



UK Visas  
& Immigration

## The sponsorship management system (SMS) manuals

Step by step guide for sponsors

Manual 10 of 12: Miscellaneous CoS functions

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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.

Manual reference	Manual title	Type	Purpose	Audience
Manual 1	<a href="#">Introduction to SMS &amp; managing user access</a>	Common	Use this manual to log into SMS, change your password, manage SMS users and view important messages posted by the Home Office.  In addition, this manual explains who should use SMS and for what purpose. The manual features a full introduction to SMS as well as a comprehensive troubleshooting section.	All sponsors
Manual 2	<a href="#">Managing your licence</a>	Common	To help sponsors manage their key personnel, change their licence details, manage PAYE references, and apply for allocations of CoS/CAS.	All sponsors
Manual 3	<a href="#">Apply for Basic Compliance Assessment manage action plan</a>	Common	To help sponsors apply for Basic Compliance Assessment and manage action plans.	All sponsors

Manual reference	Manual title	Type	Purpose	Audience
Manual 4	<a href="#">Creating and assigning CAS</a>	CAS	To help sponsors create and assign individual and batches of CAS.	Sponsors licensed in the Student Route
Manual 4a	<a href="#">Creating a CAS – guide for education sponsors</a>	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	<a href="#">Reporting student activity</a>	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	<a href="#">Miscellaneous CAS functions</a>	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	<a href="#">Bulk Data Transfer of CAS</a>	CAS	To help sponsors use the bulk data transfer (BDT) functions of SMS, including graduate notifications. You must have a bespoke IT system in place to use BDT.	Sponsors licensed in the Student Route

Manual reference	Manual title	Type	Purpose	Audience
Manual 8	<a href="#">Creating and assigning CoS</a>	CoS	To help sponsors create and assign individual and batches of CoS.	Sponsors licensed in any Worker or Temporary Worker route
Manual 9	<a href="#">Reporting worker activity</a>	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	<a href="#">Miscellaneous CoS functions</a>	CoS	To help sponsors complete all other functions of CoS, such as managing batches of CoS, managing pre-stored addresses for use when creating CoS, transferring ownership of CoS, and printing CoS.	Sponsors licensed in any Worker or Temporary Worker route

Manual reference	Manual title	Type	Purpose	Audience
Manual 11	<a href="#">Temporary Work – Creative Worker Group of CoS</a>	CoS	To help sponsors create and manage groups of CoS. Groups of CoS are only available to sponsors licensed in Temporary Work - Creative Worker	Sponsors licensed in the Temporary Work - Creative Work Route
Manual 12	<a href="#">Defined CoS</a>	CoS	To help sponsors apply for defined CoS, track applications for defined CoS and once granted, create defined CoS.	Sponsors licensed in Skilled Worker

## Glossary

Term	Meaning
<b>SMS</b>	Sponsorship Management System
<b>CoS</b>	Certificate of Sponsorship
<b>CAS</b>	Confirmation of Acceptance for Studies
<b>AO</b>	Authorising Officer
<b>KC</b>	Key Contact
<b>BDT</b>	Bulk Data Transfer
<b>SELT</b>	Secure English Language Test
<b>.XML</b>	Extensible Mark-up Language
<b>.PDF</b>	Portable Document Format
<b>Automation</b>	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.

## CoS status

The table below shows each status which can apply to a CoS.

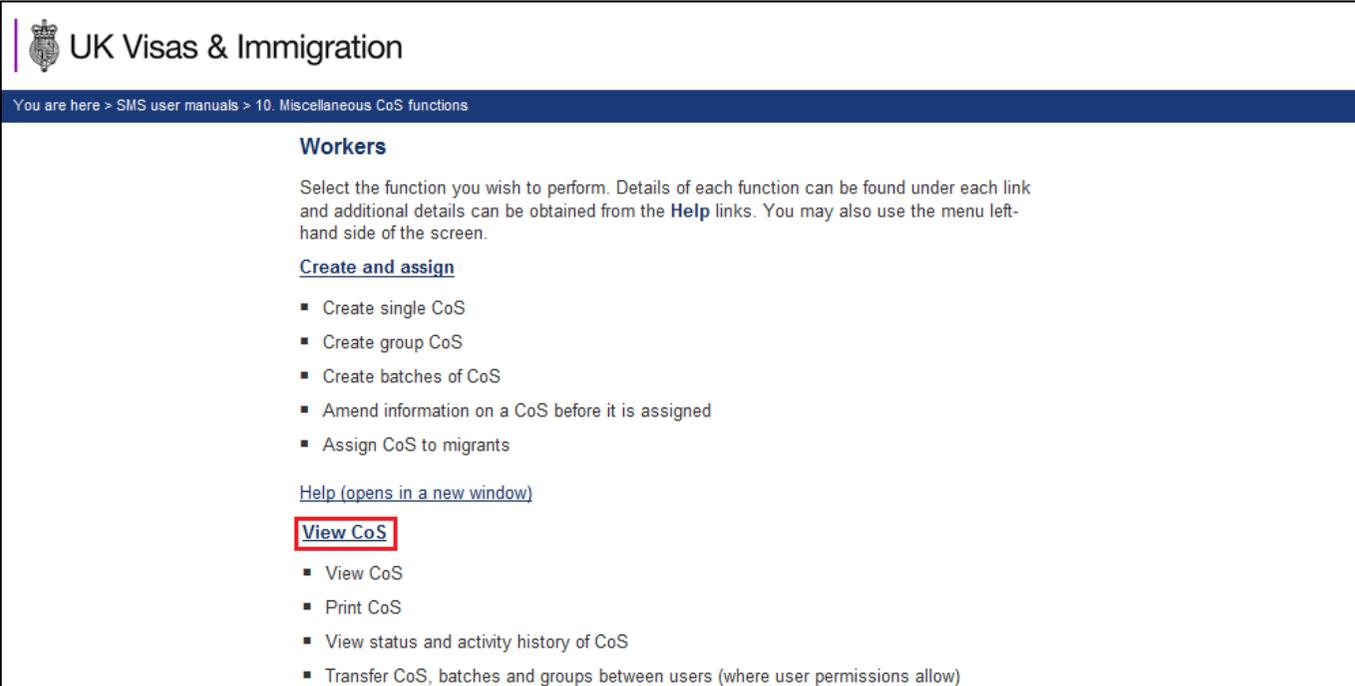
As seen in SMS	Meaning
WORK IN PROGRESS	The CoS is still in 'draft' form as one or more mandatory details have yet to be completed.
READY TO GO	The CoS has been created and is ready to be assigned to an individual.
ASSIGNED	All mandatory fields are complete and the CoS is ready to use in support of an application for leave to enter or remain.
WITHDRAWN	You have withdrawn the CoS.
USED	The CoS has been used in support of an individual's application for leave to enter or remain.
EXPIRED	EITHER: The individual has not made an application for leave to enter or remain by the expiry date of the CoS. A new CoS is required;  OR: The individual has applied by the CoS expiry date but we have not considered their application before that date. In this case, no action is required on your part; we will change the status of the CoS from EXPIRED to USED when the application is considered.
CANCELLED	The CoS has been cancelled as your licence has been revoked or has expired, or you have surrendered the relevant routes / your whole licence prior to the CoS being used.

