

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 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.

r	e this manual to log into SMS, change your password, manage SMS users and view mportant messages posted by the Home	
use fea	Office. addition, this manual explains who should be SMS and for what purpose. The manual extures a full introduction to SMS as well as a comprehensive troubleshooting section.	All sponsors
Miantal 2 Miananto Voltrucanca Common	To help sponsors manage their key personnel, change their licence details, manage PAYE references, and apply for allocations of CoS/CAS.	All sponsors
	help sponsors apply for Basic Compliance Assessment and manage action plans.	All sponsors

Manual reference	Manual title	Туре	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. 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	Туре	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	Туре	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	<u>Defined CoS</u>	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.	Workers 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. Create and assign Create single CoS Create group CoS Create batches of CoS Amend information on a CoS before it is assigned Assign CoS to migrants Help (opens in a new window) Defined CoS Apply for defined CoS Apply for a defined CoS applications Create and assign granted defined CoS applications View refused defined CoS applications View refused defined CoS applications View refused defined CoS applications Help (opens in a new window)

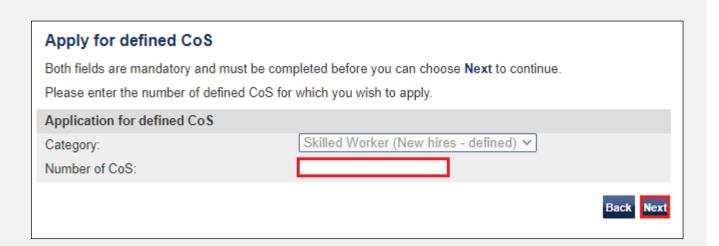
Step Instruction Screen example Apply for defined CoS This section allows you to make applications for defined CoS. You can also review applications for which you are awaiting decisions, create CoS from granted applications and review previously refused, rejected and withdrawn applications. Apply for defined CoS · Apply for the number of CoS you require Help (opens in a new window) Apply for defined CoS based on a previous application . Use and edit the data from a previous application to create a new application Help (opens in a new window) From the Apply for defined CoS View applications that are awaiting a decision 2 screen, select Apply for defined · View applications that are currently pending or under review CoS. · Withdraw any applications that you no longer wish to be considered Help (opens in a new window) Granted applications - create and assign defined CoS · Create and assign defined CoS View returned and reclaimed defined CoS Help (opens in a new window) View previously refused, withdrawn or rejected applications · View applications that you have withdrawn · View applications that were not granted Help (opens in a new window)

Licence summary, applications and services/Licence summary).

