The sponsorship management system (SMS) manuals

Step by step guide for sponsors

Manual 12 of 12: Defined CoS

Contents

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

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Manual reference	Manual title	Type	Purpose	Audience
Manual 4	Creating and assigning CAS	CAS	To help sponsors create and assign individual and batches of CAS.	Sponsors licensed in the Student Route
Manual 4a	Creating a CAS – guide for education sponsors	CAS	This manual contains supplementary information on completing a CAS. Use this guide to determine what information is necessary in each field of the CAS.	Sponsors licensed in the Student Route
Manual 5	Reporting student activity	CAS	To help sponsors report student activity, for example if a student's circumstances change. 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

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

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

Glossary

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

SMS guides

Guide 1: How to apply for a defined CoS

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

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 based on a previous request ▪ View pending defined CoS applications ▪ Create and assign granted defined CoS applications ▪ View refused defined CoS applications Help (opens in a new window)

Step	Instruction	Screen example
2	From the **Apply for defined CoS** screen, select **Apply for defined CoS**.	**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)
Note	You can check the tiers and categories in which you are licensed , and your current rating on the **Licence summary** screen (located at **Licence summary, applications and services/Licence summary**).	

Step	Instruction	Screen example
3	From the **Apply for defined CoS** screen enter the number of CoS you require, then select **Next**.	**Apply for defined CoS** Both fields are mandatory and must be completed before you can choose **Next** to continue. Please enter the number of defined CoS for which you wish to apply. **Application for defined CoS** Category: Skilled Worker (New hires - defined) ⌄ Number of CoS: [ ] Back Next

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

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Step	Instruction	Screen example
4	From the **Application for defined CoS - employment details** screen, enter the details of the employment and select **Next**. Please avoid Copying and pasting from external sources for example Word or Excel. Please do not include any special characters for example (+ & ' £ * % $!).	**Application for defined CoS - employment details** You must give details of the job the migrant(s) will undertake, should they be granted leave to work in the UK. The fields marked with an asterisk (*) must be completed to allow the application to proceed. Choose **Next** to continue or choose **Back** to return to the previous screen. **Work dates** Start date: * End date: * **Migrant's employment** Job title: * Job type: * Please select Help (opens in a new window) Summary of job description (1000 character limit): * Gross salary excluding any allowances and guaranteed bonuses (in pounds sterling, using format '1234' or '1234.99'): * Help (opens in a new window) For each: * Please select Job on a client contract: Summary of client contract (1000 character limit): Tick to confirm the job is in an eligible occupation code: * Help (opens in a new window) Tick to confirm if the job is on the current shortage occupation list: Help (opens in a new window) Give registration details if there is a legal requirement for the migrant to be registered with a professional or other official organisation in the UK (250 character limit): Tick to certify maintenance for migrant (and dependants, if applicable): Help (opens in a new window) Back Next

Step	Instruction	Screen example

5a From the **Application for defined CoS - confirmation** screen check the details are correct.

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 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
Job type:	1115 Chief executives and senior officials
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:	Y
Tick to confirm if the job is on the current shortage occupation list:	N
Give registration details if there is a legal requirement for the migrant to be registered with a professional or other official organisation in the UK (250 character limit):	
Tick to certify maintenance for migrant (and dependants, if applicable):	N

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Step	Instruction	Screen example

5b	Read the declaration and tick the box to agree to the terms.
	
	When complete, select **Submit**.
		Read the declaration and tick the box to confirm that you have understood, agree with and will abide by all the Terms and Conditions.
		
