



Sponsorship Management System Work Instructions Visa Extensions

TIMEFRAME

We advise that a visa extension application should be made within the last 28 days of its validity. Therefore, the certificate of sponsorship (CoS) should be assigned no more than 3 months in advance of visa expiry date (due to their validity period of 3 months).

Clarification on visa timings

If an application for an extension is submitted before this time, it is likely to be accepted (there can be good reasons for an early extension), however, if an application is made too early the individual runs the risk of losing valuable residence time at the end of the current visa. This creates a risk of being short of time resident within the UK, should the individual wish to apply for indefinite leave to remain.

To put this into context: if I have a 2.5-year spouse visa, and I apply for an extension after 2 years 3 months, and I am granted another 2.5 years, then my total residency will reach 4 years 8 months. I am only eligible to apply for indefinite leave to remain once I reach five years residency, so I will have to apply for another visa extension.

ASSIGNING AN EXTENSION CERTIFICATE OF SPONSORSHIP

You can create a CoS based on an existing CoS previously assigned to an individual; this is useful for CoS extensions. The Sponsorship Management System will be pre-populated with details that were entered when the CoS was previously assigned. This process can be undertaken by either a Level 1 or a Level 2 user of the system.

1. Log in to the SMS:

https://www.points.homeoffice.gov.uk/gui-sms-jsf/SMS-001-Landing.faces

N.B. You should not disclose your log in details to anyone else. Doing so could result in the sponsor licence being downgraded from an A rating to a B rating, meaning you will not be able to apply for any restricted certificates of sponsorship.

2. From the SMS home screen, select Workers.

You are here > Sponsorship manageme	nt system > Sponsorship management system	
s Home	Sponsorship management system	SEE ALSO
View and edit sponsor profile	Your session will time out after 20 minutes of inactivity on a screen, so make sure you save your data recularly.	 User manual (opens in a new window)
Change password Contact Log out	View and edit sponsor profile	 Using the sponsorship management system (opens in a new window)
	 Change your sponsor profile including registered users, addresses, tiers and categories 	 Accessibility (opens in a new window)
	Help (opens in a new window)	
	Workers	
	 Manage the sponsorship of workers 	
	Help (opens in a new window)	
		Terms of use

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

You are here > Sponsorship management system > V	Norkers
Home	Workers
View and edit sponsor profile	Chaose from the menu below or on the left hand side of the screen, the activity you would like to do
Workers	Create and action
> Create and assign	
 Restricted certificates of sponsorship 	 Create single certificates of sponsorship
> View certificates of sponsorship	 Create group certificates
> Sponsorship duties	 Create batches of certificates
> Outstanding payments	 Amend information on a certificate before it is assigned
> Manage work addresses	 Assign certificates to migrants
Change password	Heln (onens in a new window)
N Log out	
	Restricted certificates of sponsorship
	 Make a Restricted CoS Request
	 Create a Restricted CoS Request based on a previous request
	 View Pending Restricted CoS Requests
	 Work with Granted Restricted CoS Requests
	 View Refused Restricted CoS Request
	Help (opens in a new window)
	View certificates of sponsorship
	 View certificates of sponsorship
	 View status and activity history of certificates
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4. From the Create and Assign Certificates of Sponsorship screen, select the tier within which you wish to assign a certificate and click Next.

¥ Home	Create and assign certificates of sponsorship	SEE ALSO
View and edit sponsor profile	Select the relevant option and choose Next to continue. Choose Back to return to	 User manual (opens in a new window)
Workers	the previous step.	> Using the sponsorship management
> Create and assign	Tier and category	system (opens in a new window)
 Restricted certificates of sponsorship 	Select the tier	 Accessibility (opens in a new window)
 View certificates of sponsorship 	Tier 2	
Sponsorship duties	Back Next	_
 Outstanding payments 		
Manage work addresses		
Change password		
Contact		
N Log out		
		Terms of us