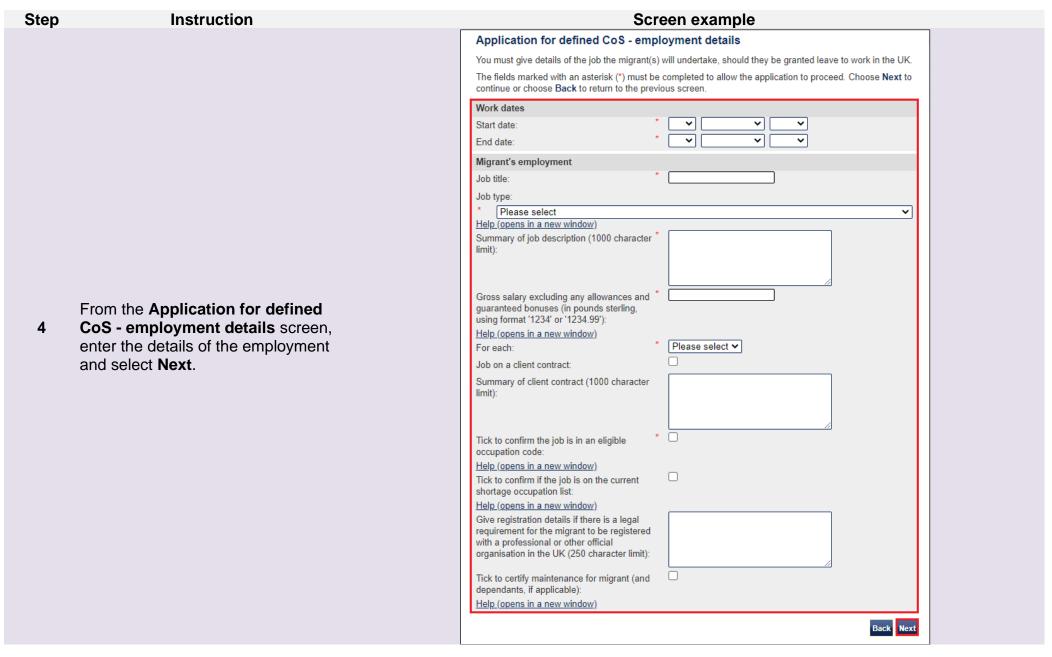
Note

You can check the tiers and categories in which you are licensed, and your current rating on the **Licence summary** screen (located at

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



Note You can apply for more than one CoS in a single application, but the employment details on each CoS must be the same.



.

occupation code:

shortage occupation list:

dependants, if applicable):

Tick to confirm if the job is on the current 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

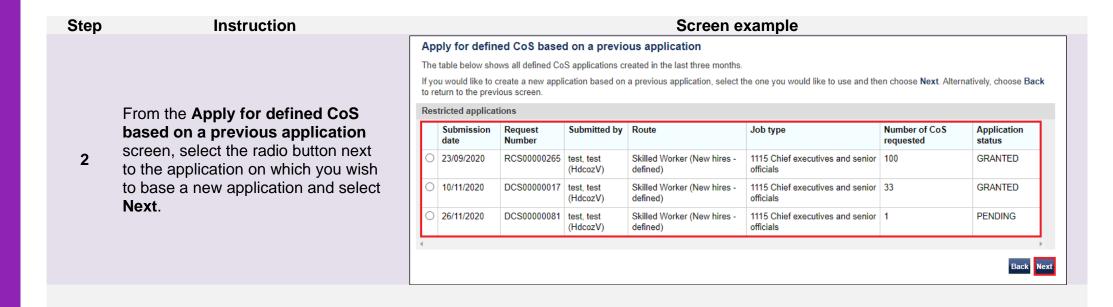
Step	Instruction		Screen example
		Application for defined (Your application for defined CoS has been made.	CoS - submitted has been submitted for consideration. You will be notified when a decision
	Your application has now been	Application for defined CoS	
	submitted.	Request Number:	DCS00000081
6	On the Application for defined CoS - submitted screen the request number of your application is displayed.	Category:	Skilled Worker (New hires - defined)
		Number of CoS:	1
		Work dates	
		Start date:	01/01/2021
		End date:	01/01/2022
			ок
Note	We will consider your application, as set	out in the Sponsorship policy	<u>guidance.</u>

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

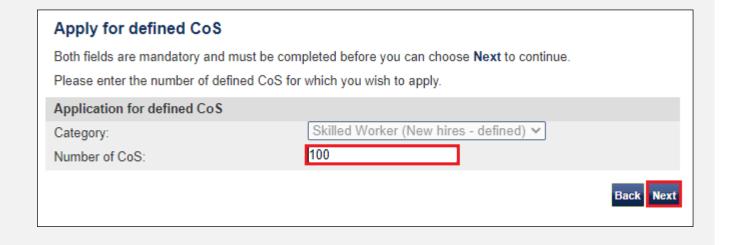
Follow the step by step instructions below to apply for defined CoS based on a previous application.

