be a member of, a religious order, please enter 'member of a religious order' in this box.

If you fail to include any of the above details or if any of the details you give are unclear, this could result in the delay or refusal of the prospective migrant's application.

More information about what we mean by a role being supernumerary can be found in the [guidance for sponsors](#).

12. Migrant's religion *

13. Tick to confirm the sponsor certifies maintenance for the migrant
By ticking this box, you will also confirm that you are certifying maintenance for any dependants of your sponsored migrant.

If you do not wish to certify maintenance for a migrant's dependants, please add a sponsor note informing us that you are only certifying maintenance for your sponsored migrant.
Note: only A-rated sponsors can certify maintenance. You do not need to certify maintenance for a Croatian national, as there is no maintenance requirement for an application for work authorisation.

Tier 2 (Sportsperson)

This section gives guidance on the information you must give us when assigning a CoS in the Tier 2 (Sportsperson) category.

Migrants employment

In the fields below enter the details of the employment offered to the migrant.

Field name

1. Job title *
   This must reflect the role that will be undertaken by the migrant, and will normally reflect what is in the codes of practice in Appendix J of the Immigration Rules. You must avoid using acronyms, abbreviations, pay scale or grades, unless they are included in addition to the full job title.

2. Job type *
   Choose from the drop down list the appropriate standard occupational classification (SOC) code for the job that the migrant will do. You can find this in the codes of practice in Appendix J of the Immigration Rules. A sportsperson must be sponsored in either of the SOC codes below:

   - 3441 – Sports players
   - 3442 – Sports coaches, instructors and officials

   It is your responsibility to identify and chose the right SOC code.

   You may find in the codes of practice that, although you can match a job title, the duties described for the SOC code are different to the duties the migrant will perform. This is because employers sometimes use different job titles to describe similar jobs. It is important that you choose the SOC code that best matches the duties the migrant will carry out, even if the job title is different to the one that you are using.

   The SOC is a common classification of occupations developed by the Office for National Statistics. You can find more information, including example job tasks and guides to help you match jobs to the most appropriate SOC code, on the Office for National Statistics website. We cannot help you choose right SOC code. If you require assistance in choosing a SOC code, please contact the Social Classifications Helpdesk by sending an email to occupation.information@ons.gov.uk, and supply the information below:

   - the job title,
   - job description
   - qualifications needed to do the job

3. Summary of job description*
   You must include the main duties of the role.

Where the SOC code chosen in the job type field has multiple jobs listed under it, you must tell us in this free text box which job the salary has been assessed against within that code.

4. Gross salary in pound sterling including any allowances and guaranteed bonuses*
You must enter the amount without the £ sign. For example, for £25,000, you should enter 25000 in this field.

The gross salary figure entered must be the actual gross salary package that will be paid to the migrant, **including** all allowances and guaranteed bonuses. All allowances and guaranteed bonuses included in that figure should then be broken down and detailed in the 'gross allowances' box.

5. For each*
Choose from the drop down list.

6. Gross allowances and guaranteed bonuses included in the above figure in pound sterling
You must enter the amount without the £ sign, for example for £5,000 you should enter 5000 in this field.

Guaranteed allowances can include daily payments to cover additional living whilst in the UK, such as London weighting or accommodation, which will be paid for the time of the applicant's employment in the UK. These allowances may only be included if they would also be paid to a settled worker.

You must not include:

- bonus or incentive pay which is not guaranteed
- employer pension contributions
- other payments which cannot be guaranteed
- overtime pay, whether or not overtime is guaranteed
- allowances to cover business expenses including (but not limited to) training, hotels and business travel within the UK, or travel to and from the migrant's country of residence or home country
- one-off payments, such as those associated with the cost of relocation, which do not form part of the migrant's regular salary package
- any payments or allowances (whether monetary or in-kind) for which the migrant must reimburse the sponsor
- the value of any shares which the migrant receives when offered a job under an employee shareholder employment contract
- perks such as medical benefits or tuition fees

The rules on allowances are set out in the [guidance for sponsors](#).

