



The Westwood Organisation  
Clear and concise immigration advice



## Sponsorship Management System Work Instructions Creating & Assigning Tier 2 Certificates of Sponsorship

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

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

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

**Step 1: Log in to the SMS:** <https://www.points.homeoffice.gov.uk/gui-sms-jsf/SMS-001-Landing.faces>  
N.B. Do not disclose your log in details to anyone else. This is a breach of your sponsor duties and will put your sponsor licence at risk.

**Step 2: Select Workers.**

**Step 3. From the Workers screen, select Create and Assign.**

**Step 4. Select the tier from which you wish to assign a certificate of sponsorship and click 'Next'.**

**Step 5. Select the relevant category from the drop down list and click 'Next'.**

**Step 6. If you have selected either Tier 2 General or Tier 2 ICT, use the next drop-down list to select the relevant category (e.g. switching immigration category or extensions) and click 'Next'.**

### *Notes on subcategories:*

**New hires:** Where the migrant will be coming from overseas but the annual salary for the job is £150,000 or more.

**Extensions:** Where you need to extend leave for a migrant who is already in the UK sponsored by you AND has or was last granted leave under Tier 2 (General) or as a Work Permit holder.

**Changes of employment:** Where a migrant is already in the UK and has, or was last granted leave under Tier 2 (General) or as a Work Permit holder AND who wants to either change jobs within your organisation and the new job is in a different SOC code OR start work for a new sponsor (i.e. moving employers).

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**Switching immigration category:** Where a migrant who is already in the UK under another immigration category is eligible to switch into Tier 2 (General). This is often the case for Tier 4 students who have finished their studies.

**ISC liable or not?** A job is only exempt from the immigration surcharge if one of the following applies:

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

N.B.

- All CoS in the Tier 2 (General - Tier 4 Graduate switching to Tier 2) sub-category are exempt from the ISC.
- Jobs in a PhD-level occupation listed in Appendix J of the Immigration Rules; are exempt from the ISC.

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

**Step 7. On the 'create and assign' screen, select the radio button for 'create single certificate' and select 'next'.**

**Notes on other radio buttons:**

**Create new single certificate based on an existing certificate:** This can only be used if a CoS has been previously assigned to the individual under your sponsor licence. The CoS will be pre-populated with the details that were entered when the CoS was previously assigned. This is typically very useful for CoS Extensions (separate work instructions available for this process).

**Find an existing single certificate:** This retrieves a certificate that has not yet been assigned. If you have part-completed a CoS or need to assign one that another user has entered to the system, this can be done using this radio button.

**Step 8. Create the Certificate of Sponsorship.** Enter the relevant details, ensuring that the mandatory fields marked \* are completed. All information must be correct, as you will not be able to amend the certificate once it has been assigned. This information will be cross referenced with that provided by the individual for their visa application.

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## **Notes on Creating a CoS**

**Start and end dates:** The maximum period a CoS can be issued for is three years. If the migrant's employment contract is for longer than three years, the CoS will need to be dated to expire three years from the start of contract, and an extension will need to be processed prior to the expiry.

**Does the migrant need to leave and re-enter the UK during the period of approval?** The period of approval is in line with the certificate/contract of employment dates. If this radio button is selected, then it means that the individual's primary base will be outside of the UK and they will need to enter and leave the UK on a regular basis. A multi entrance clearance visa is granted for those who will not be based in the UK.

If the individual is going to be based in the UK, then the radio button should remain unselected. The individual will be free to leave and re-enter the UK for travel purposes.

**Job Title:** This must reflect the role that will be undertaken by the migrant and will normally reflect what is in the codes of practice in Appendix J of the Immigration Rules.

**Job type:** Choose from the drop down list the appropriate standard occupational classification (SOC) code for the job that the migrant will do. You can find this in the codes of practice in Appendix J of the Immigration Rules. It is your responsibility to identify and choose the right SOC code. The role you are filling must meet the rules on skill levels for jobs under Tier 2 (General). You may find in the codes of practice that, although you can match a job title, the duties described for the SOC code are different to the duties the migrant will perform. This is because employers sometimes use different job titles to describe similar jobs. It is important that you choose the SOC code that best matches the duties the migrant will carry out, even if the job title is different to the one that you are using.

The SOC is a common classification of occupations developed by the Office for National Statistics. You can find more information, including example job tasks and guides to help you match jobs to the most appropriate SOC code, on the Office for National Statistics website.

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

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

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

**Gross allowances and guaranteed bonuses included in the above figure:** You must enter the amount without the £ sign. For example, for £5,000, you should enter 5000 in this field. Guaranteed allowances can include daily payments to cover additional living whilst in the UK, such as London weighting or accommodation, which will be paid for the time of the applicant's employment in the UK. These allowances may only be included if they would also be paid to a settled worker. You must not include:

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

**Summary of all allowances and guaranteed bonuses:** *You must set out each guaranteed bonus or allowance, such as accommodation or utilities, and detail the amount for each one.*

**Job on a client contract:** *If the job would not exist without a particular contract, then this box should be ticked, and a summary of the contract given below.*

**Appropriate level:** *Tick to confirm that the post is at the appropriate level as set out in the ['guidance for sponsors'](#). Helpful hint: search for 'skill level' within the Tier 2 guidance to find the appropriate level.*

**Is the job on the current shortage occupation list?** <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-k-shortage-occupation-list>

**Have you met the resident labour market test?** *The guidance for sponsors sets out when you must conduct a resident labour market test and how it should be carried out. When you tick this box, you are confirming that you have met all the requirements set out in the guidance. N.B. If you have not carried out a resident labour market test because an exemption applies, you must still tick the box. You must explain exemption applies e.g. "The migrant currently has permission to stay in the UK as a Tier 4 student and they have completed a minimum of 12 months study in the UK towards a UK PhD. Therefore, a resident labour market test is not required". N.B. Do ensure you refer to the Tier 2 and Tier 5 Sponsor Guidance to ensure the RLMT is not required.*

**Details of the resident labour market test:** *You must say where you advertised the job and the dates each advertisement ran for. You must include any reference numbers for each advertisement, for example, the Universal Jobmatch 'job ID' number.*

**Registration details:** *Provide information if there is a legal requirement for the migrant to be registered with a professional or other official organisation in the UK. Examples of required professional registration might be General Medical Council (GMC) and General Dental Council (GDC).*

**Sponsor certifies maintenance for the migrant:** *By ticking this box, you will also confirm that you are certifying maintenance for any dependants of your sponsored migrant. If you do not wish to certify maintenance for a migrant's dependants, you will need to add a sponsor note to confirm that you are only certifying maintenance for your sponsored migrant.*

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**Step 9: Save.** Once all mandatory fields have been completed, and you are satisfied the information is correct, click 'Save' at the bottom of the screen. You will not be able to save the certificate if any of the mandatory fields are empty. Once you have saved the certificate, a confirmation of the saved certificate should appear.

**Step 10: Assign CoS.** After quality checking, details of CoS applicant (name/passport no./DOB) need to be sent to the relevant Level 1 User, for them to assign the certificate. Assigning a CoS will require payment by credit card. Once the certificate is assigned, the details will need to be sent to the migrant for them to use within their visa application.

For any questions, please contact us!

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