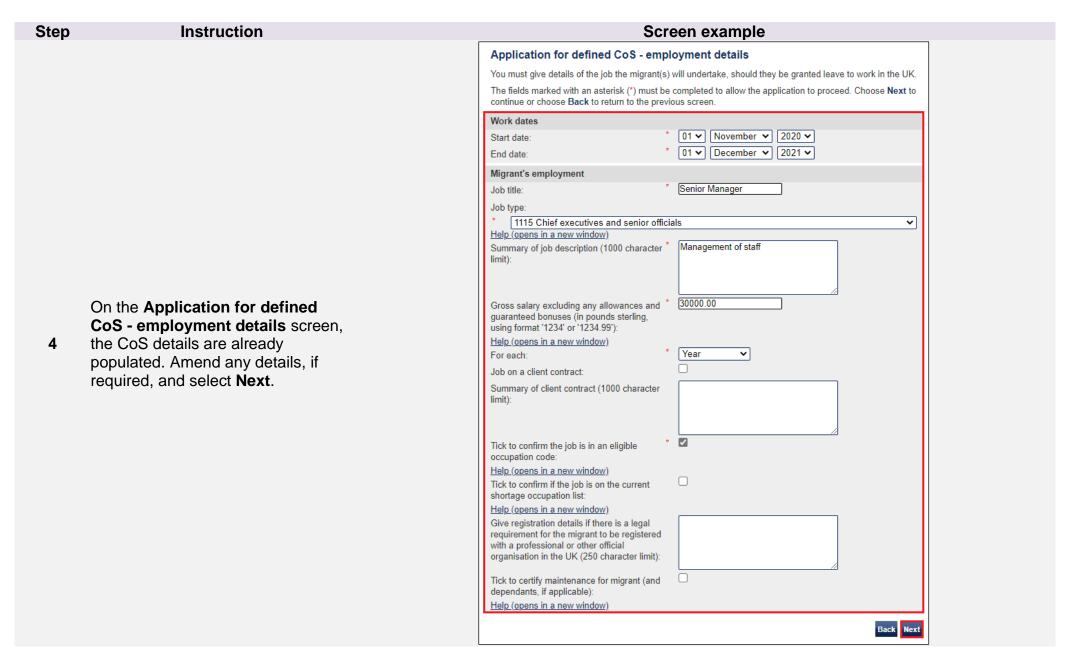
You should read the <u>SMS guide 8a – Creating a CoS – guide for business sponsors</u> and <u>Sponsorship policy guidance</u> before applying for defined CoS.

Step	Instruction	Screen example	
1	From the Apply for defined CoS screen, select Apply for defined CoS based on a previous application.	Apply for defined CoS 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. Apply for defined CoS • Apply for the number of CoS you require Help (opens in a new window) Apply for defined CoS based on a previous application • Use and edit the data from a previous application to create a new application Help (opens in a new window) View applications that are awaiting a decision • View applications that are currently pending or under review • Withdraw any applications that you no longer wish to be considered Help (opens in a new window) Granted applications - create and assign defined CoS • Create and assign defined CoS • View returned and reclaimed defined CoS Help (opens in a new window) View previously refused, withdrawn or rejected applications • View applications that you have withdrawn • View applications that were not granted Help (opens in a new window)	



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





Step	Instruction	Sc	reen example	
		Application for defined CoS - confirmation		
		Review the data that you have entered and ensure that it is correct.		
		When you are satisfied that all data is correct, read the declaration and confirm your agreement by ticking the box.		
		Choose Submit to proceed or choose Back to	o amend the data.	
		Application for defined CoS		
		Category:	Skilled Worker (New hires - defined)	
		Number of CoS:	20	
		Work dates		
		Start date:	01/01/2021	
		End date:	01/01/2022	
		Employment details		
		Job title:	Manager	
E o	From the Application for defined CoS - confirmation screen check the details are correct.	Job type:	1115 Chief executives and senior officials	
5a		Summary of job description (1000 character limit):	Management	
		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:	Υ	
		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	

Instruction Step Screen example 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. Read the declaration and tick the g. The salary I will pay to any worker filling the role described on the CoS must be at least the salary box to agree to the terms. stated in this application, unless I notify the Home Office of any change to the salary, and: 5b • 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; When complete, select **Submit**. • 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. 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:

Step	Instruction	Screen example		
		Application for defined CoS -	submitted	
		Your application for defined CoS has be has been made.	en submitted for consideration. You will be notified when a decision	
	Your application has now been	Application for defined CoS		
	submitted.	Request Number:	DCS00000081	
6	On the Application for defined CoS - submitted screen the request	Category:	Skilled Worker (New hires - defined)	
		Number of CoS:	1	
	number of your application is	Work dates		
displayed.	displayed.	Start date:	01/01/2021	
		End date:	01/01/2022	
			ок	