7. Summary of all allowances and guaranteed bonuses
You must set out each allowance, such as accommodation or utilities, and tell us the amount for each one. You must tell us of any guaranteed bonuses and the amount paid for each one.

8. Tick to confirm that the migrant has a sport governing body endorsement *
   The sportsperson must have an endorsement from the governing body for your sport which has been approved by us and is listed in [Appendix M](#) of the Immigration Rules.

9. Give the name of the sport governing body and the migrant endorsement number*
   You should name the sport governing body and also give the sportsperson's governing body endorsement unique reference number in this box and any other details that you think may be relevant.

10. Tick to confirm the sponsor certifies maintenance for the migrant
    By ticking this box, you will also confirm that you are certifying maintenance for any dependants of your sponsored migrant.

    If you do not wish to certify maintenance for a migrant's dependants, please add a sponsor note informing us that you are only certifying maintenance for your sponsored migrant.
    Note: only A-rated sponsors can certify maintenance. You do not need to certify maintenance for a Croatian national, as there is no maintenance requirement for an application for work authorisation.

Tier 5 (Temporary Worker) Creative and Sporting

This section gives guidance on the information you must give us when assigning a CoS in the Tier 5 (Temporary Worker) Creative and Sporting sub category.

Issuing a group CoS

You can choose to assign a group CoS to all members of a group in the Tier 5 (Temporary Worker) Creative and Sporting sub category. This may include the migrant's entourage and/or all the members of a unit company, such as a ballet company or other dance group, circus troupe, orchestra or other group of musicians, or theatre group who are seeking to enter the UK or apply for worker authorisation for the purpose of fulfilling a contractual obligation to perform as a group.

You must assign an individual CoS for each member of the group, which confirms that they are a member of the named group, but you will have to pay one fee for the entire group.

Each group member's CoS must show their share of any group fee. The only exception to this is where there is no code of practice. If this is the case you can enter a nominal rate of £0.01.

More information on creating and managing groups of CoS can be found in the SMS guide 11 on the GOV.UK website.

Migrants employment

In the fields below enter the details of the employment offered to the migrant.

Field name
1. Job title *
   This must reflect the role that will be undertaken by the migrant, and will normally reflect what is in the codes of practice in Appendix J of the Immigration Rules. You must avoid using acronyms, abbreviations, pay scale or grades, unless they are included in addition to the full job title.

2. Job type *
   Choose from the drop down list the appropriate standard occupational classification (SOC) code for the job that the migrant will do. You can find this in the codes of practice in Appendix J of the Immigration Rules.

   A sportsperson must be sponsored in either of the SOC codes below:

   - 3441 – Sports players
   - 3442 – Sports coaches, instructors and officials

   Creative sector SOC codes are:

   - 3411 – Artists

- 3412 – Authors, writers and translators
- 3413 – Actors, entertainers and presenters
- 3414 – Dancers and choreographers
- 3422 – Product, clothing and related designers

It is your responsibility to identify and chose the right SOC code.

You may find in the codes of practice that, although you can match a job title, the duties described for the SOC code are different to the duties the migrant will perform. This is because employers sometimes use different job titles to describe similar jobs. It is important that you choose the SOC code that best matches the duties the migrant will carry out, even if the job title is different to the one that you are using.

The SOC is a common classification of occupations developed by the Office for National Statistics. You can find more information, including example job tasks and guides to help you match jobs to the most appropriate SOC code, on the Office for National Statistics website. We cannot help you choose the right SOC code. If you require assistance in choosing a SOC code, please contact the Social Classifications Helpdesk by sending an email to occupation.information@ons.gov.uk, and supply the information below:

- the job title,
- job description
- qualifications needed to do the job

3. Summary of job description*
   You must include the main duties of the role.

   Where the SOC code chosen in the job type field has multiple jobs listed under it, you must tell us in this free text box which job the salary has been assessed against within that code.