		In this statement, a reference to an 'application' for a Certificate of Sponsorship (CoS) includes an application for a defined CoS for a Skilled Worker, or a request to assign a CoS to a worker on any of the Worker or Temporary Worker routes.
		
		a. The information I have given in this online application is complete, accurate and true to the best of my knowledge.
		
		b. I will inform you without delay if there is a material change in my circumstances or new information relevant to this application becomes available before this application is decided or before the CoS is used to support an application for entry clearance or permission to enter or stay.
		
		c. I agree to co-operate with your officials when they are carrying out checks in connection with this application.
		
		d. I understand that if I knowingly make any false representations in this application, action will be taken against me, which could lead to my sponsor licence being revoked.
		
		e. I understand that it is an offence under section 25 of the Immigration Act 1971 to do an act which facilitates a breach or attempted breach of immigration law, or if I know or have reasonable cause to believe that it may so facilitate.
		
		f. I understand that if I am applying for a defined CoS for a Skilled Worker, and my application is granted, I must only use the CoS to fill the role described in the application for that defined CoS.
		
		g. The salary I will pay to any worker filling the role described on the CoS must be at least the salary stated in this application, unless I notify the Home Office of any change to the salary, and:
		
		    ▪ in the case of a Skilled Worker, they would still score at least 70 points under the Immigration Rules for Skilled Workers after the change in salary;
		
		    ▪ in any other case, the revised salary continues to meet any minimum salary requirement specified in the Immigration Rules or sponsor guidance for the relevant route.
		
		h. If the worker will be applying for permission on the Skilled Worker route, I have checked the worker's occupation code to ascertain whether it is one to which the overseas criminal records certificate requirement applies and, where it does, I have informed the applicant of their responsibility under this requirement.
		
		i. The information provided by me to you will be treated in confidence but it may be disclosed to other law enforcement agencies, UK government departments, agencies, local authorities, foreign governments and other bodies for immigration or research purposes and to help them to carry out their functions.
		
		j. I understand you may ask for or check information from other law enforcement agencies, government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration, research or security purposes or to help you process this application or monitor my ongoing compliance with my sponsor duties.
		
		k. I agree that you may use the information given in this application for training and research purposes.
		
		I agree to the terms and conditions: ☐
		
		Back Submit

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

| **Note** | We will consider your application, as set out in the [Sponsorship policy guidance](#). |

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

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

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

Step	Instruction	Screen example
1	From the **Apply for defined CoS** screen, select **Apply for defined CoS based on a previous application**.	**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)

Step	Instruction	Screen example
2	From the **Apply for defined CoS based on a previous application** screen, select the radio button next to the application on which you wish to base a new application and select **Next**.	**Apply for defined CoS based on a previous application** The table below shows all defined CoS applications created in the last three months. If you would like to create a new application based on a previous application, select the one you would like to use and then choose **Next**. Alternatively, choose **Back** to return to the previous screen. **Restricted applications** (table of applications with columns: Submission date, Request Number, Submitted by, Route, Job type, Number of CoS requested, Application status) 23/09/2020, RCS00000265, test, test (HdcozV), Skilled Worker (New hires - defined), 1115 Chief executives and senior officials, 100, GRANTED 10/11/2020, DCS00000017, test, test (HdcozV), Skilled Worker (New hires - defined), 1115 Chief executives and senior officials, 33, GRANTED 26/11/2020, DCS00000081, test, test (HdcozV), Skilled Worker (New hires - defined), 1115 Chief executives and senior officials, 1, PENDING Back Next
3	From the **Apply for defined CoS** screen, enter the number of CoS required and select **Next**.	**Apply for defined CoS** Both fields are mandatory and must be completed before you can choose **Next** to continue. Please enter the number of defined CoS for which you wish to apply. **Application for defined CoS** Category: Skilled Worker (New hires - defined) Number of CoS: 100 Back Next

Step	Instruction	Screen example

4

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

Please avoid Copying and pasting from external sources for example Word or Excel.

Please do not include any special characters for example (+ & ' £ * % $!).

Application for defined CoS - employment details

You must give details of the job the migrant(s) will undertake, should they be granted leave to work in the UK.

The fields marked with an asterisk (*) must be completed to allow the application to proceed. Choose **Next** to continue or choose **Back** to return to the previous screen.