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 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.	Apply for defined CoS 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. Apply for defined CoS Apply for the number of CoS you require Help (opens in a new window) Apply for defined CoS based on a previous application Use and edit the data from a previous application to create a new application Help (opens in a new window) View applications that are awaiting a decision View applications that are currently pending or under review Withdraw any applications that you no longer wish to be considered Help (opens in a new window) Granted applications - create and assign defined CoS Create and assign defined CoS View returned and reclaimed defined CoS Help (opens in a new window) View previously refused, withdrawn or rejected applications View applications that were not granted Help (opens in a new window)	

To withdraw an application:

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

Applications that are awaiting a decision

The table below shows all applications currently awaiting a decision. If you wish to withdraw any application, choose **Withdraw**. Alternatively, choose **Back** to return to the previous screen.

	Submission date	Request Number	Submitted by	Route	Job type	Number of CoS requested	Application status
Withdraw	26/11/2020	DCS00000135	test, test (HdcozV)	Skilled Worker (New hires - defined)	1131 Financial managers and directors	100	PENDING
Withdraw	26/11/2020	DCS00000129	test, test (HdcozV)	Skilled Worker (New hires - defined)	1133 Purchasing managers and directors	100	PENDING
Withdraw	26/11/2020	DCS00000112	test, test (HdcozV)	Skilled Worker (New hires - defined)	1139 Functional managers and directors not elsewhere classified	100	PENDING
Withdraw	26/11/2020	DCS00000106	test, test (HdcozV)	Skilled Worker (New hires - defined)	1131 Financial managers and directors	100	PENDING
Withdraw	26/11/2020	DCS00000098	test, test (HdcozV)	Skilled Worker (New hires - defined)	1115 Chief executives and senior officials	100	PENDING
Withdraw	26/11/2020	DCS00000081	test, test (HdcozV)	Skilled Worker (New hires - defined)	1115 Chief executives and senior officials	1	PENDING

Back

- 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			
		Withdraw application for defined CoS				
		Review the details of the application you want to withdraw.				
		To withdraw this application choose Withdraw or choose Cancel to return to the previous screen.				
		Withdraw application				
	From the Withdraw application for defined CoS screen, select	Request Number:	DCS00000081			
•	Withdraw.	Submission date:	26/11/2020			
3		Submitted by:	test, test (HdcozV)			
	If you do not wish to withdraw the application, select Cancel .	Category:	Skilled Worker (New hires - defined)			
		Job type:	1115 Chief executives and senior officials			
		Number of CoS:	1			
		Application status:	PENDING			
			Cancel Withdraw			
	The Application withdrawn screen is now displayed.	Application withdrawn				
4		Your application has been withdrawn and will not be considered.				
4	Select OK to return to the Applications that are awaiting a decision screen.		ок			

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 **Sponsorship policy guidance** before creating and assigning single defined CoS.

Step	Instruction	Screen example
		Apply for defined CoS
		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.
		Apply for defined CoS
		Apply for the number of CoS you require
		Help (opens in a new window)
		Apply for defined CoS based on a previous application
		Use and edit the data from a previous application to create a new application
		Help (opens in a new window)
	From the Apply for defined CoS	<u>View applications that are awaiting a decision</u>
1	screen, select Granted applications	View applications that are currently pending or under review
	 create and assign defined CoS. 	Withdraw any applications that you no longer wish to be considered
		Help (opens in a new window)
		Granted applications - create and assign defined CoS
		Create and assign defined CoS
		View returned and reclaimed defined CoS
		Help (opens in a new window)
		View previously refused, withdrawn or rejected applications
		View applications that you have withdrawn
		View applications that were not granted
		Help (opens in a new window)
Note	You can only assign a defined CoS if we have grant they did not submit the original application.	ted your application. Any Level 1 user can create and assign a defined CoS, e

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.