4. Gross salary in pound sterling including any allowances and guaranteed bonuses*
   You must enter the amount without the £ sign. For example, for £25,000, you should enter 25000 in this field.

   The gross salary figure entered must be the actual gross salary package that will be paid to the migrant, **including** all allowances and guaranteed bonuses. All allowances and guaranteed bonuses included in that figure should then be broken down and detailed in the 'gross allowances' box.
   Note: this must meet the rules on payments to religious workers set out in the guidance for sponsors.

5. For each*
   Choose from the drop down list.

6. Gross allowances and guaranteed bonuses included in the above figure in pound sterling

You must enter the amount without the £ sign. For example, for £5,000. you should enter 5000 in this field.

Guaranteed allowances can include daily payments to cover additional living whilst in the UK, such as London weighting or accommodation, which will be paid for the time of the applicant's employment in the UK. These allowances may only be included if they would also be paid to a settled worker.

You must not include:

- bonus or incentive pay which is not guaranteed
- employer pension contributions
- other payments which cannot be guaranteed
- overtime pay, whether or not overtime is guaranteed
- allowances to cover business expenses including (but not limited to) training, hotels and business travel within the UK, or travel to and from the migrant's country of residence or home country
- one-off payments, such as those associated with the cost of relocation, which do not form part of the migrant's regular salary package
- any payments or allowances (whether monetary or in-kind) for which the migrant must reimburse the sponsor
- the value of any shares which the migrant receives when offered a job under an employee shareholder employment contract
- perks such as medical benefits or tuition fees

The rules on allowances are set out in the [guidance for sponsors](#).

7. Summary of all allowances and guaranteed bonuses
   You must set out each allowance, such as accommodation or utilities, and tell us the amount for each one. You must tell us of any guaranteed bonuses and the amount paid for each one.

8. Tick to confirm that the migrant has a sport governing body endorsement or that the job is in the creative sector*
   The sportsperson must have an endorsement from the governing body for your sport which has been approved by us and is listed in [Appendix M](#) of the Immigration Rules.

9. Give the name of the sport governing body and the migrant endorsement reference number or, for the creative sector, say whether a code of practice applies (for theatre, film and TV, ballet or dance) and which of the categories in the code of practice you have followed *
   For a sportsperson, you should name the sport governing body and also give the sportsperson's governing body endorsement unique reference number in this box and any other details that you think may be relevant.

   For creative applications you should state which [Creative code of practice in table 9 of Appendix J](#) of the Immigration Rules that you have used.

If there is no code of practice, you must tell us on what basis the migrant will not be displacing a settled worker. It is important that what you tell us here is in line with the ' Resident labour market test for the creative and entertainment sector' section of the [guidance for sponsors](#).

10. Tick to confirm the sponsor certifies maintenance for the migrant
By ticking this box, you will also confirm that you are certifying maintenance for any dependants of your sponsored migrant.

If you do not wish to certify maintenance for a migrant's dependants, please add a sponsor note informing us that you are only certifying maintenance for your sponsored migrant.
Note: only A-rated sponsors can certify maintenance. You do not need to certify maintenance for a Croatian national, as there is no maintenance requirement for an application for work authorisation.

Tier 5 (Temporary Worker) International Agreement

This section gives guidance on the information you must give us when assigning a CoS in the Tier 5 (Temporary Worker) International Agreement category.

Migrants employment

In the fields below enter the details of the employment offered to the migrant.

Field name

1. Job title *
   This must reflect the role that will be undertaken by the migrant, and will normally reflect what is in the codes of practice in Appendix J of the Immigration Rules. You must avoid using acronyms, abbreviations, pay scale or grades, unless they are included in addition to the full job title.

2. Job type *
   Choose from the drop down list the appropriate standard occupational classification (SOC) code for the job that the migrant will do. You can find this in the codes of practice in Appendix J of the Immigration Rules. It is your responsibility to identify and chose the right SOC code.