## SMS guides

### Guide 1: How to transfer CoS ownership, view CoS history and other CoS administration functions

Follow the step by step instructions below to perform CoS administration tasks, which includes:

- viewing CoS details;
- printing a CoS for your records or for a migrant to use in support of their application;
- transferring ownership of CoS between SMS users;
- viewing the history of ownership of a CoS; and
- viewing reported history of a CoS.

Step	Instruction	Screen example
1	From the <b>Workers</b> screen, select <b>View CoS</b> .	 <p>UK Visas &amp; Immigration</p> <p>You are here &gt; SMS user manuals &gt; 10. Miscellaneous CoS functions</p> <h4>Workers</h4> <p>Select the function you wish to perform. Details of each function can be found under each link and additional details can be obtained from the <b>Help</b> links. You may also use the menu left-hand side of the screen.</p> <p><u>Create and assign</u></p> <ul style="list-style-type: none"><li>▪ Create single CoS</li><li>▪ Create group CoS</li><li>▪ Create batches of CoS</li><li>▪ Amend information on a CoS before it is assigned</li><li>▪ Assign CoS to migrants</li></ul> <p><u><a href="#">Help (opens in a new window)</a></u></p> <p><b>View CoS</b></p> <ul style="list-style-type: none"><li>▪ View CoS</li><li>▪ Print CoS</li><li>▪ View status and activity history of CoS</li><li>▪ Transfer CoS, batches and groups between users (where user permissions allow)</li></ul>

## Step

## Instruction

## Screen example

2

From the **View CoS** screen, select **Search for CoS**.

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### View CoS

Choose an option below to find an individual, batch or group of CoS or choose **Transfer group of CoS** to transfer a group to another user (only Level 1 users can transfer CoS).

**Please note**, Level 2 users can only view CoS that they own.

**Search for CoS**

- Find a CoS using migrant details
- Conduct an advanced search for CoS using a range of parameters

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

**Search for batch(es) of CoS**

- Find a batch of CoS using batch details

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

**Search for groups of CoS**

- Find a group of CoS using group details

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

**Transfer group of CoS**

- Transfer a group of CoS to a different user

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

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

From the **View CoS** screen, enter the parameters you wish to search against, then select **Next**.

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### View CoS

Search for an existing CoS by entering the individual's details. You must enter either the passport number or family name; you can also refine your search by entering the given name and/or date of birth. Choose **Next** to continue.

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

**Search for a CoS**

Passport number:

Family name:

Given name(s):

Date of birth:

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

**Note**

If your search parameters are not specific, you will be presented with a long list of CoS. This screen is not featured in this guide. Select the CoS you wish to view. If your search parameters are specific, you will be presented with the screen below.

**Step****Instruction****Screen Example**

From the **View CoS** screen, ensure the details are correct.

You now have five options:

- Select **Back** to return to the **CoS search results** screen;
- Select **Status history** to display the status history of the CoS, for example, **READY TO GO**, **ASSIGNED** or **WITHDRAWN**;
- Select **Activity history** to display any details reported for the individual using the **Report Migrant Activity** function (this can only apply to CoS with a status of **USED**); or
- Select **Transfer** to transfer a CoS to another SMS user.

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### View CoS

The full details of the CoS are displayed below. Select from the options below, choose:

- **Status history** to view the history of any status changes of the CoS
- **Activity history** to view any activity reported against the migrant
- **Transfer** to transfer the CoS to another user (where permissions allow)
- **Print** to save or print a .pdf of the CoS
- **Back** to return to the previous screen

<b>Tier and category</b>	
Tier 2 (General - Extensions)	
<b>CoS status</b>	
Sponsor licence number:	88MRN52B3
Sponsor name:	R500UAT026
CoS number:	C2G2Z94812A
<b>Personal information</b>	
Family name:	Smith
Given name(s):	Sam
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:	
Tick to confirm the sponsor certifies maintenance for the migrant:	Y

[Back](#) [Print](#) [Status history](#) [Activity history](#) [Transfer](#)

**Step****Instruction****Screen example****5***To Transfer:*

From the **Transfer a single CoS** screen, select the relevant user from the drop-down list, then select **Transfer**.

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### Transfer a single CoS

To transfer this single CoS to another user select the user you would like to transfer the CoS to, then choose **Transfer**. Choose **Cancel** to return to the view CoS details page.

**Tier and category**  
Tier 2 (General - Extensions)

**CoS details**  
CoS status: USED

**CoS summary**  
Passport number: 65465465465654654  
Family name: Smith  
Given name(s): Sam  
Nationality: BERMUDA  
Date of birth: 28/10/1979  
Gender: Male

**User transferring CoS to:**  
Select to whom you wish to transfer the CoS:

**6**

The CoS has been transferred.