Work dates

Start date: * 01 ▾ November ▾ 2020 ▾

End date: * 01 ▾ December ▾ 2021 ▾

Migrant's employment

Job title: * Senior Manager

Job type:
* 1115 Chief executives and senior officials ▾
Help (opens in a new window)

Summary of job description (1000 character limit): * Management of staff

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

For each: * Year ▾

Job on a client contract: ☐

Summary of client contract (1000 character limit):

Tick to confirm the job is in an eligible occupation code: * ☑
Help (opens in a new window)

Tick to confirm if the job is on the current shortage occupation list: ☐
Help (opens in a new window)

Give registration details if there is a legal requirement for the migrant to be registered with a professional or other official organisation in the UK (250 character limit):

Tick to certify maintenance for migrant (and dependants, if applicable): ☐
Help (opens in a new window)

Back Next

Step	Instruction	Screen example
5a	From the **Application for defined CoS - confirmation** screen check the details are correct.	**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 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 Job type: 1115 Chief executives and senior officials 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: Y Tick to confirm if the job is on the current shortage occupation list: N Give registration details if there is a legal requirement for the migrant to be registered with a professional or other official organisation in the UK (250 character limit): Tick to certify maintenance for migrant (and dependants, if applicable): N

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Step	Instruction	Screen example
5b	Read the declaration and tick the box to agree to the terms. When complete, select **Submit**.	Read the declaration and tick the box to confirm that you have understood, agree with and will abide by all the Terms and Conditions. In this statement, a reference to an 'application' for a Certificate of Sponsorship (CoS) includes an application for a defined CoS for a Skilled Worker, or a request to assign a CoS to a worker on any of the Worker or Temporary Worker routes. a. The information I have given in this online application is complete, accurate and true to the best of my knowledge. b. I will inform you without delay if there is a material change in my circumstances or new information relevant to this application becomes available before this application is decided or before the CoS is used to support an application for entry clearance or permission to enter or stay. c. I agree to co-operate with your officials when they are carrying out checks in connection with this application. d. I understand that if I knowingly make any false representations in this application, action will be taken against me, which could lead to my sponsor licence being revoked. e. I understand that it is an offence under section 25 of the Immigration Act 1971 to do an act which facilitates a breach or attempted breach of immigration law, or if I know or have reasonable cause to believe that it may so facilitate. f. I understand that if I am applying for a defined CoS for a Skilled Worker, and my application is granted, I must only use the CoS to fill the role described in the application for that defined CoS. g. The salary I will pay to any worker filling the role described on the CoS must be at least the salary stated in this application, unless I notify the Home Office of any change to the salary, and: ▪ in the case of a Skilled Worker, they would still score at least 70 points under the Immigration Rules for Skilled Workers after the change in salary; ▪ in any other case, the revised salary continues to meet any minimum salary requirement specified in the Immigration Rules or sponsor guidance for the relevant route. h. If the worker will be applying for permission on the Skilled Worker route, I have checked the worker's occupation code to ascertain whether it is one to which the overseas criminal records certificate requirement applies and, where it does, I have informed the applicant of their responsibility under this requirement. i. The information provided by me to you will be treated in confidence but it may be disclosed to other law enforcement agencies, UK government departments, agencies, local authorities, foreign governments and other bodies for immigration or research purposes and to help them to carry out their functions. j. I understand you may ask for or check information from other law enforcement agencies, government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration, research or security purposes or to help you process this application or monitor my ongoing compliance with my sponsor duties. k. I agree that you may use the information given in this application for training and research purposes. I agree to the terms and conditions: ☐ Back Submit

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

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 you have withdrawn ▪ View applications that were not granted Help (opens in a new window)

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Step	Instruction	Screen example

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.

Restricted applications

	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

Step 2

To withdraw an application:

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

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.

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

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
1	From the **Apply for defined CoS** screen, select **Granted applications - create and assign defined CoS**.	**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)
Note	You can only assign a defined CoS if we have granted your application. Any Level 1 user can create and assign a defined CoS, even if they did not submit the original application.	