   You may find in the codes of practice that, although you can match a job title, the duties described for the SOC code are different to the duties the migrant will perform. This is because employers sometimes use different job titles to describe similar jobs. It is important that you choose the SOC code that best matches the duties the migrant will carry out, even if the job title is different to the one that you are using.

   The SOC is a common classification of occupations developed by the Office for National Statistics. You can find more information, including example job tasks and guides to help you match jobs to the most appropriate SOC code, on the Office for National Statistics website. We cannot help you choose the right SOC code. If you require assistance in choosing a SOC code, please contact the Social Classifications Helpdesk by sending an email to occupation.information@ons.gov.uk, and supply the information:

   - the job title,
   - job description
   - qualifications needed to do the job

3. Summary of job description*
   You must include the main duties of the role.

   Where the SOC code chosen in the job type field has multiple jobs listed under it, you must tell us in this free text box which job the salary has been assessed against within that code.

4. Gross salary in pound sterling including any allowances and guaranteed bonuses*
You must enter the amount without the £ sign. For example, for £25,000, you should enter 25000 in this field.

The gross salary figure entered must be the actual gross salary package that will be paid to the migrant, **including** all allowances and guaranteed bonuses. All allowances and guaranteed bonuses included in that figure should then be broken down and detailed in the 'gross allowances' box.
Note: this must meet the rules on payments to religious workers set out in the guidance for sponsors.

5. For each*
Choose from the drop down list.

6. Gross allowances and guaranteed bonuses included in the above figure in pound sterling
You must enter the amount without the £ sign. For example, for £5,000, you should enter 5000 in this field.

Guaranteed allowances can include daily payments to cover additional living whilst in the UK, such as London weighting or accommodation, which will be paid for the time of the applicant's employment in the UK. These allowances may only be included if they would also be paid to a settled worker.

You must not include:

- bonus or incentive pay which is not guaranteed
- employer pension contributions
- other payments which cannot be guaranteed
- overtime pay, whether or not overtime is guaranteed
- allowances to cover business expenses including (but not limited to) training, hotels and business travel within the UK, or travel to and from the migrant's country of residence or home country
- one-off payments, such as those associated with the cost of relocation, which do not form part of the migrant's regular salary package
- any payments or allowances (whether monetary or in-kind) for which the migrant must reimburse the sponsor
- the value of any shares which the migrant receives when offered a job under an employee shareholder employment contract
- perks such as medical benefits or tuition fees

The rules on allowances are set out in the guidance for sponsors.

7. Summary of all allowances and guaranteed bonuses
You must set out each allowance, such as accommodation or utilities, and tell us the amount for each one. You must tell us of any guaranteed bonuses and the amount paid for each one.

8. Tick to confirm the sponsor certifies maintenance for the migrant

By ticking this box, you will also confirm that you are certifying maintenance for any dependants of your sponsored migrant.

If you do not wish to certify maintenance for a migrant's dependants, please add a sponsor note informing us that you are only certifying maintenance for your sponsored migrant.
Note: only A-rated sponsors can certify maintenance. You do not need to certify maintenance for a Croatian national, as there is no maintenance requirement for an application for work authorisation.

9. Tick to confirm this is an international agreement *
    You must tick this box if the CoS is for a contractual service supplier or independent professional.

10. Give details of the agreement *
    If you are assigning a CoS for a contractual service supplier or independent professional, you must state in this box which international agreement the contract has been awarded under. It can only be:

    - General Agreement on Trade in Service (GATS)
    - EU-Chile Free Trade Agreement
    - EU-CARIFORUM Economic Partnership Agreement
    - EU-Georgia Association Agreement
    - EU-Ukraine Free Trade Agreement
    - EU-Moldova Association Agreement
    - EU-Andean Free Trade Agreement

    Appendix F of the guidance for sponsors sets out the sectors covered and the countries in which the contractual service supplier or independent professional must be set up.