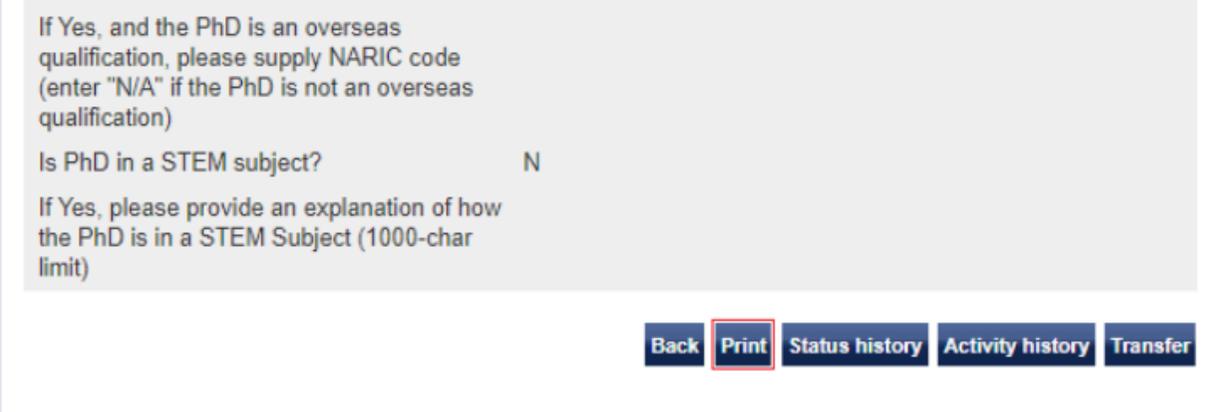
Select **OK** to return to the **View CoS** screen.

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### Transfer of single CoS complete

The transfer has completed successfully. Choose **OK** to continue.

Step	Instruction	Screen example
	<p><i>To Print:</i></p> <p><b>7</b> Scroll down to the bottom of the page, click the 'Print' button highlighted in red.</p>	 <p>The screenshot shows a form with the following text: "If Yes, and the PhD is an overseas qualification, please supply NARIC code (enter 'N/A' if the PhD is not an overseas qualification)", "Is PhD in a STEM subject? N", and "If Yes, please provide an explanation of how the PhD is in a STEM Subject (1000-char limit)". At the bottom right, there are five buttons: "Back", "Print", "Status history", "Activity history", and "Transfer". The "Print" button is highlighted with a red border.</p>

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

When the PDF file is opened, use your print command from your browser/PDF viewer to produce a hard copy.

The screenshot shows the UK Visas & Immigration logo at the top left. Below it is a title box containing 'Certificate of Sponsorship Details'. Underneath, there are two sections: 'Tier and Category' and 'Certificate of sponsorship status'. The 'Tier and Category' section shows 'Tier and Category: Tier 2 (General - Extensions)'. The 'Certificate of sponsorship status' section lists various details in a key-value format.

<b>Tier and Category</b>	
Tier and Category:	Tier 2 (General - Extensions)
<b>Certificate of sponsorship status</b>	
Sponsor licence number:	88MRN52B3
Sponsor name:	R500UAT026
Certificate number:	C2G2Z94812A
Current certificate status:	USED
Current certificate status date:	05 March 2014
Date assigned:	05 March 2014
Expiry date (use by):	06 June 2014
Sponsorship withdrawn:	N
Sponsor note:	
Migrant application status:	

**Note**

1. The keyboard shortcut for printing is CTRL+P on a computer running Windows or CMD+P on a computer running OSX.
2. You will only be able to open and print the PDF version of the CoS if you have the appropriate software installed, such as Adobe Acrobat Reader or an appropriate browser extension.

**Step****Instruction****Screen example****9***To view status history:*

From the **View CoS status history** screen, you can see the status and date on which the CoS moved to its current status. When complete select **Back** to return to the previous screen.

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### View CoS status history

The table below shows the history of status changes for the CoS selected (in descending date and time order). The current status is shown at the top of the list. Choose **Back** to return to the view **View CoS** screen.

Status	Date and time	User name
USED	05/03/2014 12:29	Cory T
ASSIGNED	05/03/2014 10:41	Don D
READY TO GO	05/03/2014 10:37	Don D

**Back**

**10***To view activity history:*

From the **View CoS activity history** screen, select the reported activity for which you wish to view further details, then select **Next**.

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### View CoS activity history

The table below shows the history of reported activity for the migrant related to the CoS selected (in descending date and time order). The latest reported activity is shown at the top of the list.

If the table is blank, migrant activity has not been reported through SMS. To view further details, select the activity and choose **Next** or choose **Back** to return to the **View CoS** screen.

	Date and time	Type of activity
🕒	05/03/2014 12:31	Sponsor continuing to sponsor migrant worker

**Back** **Next**

**Step****Instruction****Screen example****11**

From the **View CoS activity details** screen you can see when the activity was reported, the CoS number and the details of the activity. When complete select **Back** to return to the previous screen.

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### View CoS activity details