Restricted applications

ſ		Granted date	Request Number	Use by date	Submitted by	Route	Job type	Number of CoS granted	Application status
(0	10/11/2020	RCS00000265	23/12/2020	test, test (HdcozV)	Skilled Worker (New hires - defined)	1115 Chief executives and senior officials	100	GRANTED
	0	10/11/2020	DCS00000017	10/02/2021	test, test (HdcozV)	Skilled Worker (New hires - defined)	1115 Chief executives and senior officials	33	GRANTED



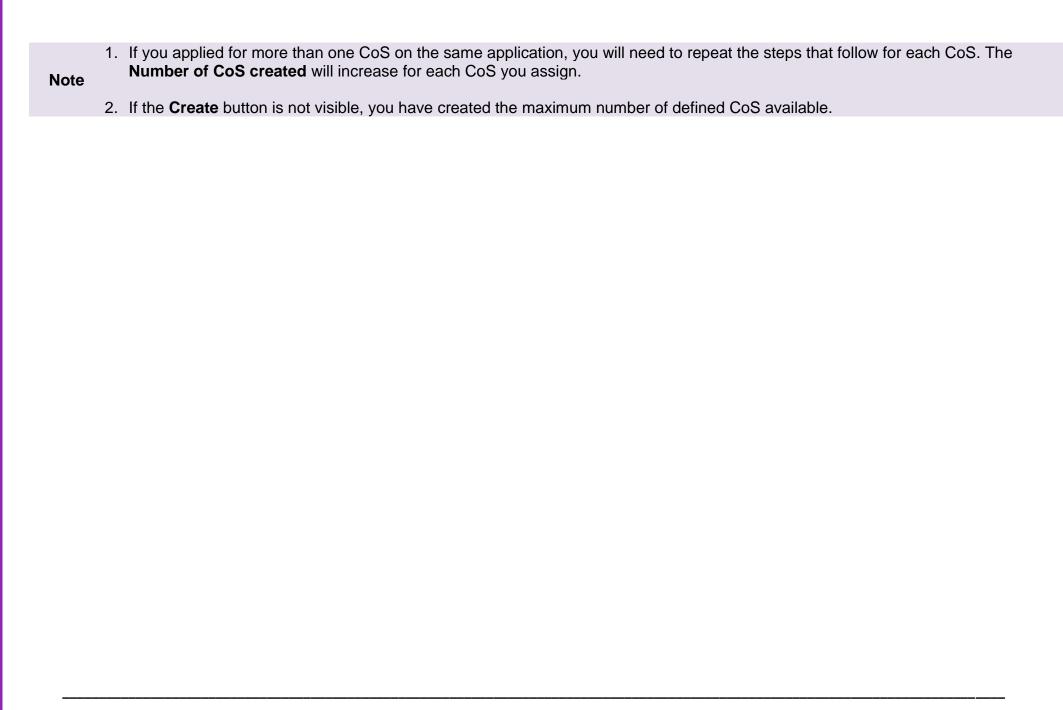


Note

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.

DCOS expire to the minute 90 days after being granted. You must assign a defined CoS by the Use by date otherwise you will be unable to assign it. Eg: if the DCOS was granted at 09:02am 03/06/2024 it will expire 09:02am 01/09/24.

Step Instruction Screen example 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. Skilled Worker (New hires - defined) **Application summary** Request Number: DCS00000017 Number of CoS granted: 33 Number of CoS created: 1115 Chief executives and senior officials Job type: From the Granted applications -10/02/2021 Use by: create and assign defined CoS 3 Application status: GRANTED screen, review the application 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 summary and select **Create**. Work in progress or Ready to go choose Edit. To return to your granted applications choose Back. Create Restricted CoS details Passport number Family name Date of birth Nationality Given name Status Create Back



Step	Instruction	Screen example				
		Create a CoS				
		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.				
		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.				
		The initial sections are the migrant's details. Where applicable, complete the personal information as shown in their passport.				
		Route				
		Skilled Worker (New hires - defined)				
		Personal information				
		Family name:				
		Given name(s):				
	From the Create a CoS screen,	Other names:				
4	enter the migrant's details and select Save .	Nationality:				
	Gave.	* Please select				
		Place of birth:				
		Country of birth: * Please select				
		Date of birth:				
		Gender: * Please select ▼				
		Country of residence:				
		* Please select				
		Passport or travel document				
		Passport number:				
		Issue date:				
		Expiry date:				
		Place of issue of passport:				
Note	The employment details are pre-populated and	can only be amended in limited circumstances, which are set out in the Sponsorship				

policy guidance.