Tier 5 (Temporary Worker) Religious Workers

This section gives guidance on the information you must give us when assigning a CoS in the Tier 5 (Temporary Worker) Religious Worker category.

Migrants employment

In the fields below enter the details of the employment offered to the migrant.

Field name

1. Job title *
    This must reflect the role that will be undertaken by the migrant, and will normally reflect what is in the codes of practice in Appendix J of the Immigration Rules. You must avoid using acronyms, abbreviations, pay scale or grades, unless they are included in addition to the full job title.

2. Job type *
    Choose from the drop down list the appropriate standard occupational classification (SOC) code for the job that the migrant will do. You can find this in the codes of practice in Appendix J of the Immigration Rules. It is your responsibility to identify and chose the right SOC code.

    You may find in the codes of practice that, although you can match a job title, the duties described for the SOC code are different to the duties the migrant will perform. This is because employers sometimes use different job titles to describe similar jobs. It is important that you choose the SOC code that best matches the duties the migrant will carry out, even if the job title is different to the one that you are using.

    The SOC is a common classification of occupations developed by the Office for National Statistics. You can find more information, including example job tasks and guides to help you match jobs to the most appropriate SOC code, on the Office for National Statistics website. We cannot help you choose the right SOC code. If you require assistance in choosing a SOC code, please contact the Social Classifications Helpdesk by sending an email to occupation.information@ons.gov.uk, and supply the information below:

    - the job title,
    - job description
    - qualifications needed to do the job

3. Summary of job description*
    Where the SOC code chosen in the job type field has multiple jobs listed under it, you must tell us in this free text box which job the salary has been assessed against within that code.

    Where the SOC code chosen in the above field has multiple jobs listed under it, you should state in this free text box which job the salary has been assessed against within that code.

Note: when you have filled in a CoS for a Tier 5 (Temporary Worker) Religious Worker, you must return to it to add a 'sponsor note' which must explain how you have met the resident labour market test for the role. You must state:

- where the role was advertised including any reference numbers and
- the period it was advertised for, or
- details of any national records you hold and an explanation of why there is no suitable settled worker available to fill the role, or
- a full explanation of why you believe that the role is supernumerary

If the role is exempt from the resident labour market test because the migrant will live within, and be a member of, a religious order, please enter 'member of a religious order' in the sponsor note box.

If you do not give all of this information, the migrant's application may be delayed or refused.

Full information about the resident labour market test for Tier 5 (Religious Worker) roles and about what we mean by a role being supernumerary, can be found in the [guidance for sponsors](#).

4. Gross salary in pound sterling including any allowances and guaranteed bonuses*
You must enter the amount without the £ sign. For example, for £25,000, you should enter 25000 in this field.

The gross salary figure entered must be the actual gross salary package that will be paid to the migrant, **including** all allowances and guaranteed bonuses. All allowances and guaranteed bonuses included in that figure should then be broken down and detailed in the 'gross allowances' box.
Note: this must meet the rules on payments to religious workers set out in the guidance for sponsors.

5. For each*
Choose from the drop down list.

6. Gross allowances and guaranteed bonuses included in the above figure in pound sterling
You must enter the amount without the £ sign. For example, for £5,000, you should enter 5000 in this field.

Guaranteed allowances can include daily payments to cover additional living whilst in the UK, such as London weighting or accommodation, which will be paid for the time of the applicant's employment in the UK. These allowances may only be included if they would also be paid to a settled worker.

You must not include:

- bonus or incentive pay which is not guaranteed
- employer pension contributions
- other payments which cannot be guaranteed

- overtime pay, whether or not overtime is guaranteed
- allowances to cover business expenses including (but not limited to) training, hotels and business travel within the UK, or travel to and from the migrant's country of residence or home country
- one-off payments, such as those associated with the cost of relocation, which do not form part of the migrant's regular salary package
- any payments or allowances (whether monetary or in-kind) for which the migrant must reimburse the sponsor
- the value of any shares which the migrant receives when offered a job under an employee shareholder employment contract
- perks such as medical benefits or tuition fees

The rules on allowances are set out in the [guidance for sponsors](#).