Step	Instruction	Screen example
2	From the **Granted applications – create and assign defined CoS** screen, select the relevant radio button and select **Next**.	**Granted applications - create and assign defined CoS** The table below shows: ▪ All applications made that have been granted and are still valid; and ▪ All applications granted, but where some or all of the defined CoS have been reclaimed or returned. Where the status is shown as Granted you can select the application to create and assign defined CoS. You cannot create and assign CoS that have been reclaimed or returned. Choose Next to continue or choose Back to return to the previous screen. **Restricted applications** <table><tr><th></th><th>Granted date</th><th>Request Number</th><th>Use by date</th><th>Submitted by</th><th>Route</th><th>Job type</th><th>Number of CoS granted</th><th>Application status</th></tr><tr><td>○</td><td>10/11/2020</td><td>RCS00000265</td><td>23/12/2020</td><td>test, test (HdcozV)</td><td>Skilled Worker (New hires - defined)</td><td>1115 Chief executives and senior officials</td><td>100</td><td>GRANTED</td></tr><tr><td>○</td><td>10/11/2020</td><td>DCS00000017</td><td>10/02/2021</td><td>test, test (HdcozV)</td><td>Skilled Worker (New hires - defined)</td><td>1115 Chief executives and senior officials</td><td>33</td><td>GRANTED</td></tr></table> Back Next

Note	The **Granted applications – create and assign defined CoS** screen will also display details of previously granted defined CoS that you have returned to us, as well as defined CoS that we have reclaimed.

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
3	From the **Granted applications - create and assign defined CoS** screen, review the application summary and select **Create**.	**Granted applications - create and assign defined CoS** The summary of your granted applications are displayed below. If you were granted more than one defined CoS, the summary details will be updated each time you create a new defined CoS. **Route** Skilled Worker (New hires - defined) **Application summary** Request Number: DCS00000017 Number of CoS granted: 33 Number of CoS created: 0 Job type: 1115 Chief executives and senior officials Use by: 10/02/2021 Application status: GRANTED The table below shows all the defined CoS created for this application and their current status. To create a new CoS choose **Create**. To edit a CoS with a status of **Work in progress** or **Ready to go** choose **Edit**. To return to your granted applications choose **Back**. Create **Restricted CoS details** | Passport number	Family name	Given name	Date of birth	Nationality	Status
---	---	---	---	---	---
						  Create Back

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

Step	Instruction	Screen example

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):

Other names:

Nationality: * 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: *

Step 4

Instruction:

From the **Create a CoS** screen, enter the migrant's details and select **Save**.

Please avoid Copying and pasting from external sources for example Word or Excel.

Please do not include any special characters for example (+ & ' £ * % $!).

Note The employment details are pre-populated and can only be amended in limited circumstances, which are set out in the Sponsorship policy guidance.

		Confirmation of saved CoS
		From the options below, choose:

5

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

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

- **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

Exit | Assign | Amend | Delete

Note — If the **Assign** button is unavailable (greyed out), you may not have completed all the mandatory fields on the previous screen. Select **Amend** to return to the **Create a CoS** screen.

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Step	Instruction	Screen example
6a	From the **Confirm CoS details before assigning** screen, review the details. If any details are incorrect, select **amend**.	**Confirm CoS details before assigning** 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 overseas criminal records checks on GOV.UK, which applies to applicants being sponsored in certain occupation codes. If an applicant is subject to this requirement and you do not make them aware of this at the point their CoS is assigned, there is a risk that the prospective employee's application for entry clearance (a visa) may be delayed or refused. **CoS summary** **Route** Skilled Worker (New hires - defined) **Personal information** Family name: Smith Given name(s): Bob Other names: 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

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Step	Instruction	Screen example

6b

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

When complete, select **Submit**.

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

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

a. The information I have given in this online application is complete, accurate and true to the best of my knowledge.

b. I will inform you without delay if there is a material change in my circumstances or new information relevant to this application becomes available before this application is decided or before the CoS is used to support an application for entry clearance or permission to enter or stay.

c. I agree to co-operate with your officials when they are carrying out checks in connection with this application.

d. I understand that if I knowingly make any false representations in this application, action will be taken against me, which could lead to my sponsor licence being revoked.

e. I understand that it is an offence under section 25 of the Immigration Act 1971 to do an act which facilitates a breach or attempted breach of immigration law, or if I know or have reasonable cause to believe that it may so facilitate.