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: 987565
Family name: Smith
Given name(s): Bob

Nationality: AMERICAN SAMOA

Date of birth: 01/01/1920

Gender: Male









Note

5

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.

Step	Instruction		Screen example			
		Confirm CoS details before assi	gning			
		Check the information and choose Assign CoS to assign the CoS. If you do not want to continue choose Back .				
		Before you assign a CoS to a Skilled Worker, you should consult the guidance on <u>overseas criminal records</u> <u>checks on GOV.UK</u> , 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.				
		CoS summary				
		Route				
		Skilled Worker (New hires - defined)				
	From the Confirm CoS details	Personal information				
	before assigning screen, review the	Family name:	Smith			
6a	details. If any details are incorrect, select	Given name(s):	Bob			
		Other names:				
	amend.	Nationality:	AMERICAN SAMOA			
		Place of birth:	Melbourne			
		Country of birth:	AUSTRALIA			
		Date of birth:	01/01/1920			
		Gender:	Male			
		Country of residence:	AFGHANISTAN			
		Passport or travel document				
		Passport number:	987565			
		Issue date:	01 January 2000			
		Expiry date:	01 January 2022			
		Place of issue of passport:	London			

Step Instruction Screen example 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. Read the declaration and tick the box a. The salary I will pay to any worker filling the role described on the CoS must be at least the salary to agree to the terms. stated in this application, unless I notify the Home Office of any change to the salary, and: 6b • 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: When complete, select Submit. · 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 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

Instruction Screen example Step

The **Online payment** screen is now displayed. Select **OK** to proceed with 7 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.

The following cards will be accepted:













Electronic payments are powered by:



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.

CoS fee 199.00 Immigration Skills Charge (ISC) 1500.00 1699.00 Amount:



Instruction Screen example Step 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: C2G4K67270A On the **Single CoS assigned** screen Date assigned: 26 November 2020 8 the CoS reference number is displayed. Expiry date (use by): 27 February 2021 Immigration Skills Charge (ISC) 1500.00 ISC payment reference ISC00000767 CoS summary Passport number: 987565 Family name: Smith Given name(s): Bob Nationality: AMERICAN SAMOA Date of birth: 01/01/1920 Gender: Male

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 Sponsorship policy guidance before viewing and withdrawing defined CoS.

Step	Instruction	Screen example
		Apply for defined CoS
		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.
		Apply for defined CoS
		Apply for the number of CoS you require
		Help (opens in a new window)
		Apply for defined CoS based on a previous application
		Use and edit the data from a previous application to create a new application
Ī	From the Apply for defined CoS	Help (opens in a new window)
	screen, select View previously	View applications that are awaiting a decision
	refused, withdrawn or rejected	View applications that are currently pending or under review
	applications.	Withdraw any applications that you no longer wish to be considered
		Help (opens in a new window)
		Granted applications - create and assign defined CoS
		Create and assign defined CoS
		View returned and reclaimed defined CoS
		Help (opens in a new window)
		View previously refused, withdrawn or rejected applications
		View applications that you have withdrawn
		View applications that were not granted
		Help (opens in a new window)

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.	The table below	w shows all define to return to the pr	ed CoS applica	ejected applications tions which have been refuse Route Skilled Worker (New hires - defined)	d, withdrawn or rejected within to Job type 1115 Chief executives and senior officials	Number of CoS requested	Decision date 26/11/2020	Application status WITHDRAWN
Note	If the Application status is REJECTED o status is WITHDRAWN, the Decision dat						the decision	. If the A	Applicatio