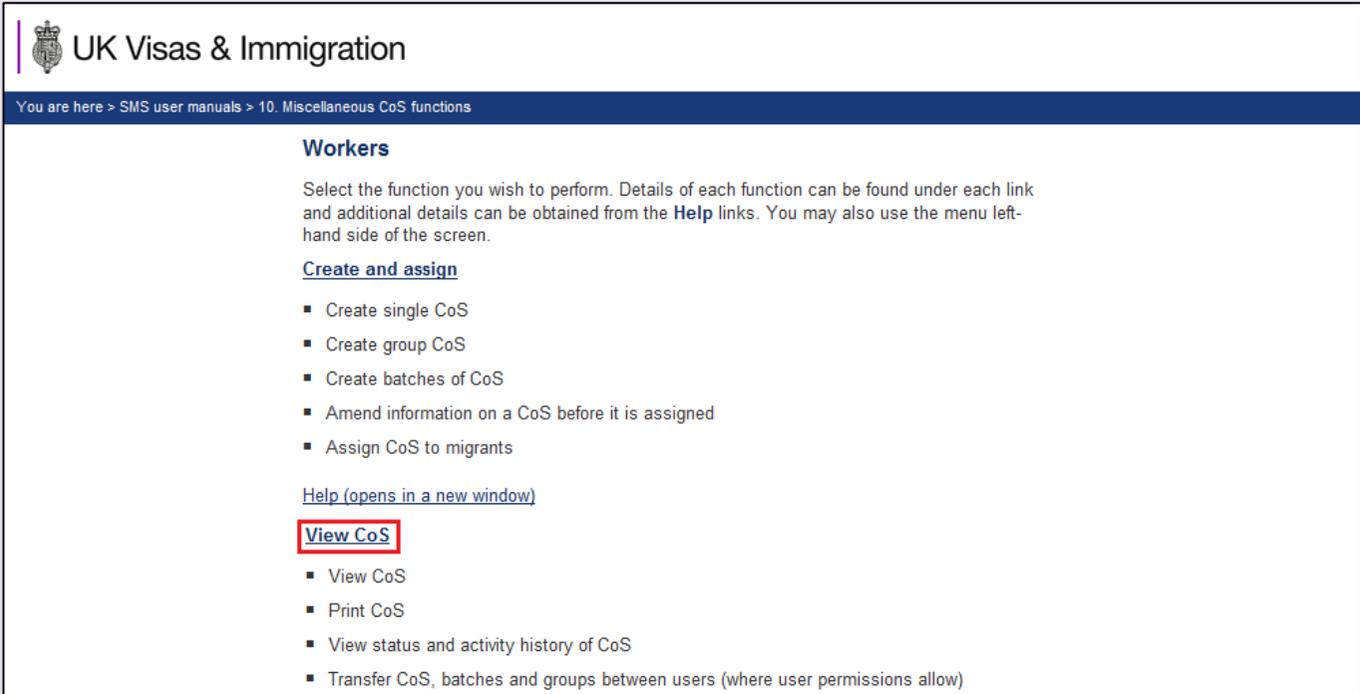
The details for the selected activity are shown below. Choose **Back** to return to the previous screen.

Activity details	
CoS number:	C2G2Z94812A
Type of activity:	Sponsor continuing to sponsor migrant worker
Activity reported:	05 March 2014 12:31
Select details:	Worker start date delayed
Relevant date:	27 March 2014
Give full details:	Delayed travel due to birth of son.

[Back](#)

## Guide 2: How to transfer a batch of CoS to another user

Follow the step by step instructions below to transfer ownership of a batch to another user. This function is useful if an existing SMS user will no longer be using SMS, or if a SMS user is taking ownership of another SMS user's workload.

Step	Instructions	Screen example
1	From the <b>Workers</b> screen, select <b>View CoS</b> .	 <p>The screenshot shows the 'UK Visas &amp; Immigration' interface. At the top, there is a breadcrumb trail: 'You are here &gt; SMS user manuals &gt; 10. Miscellaneous CoS functions'. Below this, the 'Workers' section is active, displaying a list of functions: 'Create single CoS', 'Create group CoS', 'Create batches of CoS', 'Amend information on a CoS before it is assigned', and 'Assign CoS to migrants'. A 'Help (opens in a new window)' link is also present. Underneath, the 'View CoS' section is expanded, listing options: 'View CoS', 'Print CoS', 'View status and activity history of CoS', and 'Transfer CoS, batches and groups between users (where user permissions allow)'. The 'View CoS' link in this section is highlighted with a red rectangular box.</p>

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

2

From the **View CoS** screen, select **Search for batch(es) of CoS**.

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### View CoS

Choose an option below to find an individual, batch or group of CoS or choose **Transfer group of CoS** to transfer a group to another user (only Level 1 users can transfer CoS).

**Please note**, Level 2 users can only view CoS that they own.

[Search for CoS](#)

- Find a CoS using migrant details
- Conduct an advanced search for CoS using a range of parameters

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

[Search for batch\(es\) of CoS](#)

- Find a batch of CoS using batch details

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

[Search for groups of CoS](#)

- Find a group of CoS using group details

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

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

From the **Search for batches of CoS** screen, enter your search parameters, then select **Next**.

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### Search for batches of CoS

Search for an existing batch of CoS by completing at least one line of search criteria, and choose **Next** to continue. Choose **Back** to return to the view CoS menu page.

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

**Batch search criteria**

Batch name:

Owner:

Please select

Category:

Please select

Batch created from:

Batch created to:

Work in progress:

Ready to go:

Assigned:

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

**Note**

If your search parameters are not specific, you will be presented with a long list of batches. This screen is not featured in this guide. Select the batch you wish to transfer. If your search parameters are specific, you will be presented with the screen below.

4

From the **CoS search result** screen, select **Transfer**.

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### CoS search results

The table below shows CoS that match your search criteria, or the contents of the batch you selected. To view in more detail, select the CoS that you wish to view and choose **Next**. If you are a Level 1 user and you have searched for a batch you will have the option to choose **Transfer** to transfer the batch to another user. Choose **Back** to return to the previous screen.

**Tier and category**

Tier 2 (General - Extensions)

**Batch details**

Batch name: Batch #1  
 Number of CoS in batch: 2  
 Owner: Don, DJ (OsNBX7uVOL)  
 Status: ASSIGNED  
 Date created: 05/03/2014

**Search results**

	Number	Status	Family name	Given name	Date of birth	Nationality	Passport number	Migrant App. Status	Reported Activity
<input type="radio"/>	C2G3A24812A	ASSIGNED	Smith	Jade	27/09/1964	BOLIVIA	984		
<input type="radio"/>	C2G3A34812A	ASSIGNED	Smith	Josh	26/07/1971	CHILE	987654321		

Back Transfer Next

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

From the **Transfer batch of CoS** screen, select the user to whom you'd like to transfer the batch from the drop-down list, then select **Transfer**.