7. Summary of all allowances and guaranteed bonuses
   You must set out each allowance, such as accommodation or utilities, and tell us the amount for each one. You must tell us of any guaranteed bonuses and the amount paid for each one.

8. Tick to confirm the sponsor certifies maintenance for the migrant
   By ticking this box, you will also confirm that you are certifying maintenance for any dependants of your sponsored migrant.

   If you do not wish to certify maintenance for a migrant's dependants, please add a sponsor note informing us that you are only certifying maintenance for your sponsored migrant.
   Note: only A-rated sponsors can certify maintenance. You do not need to certify maintenance for a Croatian national, as there is no maintenance requirement for an application for work authorisation.

Tier 5 (Temporary Worker) Charity Workers

This section gives guidance on the information you must give us when assigning a CoS in the Tier 5 (Temporary Worker) Charity Workers category.

Migrants employment

In the fields below enter the details of the employment offered to the migrant.

Field name

1. Job title *
    This must reflect the role that will be undertaken by the migrant, and will normally reflect what is in the codes of practice in Appendix J of the Immigration Rules. You must avoid using acronyms, abbreviations, pay scale or grades, unless they are included in addition to the full job title.

2. Job type *
    Choose from the drop down list the appropriate standard occupational classification (SOC) code for the job that the migrant will do. You can find this in the codes of practice in Appendix J of the Immigration Rules. It is your responsibility to identify and chose the right SOC code.

    You may find in the codes of practice that, although you can match a job title, the duties described for the SOC code are different to the duties the migrant will perform. This is because employers sometimes use different job titles to describe similar jobs. It is important that you choose the SOC code that best matches the duties the migrant will carry out, even if the job title is different to the one that you are using.

    The SOC is a common classification of occupations developed by the Office for National Statistics. You can find more information, including example job tasks and guides to help you match jobs to the most appropriate SOC code, on the Office for National Statistics website. We cannot help you choose the right SOC code. If you require assistance in choosing a SOC code, please contact the Social Classifications Helpdesk by sending an email to occupation.information@ons.gov.uk, and supply the information below:

    - the job title,
    - job description
    - qualifications needed to do the job

3. Summary of job description*
    Where the SOC code chosen in the job type field has multiple jobs listed under it, you must tell us in this free text box which job the salary has been assessed against within that code.

    Where the SOC code chosen in the above field has multiple jobs listed under it, you should state in this free text box which job the salary has been assessed against within that code.

4. Tick to confirm the sponsor certifies maintenance for the migrant
   By ticking this box, you will also confirm that you are certifying maintenance for any dependants of your sponsored migrant.

   If you do not wish to certify maintenance for a migrant's dependants, please add a sponsor note informing us that you are only certifying maintenance for your sponsored migrant.
   Note: only A-rated sponsors can certify maintenance. You do not need to certify maintenance for a Croatian national, as there is no maintenance requirement for an application for work authorisation.

5. Tick to confirm that there is no pay for the voluntary work (except reasonable expenses outlined in section 44 of the National Minimum Wage Act) *
   You must make sure that the work the migrant will do is exempt from the National Minimum Wage outlined in [Section 44 of the National Minimum Wage Act](#) 1998 and the [revision to that Act](#).

Tier 5 (Temporary Worker) Government Authorised Exchange

This section gives guidance on the information you must give us when assigning a CoS in the Tier 5 (Temporary Worker) Government Authorised Exchange category.

When assigning a CoS under this category you should only assign it for no more than the period that your scheme has been approved. If you assign a CoS for a period that is longer, the migrant's application will be refused. If this happens, we will speak to your endorsing government department with a view to deciding whether they will continue to endorse your scheme.

Migrants employment

In the fields below enter the details of the employment offered to the migrant.