f. I understand that if I am applying for a defined CoS for a Skilled Worker, and my application is granted, I must only use the CoS to fill the role described in the application for that defined CoS.

g. The salary I will pay to any worker filling the role described on the CoS must be at least the salary stated in this application, unless I notify the Home Office of any change to the salary, and:

  ▪ in the case of a Skilled Worker, they would still score at least 70 points under the Immigration Rules for Skilled Workers after the change in salary;

  ▪ in any other case, the revised salary continues to meet any minimum salary requirement specified in the Immigration Rules or sponsor guidance for the relevant route.

h. If the worker will be applying for permission on the Skilled Worker route, I have checked the worker's occupation code to ascertain whether it is one to which the overseas criminal records certificate requirement applies and, where it does, I have informed the applicant of their responsibility under this requirement.

i. The information provided by me to you will be treated in confidence but it may be disclosed to other law enforcement agencies, UK government departments, agencies, local authorities, foreign governments and other bodies for immigration or research purposes and to help them to carry out their functions.

j. I understand you may ask for or check information from other law enforcement agencies, government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration, research or security purposes or to help you process this application or monitor my ongoing compliance with my sponsor duties.

k. I agree that you may use the information given in this application for training and research purposes.

I agree to the terms and conditions: ☐

Back   Assign CoS

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Step	Instruction	Screen example
7	The **Online payment** screen is now displayed. Select **OK** to proceed with the transaction. This will open a third party payment service (Worldpay).	**Online payment** You are about to be redirected to a third party online payment service to pay. Once you have paid, you will be brought back to the sponsorship management system to confirm that the CoS has been assigned. The CoS number will then be available for you to give to the worker. The following cards will be accepted: VISA · VISA · MasterCard · Maestro · AMERICAN EXPRESS · SOLO Electronic payments are powered by: payments powered by **WorldPay** All payments must be made in pounds sterling (£). Choose **OK** to be redirected to WorldPay or if you do not want to proceed choose **Cancel** to return to the previous screen. **Payment amount** CoS fee — 199.00 Immigration Skills Charge (ISC) — 1500.00 Amount: — 1699.00 Cancel · OK

Step	Instruction	Screen example
8	On the **Single CoS assigned** screen the CoS reference number is displayed.	**Single CoS assigned** The CoS has been assigned. You should take a note of the CoS number and then give the number to the migrant. Choose **OK** to continue. With immediate effect, you should check the applicant's SOC code, and if it is one prescribed as being subject to the overseas criminal record certificate requirement as of April 2017, ensure that you have informed the applicant of this when assigning their COS. As COS are valid for three months, it is possible that they may make their entry clearance application on or after the date the new requirement takes effect and so applicants will benefit from being made aware of this at the point the COS is assigned. The list of SOC codes affected can be found at this link. **Route** Skilled Worker (New hires - defined) **CoS number** CoS number: C2G4K67270A Date assigned: 26 November 2020 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 **OK**

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

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

You should read the Sponsorship policy guidance before viewing and withdrawing defined CoS.

Step	Instruction	Screen example
1	From the **Apply for defined CoS** screen, select **View previously refused, withdrawn or rejected applications**.	**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)

Step	Instruction	Screen example
2	The **Previously refused, withdrawn or rejected applications** screen is now displayed. Select **Back** to return to the **Apply for defined CoS** screen.	**Previously refused, withdrawn or rejected applications** The table below shows all defined CoS applications which have been refused, withdrawn or rejected within the last three months. Choose **Back** to return to the previous screen. **Restricted applications** <table><tr><th>Submission date</th><th>Request Number</th><th>Submitted by</th><th>Route</th><th>Job type</th><th>Number of CoS requested</th><th>Decision date</th><th>Application status</th></tr><tr><td>26/11/2020</td><td>DCS00000081</td><td>test, test (HdcozV)</td><td>Skilled Worker (New hires - defined)</td><td>1115 Chief executives and senior officials</td><td>1</td><td>26/11/2020</td><td>WITHDRAWN</td></tr></table> Back

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