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### Transfer batch of CoS

To transfer this batch of CoS to another user, select a user you would like to transfer the batch of CoS to, then choose **Transfer**. Choose **Cancel** to return to the view CoS search page.

**Tier and category**  
Tier 2 (General - Extensions)

**Batch details**

Batch name:	Batch #1
Number of CoS in batch:	2
Owner:	Don, DJ (OsNBX7uVOL)
Status:	ASSIGNED

**Transfer batch of CoS:**  
Select to whom you wish to transfer the batch:

**Cancel** **Transfer**

**6**

The batch has been transferred. Select **OK** to return to **CoS search results** screen.

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### Transfer of batch of CoS complete

The transfer has been completed successfully. Choose **OK** to continue.

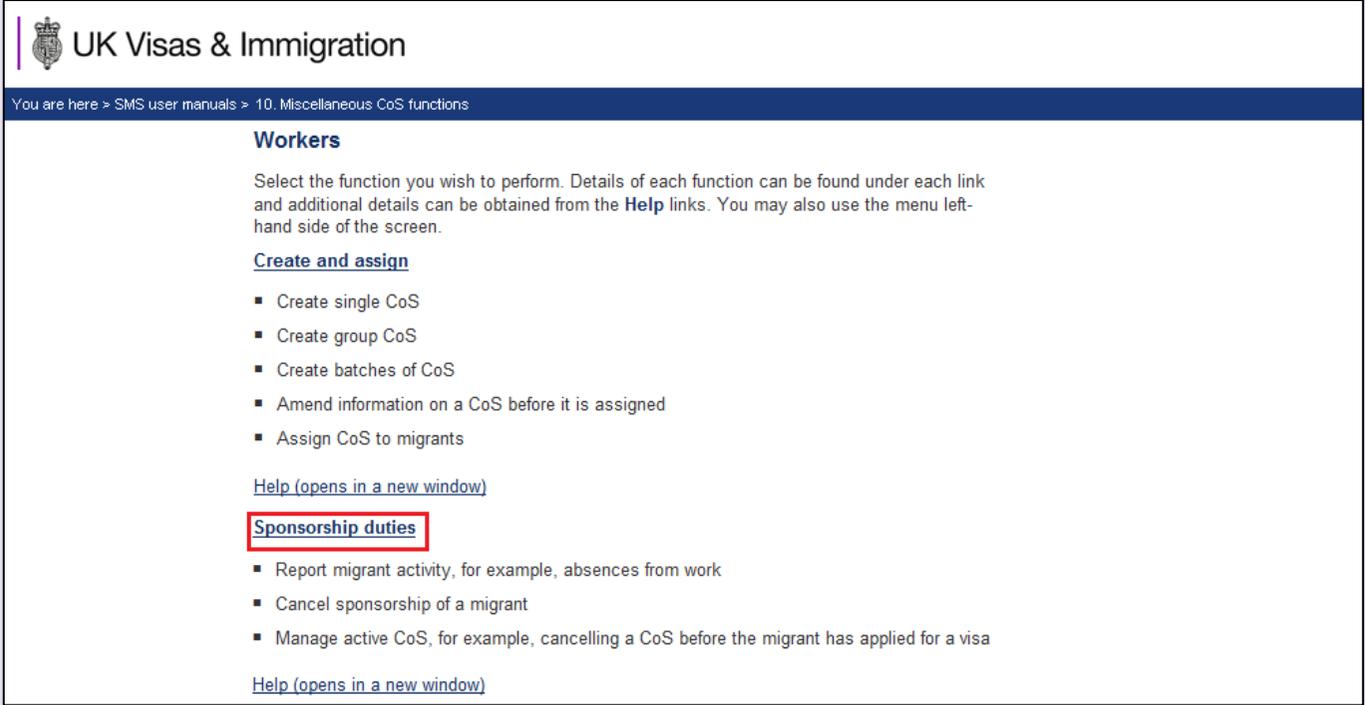
**OK**

## Guide 3: How to withdraw an unused CoS

Follow the step by step instructions below to withdraw a CoS with the ASSIGNED status. This function is useful if you decide not to sponsor a migrant before the CoS has been used in an application for leave to enter, leave to remain or worker authorisation.

CoS with the following statuses cannot be withdrawn: WORK IN PROGRESS; READY TO GO; USED; or EXPIRED. When a CoS is withdrawn it is not returned to your allocation, nor will you be refunded the fee paid when you assigned the CoS.

You should read the [Sponsorship policy guidance](#) before withdrawing an unused CoS.

Step	Instruction	Screen example
1	From the <b>Workers</b> screen, select <b>Sponsorship duties</b> .	

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

From the **Sponsorship duties** screen, select **Manage live CoS**.

**3**

From the **Search for a CoS** screen, enter your search parameters, then select **Next**.

**Note**

If your search parameters are not specific, you will be presented with a long list of CoS. This screen is not featured in this guide. Select the CoS you wish to withdraw. If your search parameters are specific, you will be presented with the screen below.

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

From the **Manage live CoS** screen, select **Withdraw CoS**.

If you wish to cancel the withdrawal, select **Back**.

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### Manage live CoS

Manage the live CoS using the buttons below, choose:

- **Sponsor note** to add a note to a CoS, for example to inform us of a spelling mistake in a name or a change to a passport number.
- **Withdraw CoS** to withdraw the CoS before it has been used by the migrant in an application for leave to enter/remain. This option is only available for CoS with a status of **Assigned**.
- **Back** to return to the previous screen.

<b>Tier and category</b>	
Tier 2 (General - Extensions)	
<b>CoS summary</b>	
CoS number:	C2G3A34812A
CoS status:	ASSIGNED
Expiry date (use by):	06 June 2014
Passport number:	987654321
Family name:	Smith
Given name(s):	Josh
Nationality:	CHILE
Date of birth:	26/07/1971
Gender:	Male
Sponsor note:	Migrant's date of birth should read 26/08/1991 - not July.