Field name

1. Job title*
   This must reflect the role that will be undertaken by the migrant, and will normally reflect what is in the codes of practice in Appendix J of the Immigration Rules. You must avoid using acronyms, abbreviations, pay scale or grades, unless they are included in addition to the full job title.

2. Job type *
   Choose from the drop down list the appropriate standard occupational classification (SOC) code for the job that the migrant will do. You can find this in the codes of practice in Appendix J of the Immigration Rules. It is your responsibility to identify and chose the right SOC code.

   You may find in the codes of practice that, although you can match a job title, the duties described for the SOC code are different to the duties the migrant will perform. This is because employers sometimes use different job titles to describe similar jobs. It is important that you chosen the SOC code that best matches the duties the migrant will carry out, even if the job title is different to the one that you are using.

   The SOC is a common classification of occupations developed by the Office for National Statistics. You can find more information, including example job tasks and guides to help you match jobs to the most appropriate SOC code, on the Office for National Statistics website. We cannot help you choose the right SOC code. If you require assistance in choosing a SOC code, please contact the Social Classifications Helpdesk by sending an email to occupation.information@ons.gov.uk, and supply the information below:

   - the job title,
   - job description
   - qualifications needed to do the job

3. Name of approved scheme and summary of job description *

You must state in this box the name of the approved scheme under which the migrant is coming to the UK. The name of the scheme must be the exact name that was approved by us and which appears in Appendix N of the Immigration Rules. You must also include a summary of the job description in this text box.

4. Gross salary in pound sterling including any allowances and guaranteed bonuses*
You must enter the amount without the £ sign. For example, for £25,000, you should enter 25000 in this field.

The gross salary figure entered must be the actual gross salary package that will be paid to the migrant, **including** all allowances and guaranteed bonuses. All allowances and guaranteed bonuses included in that figure should then be broken down and detailed in the 'gross allowances' box.
Note: this must meet the rules on payments to religious workers set out in the guidance for sponsors.

5. For each*
Choose from the drop down list.

6. Gross allowances and guaranteed bonuses included in the above figure in pound sterling
You must enter the amount without the £ sign. For example, for £5,000, you should enter 5000 in this field.

Guaranteed allowances can include daily payments to cover additional living whilst in the UK, such as London weighting or accommodation, which will be paid for the time of the applicant's employment in the UK. These allowances may only be included if they would also be paid to a settled worker.

You must not include:

- bonus or incentive pay which is not guaranteed
- employer pension contributions
- other payments which cannot be guaranteed
- overtime pay, whether or not overtime is guaranteed
- allowances to cover business expenses including (but not limited to) training, hotels and business travel within the UK, or travel to and from the migrant's country of residence or home country
- one-off payments, such as those associated with the cost of relocation, which do not form part of the migrant's regular salary package
- any payments or allowances (whether monetary or in-kind) for which the migrant must reimburse the sponsor
- the value of any shares which the migrant receives when offered a job under an employee shareholder employment contract
- perks such as medical benefits or tuition fees

The rules on allowances are set out in the guidance for sponsors.

7. Summary of all allowances and guaranteed bonuses
    You must set out each allowance, such as accommodation or utilities, and tell us the amount for each one. You must tell us of any guaranteed bonuses and the amount paid for each one.

8. Tick to confirm the job is at NQF level 3 *
    The job must be must be equivalent to level 3 or above on the National Qualification Framework (NQF) now called the Regulated Qualification Framework (RQF).

9. Tick to confirm the sponsor certifies maintenance for the migrant
    By ticking this box, you will also confirm that you are certifying maintenance for any dependants of your sponsored migrant.

    If you do not wish to certify maintenance for a migrant's dependants, please add a sponsor note informing us that you are only certifying maintenance for your sponsored migrant.
    Note: only A-rated sponsors can certify maintenance. You do not need to certify maintenance for a Croatian national, as there is no maintenance requirement for an application for work authorisation.