[Back](#) [Withdraw CoS](#) [Sponsor note](#)

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

From the **Withdrawal confirmation** screen, select **Withdraw CoS**.

**5** If you wish to cancel the withdrawal, select **Cancel**.

Once the CoS has been withdrawn, you will be returned to the **Search for a CoS** screen.

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### Withdrawal confirmation

Confirm you want to withdraw this CoS by choosing **Withdraw CoS**. If you choose to withdraw the CoS the migrant will no longer be able to use it.

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

Tier and category	
Tier 2 (General - Extensions)	
Certificate of sponsorship (CoS)	
CoS number:	C2G3A34812A
CoS status:	ASSIGNED
Expiry date (use by):	06 June 2014
Passport number:	987654321
Family name:	Smith
Given name(s):	Josh
Nationality:	CHILE
Date of birth:	26/07/1971
Gender:	Male
Sponsor note:	Migrant's date of birth should read 26/08/1991 - not July.

## Guide 4: How to add, amend or delete work addresses

Follow the step by step instructions below to add, amend or delete a work address. This function is useful if you wish to store several addresses that you use frequently when creating CoS. Saved addresses will be available from the **Pre-stored address** drop-down list on the **Add or amend a work address** screen in all CoS that you create afterwards.

Step	Instruction	Screen example
1	From the <b>Workers</b> screen, select <b>Manage work addresses</b> .	<p><b>Defined CoS</b> <a href="#">Help (opens in a new window) Defined CoS</a></p> <ul style="list-style-type: none"><li>▪ Apply for defined CoS</li><li>▪ Apply for a defined CoS based on a previous request</li><li>▪ View pending defined CoS applications</li><li>▪ Create and assign granted defined CoS applications</li><li>▪ View refused defined CoS applications</li></ul> <p><b>View CoS</b> <a href="#">Help (opens in a new window) View CoS</a></p> <ul style="list-style-type: none"><li>▪ View CoS</li><li>▪ Print CoS</li><li>▪ View status and activity history of CoS</li><li>▪ Transfer CoS, batches and groups between users (where user permissions allow)</li></ul> <p><b>Sponsorship duties</b> <a href="#">Help (opens in a new window) Sponsorship duties</a></p> <ul style="list-style-type: none"><li>▪ Report migrant activity, for example, absences from work</li><li>▪ Cancel sponsorship of a migrant</li><li>▪ Manage active CoS, for example, cancelling a CoS before the migrant has applied for a visa</li></ul> <p><b>Manage work addresses</b> <a href="#">Help (opens in a new window) Manage work addresses</a></p> <ul style="list-style-type: none"><li>▪ Add, amend and delete work addresses</li></ul>

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

From the **Manage work addresses** screen, select **Add** to add a new address, or to delete or amend an existing address, select the **Address identifier**.

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### Manage work addresses

Manage your saved work addresses or add new addresses. Any saved work addresses are shown below.

The **Address identifier** can be chosen to edit a saved address, or choose **Add** to add a new address. When choosing an **Address identifier**, it is recommended that you choose something meaningful, such as a road or building name so that it can be easily identified when completing a CoS or editing the work address.

Choose **Back** to return to the **Workers** home page.

**Please note:** changes made here will not take effect in any CoS that you have already assigned using an address from this list, nor does adding a new work address from this page constitute our approval of a new branch, linked entity or partner institution. If you wish to add a branch, linked entity or partner institution to your licence, please do so by selecting **Request any other change to your licence details** from the **Request change to licence details** menu.

Address identifier	Address line 1	City or town
<a href="#">Four and Three Street</a>	4 and 3 Street	Sheffield
<a href="#">Seven and Two Road</a>	7 and 2 Road	Sheffield

[Add](#)

[Back](#)

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

*To add an address:*

- 3 On the **Add work address** screen, ensure you complete all mandatory fields, then select **Save**.

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### Add work address

Complete the fields below to add a new work address. Fields marked with an asterisk (\*) are mandatory and must be completed. When choosing an **Address identifier**, it is recommended that you choose a meaningful name, such as a road or building name, as this will make it easier to identify the correct address when completing a CoS or editing the work address.

Choose **Save** to add the address to the list, or **Cancel** to return to the Manage work addresses screen.

**Work address**

Address identifier \*

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

Address: \*

City or town: \*

County, area district or province:

Postcode: \*

Contact name: \*

Contact telephone: \*

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

- To delete or edit an address:*
- 4** From the **Edit work address** screen, change the address details as necessary, then select **Save**.
- To delete the address, select **Delete**.

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### Edit work address

Edit the fields below to amend a work address. Fields marked with an asterisk (\*) are mandatory and must be completed. When choosing an **Address identifier**, it is recommended that you choose a meaningful name, such as a road or building name, as this will make it easier to identify the correct address when completing a CoS or editing the work address.

Choose **Save** to add the address to the list, or **Cancel** to return to the Manage work addresses screen.

**Work address**

Address identifier	*	<input type="text" value="Nine and Eight View"/>
Address:	*	<input type="text" value="9 and 8 View"/> <input type="text"/> <input type="text"/>
City or town:	*	<input type="text" value="Sheffield"/>
County, area district or province:		<input type="text"/>
Postcode:	*	<input type="text" value="S1 1AS"/>
Contact name:	*	<input type="text" value="Candy Rellington"/>
Contact telephone:	*	<input type="text" value="0114 2091324"/>

**Note** At least one field must be edited to be able to **Save**.

**Step****Instruction****Screen example****5***To delete:*

From the **Delete work address** screen, select **Delete**.

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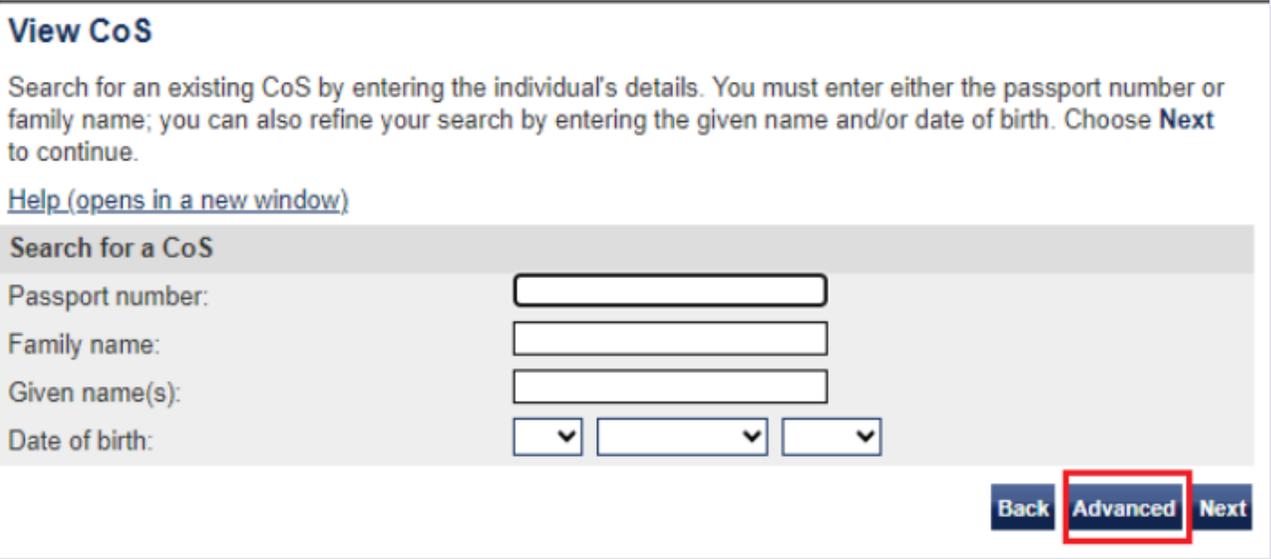
**Delete work address**

Choose **Delete** to confirm you want to delete this work address from your list, or **Cancel** to return to the Manage work addresses home page. If you choose to delete an address from the list, this action cannot be reversed. Deleting the address will not remove it from any CoS to which it has previously been added.

Work address	
Address identifier	Nine and Eight View
Address line 1:	9 and 8 View
City or town:	Sheffield

## Guide 5: How to search for a CoS using the advanced search option

Follow the step by step instructions below to search for a **CoS** using the **advanced search** option.

Step	Instruction	Screen example
1	To use the Advanced search option, navigate to the View CoS screen and select Advanced in the bottom right.	 <p>The screenshot shows the 'View CoS' interface. At the top, there is a heading 'View CoS' followed by a paragraph: 'Search for an existing CoS by entering the individual's details. You must enter either the passport number or family name; you can also refine your search by entering the given name and/or date of birth. Choose <b>Next</b> to continue.' Below this is a link: '<a href="#">Help (opens in a new window)</a>'. The main section is titled 'Search for a CoS' and contains four input fields: 'Passport number:', 'Family name:', 'Given name(s):', and 'Date of birth:'. The 'Date of birth' field is a date picker with three dropdown menus. At the bottom right, there are three buttons: 'Back', 'Advanced', and 'Next'. The 'Advanced' button is highlighted with a red rectangular box.</p>

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

2 The Advanced search option gives a wider range of search parameters. These parameters can be set singularly for wide searches or combined to refine your search results. The following pages give full details on all search parameters.

**Search for a CoS**

Passport number:

Family name:

Given name(s):

Date of birth:

Nationality:

Work start date (from):

Work start date (to):

Migrant application status (not currently available - do not use)

Reported Activity:

**Restrict search on**

Route:

Work in progress:

Ready to go:

Assigned:

Expired:

Used:

Obsolete:

Withdrawn:

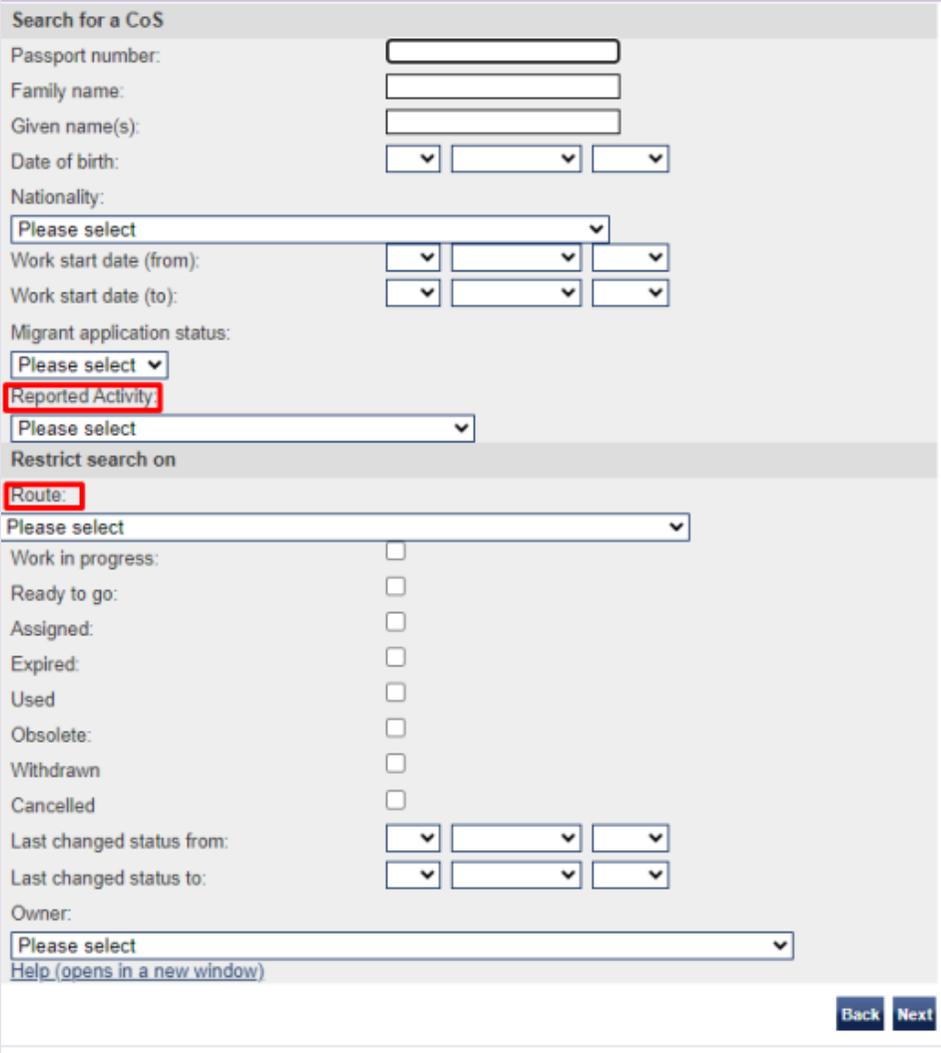
Cancelled:

Last changed status from:

Last changed status to:

Owner:

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

Step	Instruction	Screen example
<p><b>3</b> Use the Reported Activity drop down menu to find a CoS based on an activity you have reported e.g. sponsor has stopped sponsoring migrant worker or Migrant has left the Sponsor. Use the Route parameter to search for CoS in a specific route. To refine your search, you can select other parameters such as the CoS status and/or owner. You can leave the route blank to search for all CoS with a particular status and/or owner.</p>		

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

You can search for a CoS based on the current status of a CoS. You can select multiple statuses in one search. Work in Progress – will show CoS in draft form. Ready to go – will show CoS created and ready to be assigned. Assigned – will show Cos assigned, ready to be used in an application for leave to enter or remain. Expired – will show CoS that have either expired before being used in an application or have expired before the application has been considered.

**Search for a CoS**

Passport number:

Family name:

Given name(s):

Date of birth:

Nationality:

Work start date (from):

Work start date (to):

Migrant application status (not currently available - do not use)

Reported Activity:

**Restrict search on**

Route:

Work in progress:

Ready to go:

Assigned:

Expired:

Used:

Obsolete:

Withdrawn:

Cancelled:

Last changed status from:

Last changed status to:

Owner:

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

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

**Used** – will show CoS that have been used in support of an application for leave to enter or remain. **Withdrawn** – will show CoS withdrawn by the Sponsor.

**Cancelled** – will show CoS that have been cancelled due to licence or route surrender, revocation or expiry, prior to the CoS being used.

**Last changed status from/to** – allows you to search within date parameters where a CoS status may have changed

**Owner** - allows you to search for CoS created by individual Level 1 and Level 2 users.

The screenshot shows a web form titled "Search for a CoS". The form contains several input fields and checkboxes. A red rectangular box highlights the following section:

- Used
- Obsolete:
- Withdrawn
- Cancelled
- Last changed status from: 15 January 2023
- Last changed status to: 01 March 2023
- Owner: Please select

Other visible fields in the form include:

- Passport number: 553074848
- Family name: 880 UAT SW1 Sponsor CoS
- Given name(s):
- Date of birth: 01 February 1940
- Nationality: AUSTRALIA
- Work start date (from): 03 March 2024
- Work start date (to): 03 March 2025
- Migrant application status (not currently available - do not use)
- Reported Activity: Sponsor continuing to sponsor migrant worker
- Restrict search on
- Route: Tier 2 (General - Switching Immigration Category)
- Work in progress:
- Ready to go:
- Assigned:
- Expired:
- Buttons: Back, Next

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

4. Once you have completed your Advanced search you will be shown the search results. To view a CoS in more detail, select a CoS using the radio button and then next.

Note- you can only view a maximum of 100 results on a search. If your search returns more than 100 results you should refine your parameters to reduce the results returned.

**CoS search results**

The table below shows CoS that match your search criteria, or the contents of the batch you selected. To view in more detail, select the CoS that you wish to view and choose **Next**. If you are a Level 1 user and you have searched for a batch, you will have the option to choose **Transfer** to transfer the batch to another user or **Back** to return to the previous screen.

Search results

	Number	Status	Family name	Given name	Date of birth	Nationality	Route	Migrant App. Status	Reported Activity	Migrated to SpUK?
<input type="radio"/>		READY TO GO	Smith	Beryl	19/12/1939	ARGENTINA	Temporary Work - Creative Worker			N
<input type="radio"/>		WORK IN PROGRESS	Smith	Betty	03/07/1934	ALAND ISLANDS	Temporary Work - Creative Worker			N
<input type="radio"/>		READY TO GO	Smith	J	30/09/1979	BAHAMAS	Skilled Worker (Extensions - ISC exempt)			N

Back Next

**Note** The column titled "Migrated to SpUK?" has been added to SMS screens where multiple CoS search results are displayed. The new column appears for **all sponsors** regardless of the routes they are licenced in, or whether they are participating in the Sponsor UK pilot.

Step	Instruction	Screen example
<p>5. You are now able to view the CoS you searched for and have an option to Print the CoS details, check the Status history, Activity history and Transfer the CoS</p>	<p><b>Migrant's employment</b></p> <p>Job title: New group</p> <p>Job type: 1123 Production managers and directors in mining and energy</p> <p>Summary of job description (1000 character limit): xxxxx</p> <p>Gross salary including any permitted allowances (in pounds sterling, using format '1234' or '1234.99'): 350.00</p> <p>For each: Day</p> <p>Where the route permits it, any gross allowances and guaranteed bonuses you will pay to the worker (in pounds sterling, using format '1234' or '1234.99'):</p> <p>Summary of all allowances and guaranteed bonuses (250 character limit):</p> <p>Confirm how you have complied with the relevant creative code of practice (If applicable) or considered how the worker can make a unique contribution to creative life in the UK (250 character limit) xxxxx</p> <p>Tick to certify maintenance for migrant (and dependants, if applicable): N</p>	<p>Back Print Status history Activity history</p>