5. Select the relevant category from the second drop down list and click Next.

Home	Create and assign certificates of sponsorship	SEE ALSO
View and edit sponsor profile	Select the relevant option and choose Next to continue. Choose Back to return to	 User manual (opens in a new window)
Workers	the previous step.	> Using the sponsorship manageme
> Create and assign	Tier and category	systém (opèns in a nèw window)
 Restricted certificates of sponsorship 	Select the tier	 Accessibility (opens in a new window)
 View certificates of sponsorship 	Tier 2	
Sponsorship duties	Select the category	
> Outstanding payments	General 🗾	
Manage work addresses	Back Next	
Change password		
Contact		
Log out		
		Terms of
		Terms of i

6. If you have selected either Tier 2 General or Tier 2 ICT, use the next drop down list to select the relevant sub-category - General (Extensions), then click Next.

Home	Create and assign certificates of sponsorship	SEE ALSO
View and edit sponsor profile Workers	Select the relevant option and choose Next to continue. Choose Back to return to the previous step.	 User manual (opens in a new window) Using the specceptic management
Create and assign	Tier and category	system (opens in a new window)
 Restricted certificates of sponsorship 	Select the tier	 Accessibility (opens in a new window)
 View certificates of sponsorship 	Tier 2	
Sponsorship duties	Select the category	
 Outstanding payments 	General 🗾	
Manage work addresses	Select the sub-category	
Change password	Please select	
Contact	Please select Next	
Log out	General (Switching Immigration Category)	-
	General (Changes of Employment)	
	General (New hires £150.000 and over)	· 🔫

Correct as at 25 April 2020. Please note the publication date of this article; changes may have occurred. Immigration law changes rapidly. This document may not reflect the most current legal developments. 7. Use the radio button to select 'Create New Single Certificate Based on an Existing Certificate', then click Next.

	Create and assign certificates of sponsorship	SEE ALSO
d edit sponsor	Select the relevant option, complete any additional fields and choose Next to continue. Choose Back to return to the previous step.	 User manual (opens in a new window)
and assign	Tier and category	 Using the sponsorship management system (opens in a new window)
ted certificates of orship	Tier 2 (ICT - Short Term Staff)	 Accessibility (opens in a new window)
ertificates of prship	Select what you want to do	
orship duties nding payments e work addresses password	C Create new single certificate C Create new single certificate based on an existing certificate C Create new batch of certificate(s) C Find an existing single certificate C Find an existing batch of certificate(s) Back Next	-

8. Enter your search criteria under Find an Existing Certificate, then click Next. If more than one certificate matches your search criteria, you will need to select the appropriate certificate.

Sponsorship management	system > Create and assign		
	Create and assign certificates of sponsorship	SEE ALSO	
id edit sponsor	Select the relevant option, complete any additional fields and choose Next to	 User manual (o window) 	
5	continue. Choose Dack to return to the previous step.	> Using the spon	
e and assign	Tier and category	system (opens	
cted certificates of orship	Tier 2 (ICT - Short Term Staff)	 Accessibility (o window) 	
certificates of orship	Select what you want to do		
orship duties	Create new single certificate		
anding payments	Create new single certificate based on an existing certificate		
ge work addresses	Create new batch of certificate(s)		
password	 Find an existing single certificate Find an existing batch of certificate(s) 		
c	Find an existing single certificate		
	Passport number:		
	Family name: smith		
	Given name(s):		
	Date of birth: 01 💌 January 💌 1971 💌		
	Help (opens in a new window)		
	Back		

9. On the Amend Certificate of Sponsorship page, the information on the migrant individual will already be populated. Ensure all details remain the same, particularly country of residence, passport details, address. Scroll down the page and complete all remaining fields. Once you have completed all the necessary fields, click Save at the bottom of the page.

Manage work addresses Change password	The initial sections are abou migrant's personal information	the migrant. Where applicable, complete the on as shown in their passport.
S Contact	Tier and category	
N Log out	Tier 2 (ICT - Short Term Staff)	
	Personal information	
	Family name:	* Smith
	Given name(s):	Jane
	Other names:	
	Nationality:	
	AUSTRALIA	
	Place of birth:	Melbourne
	Country of birth:	
	AUSTRALIA	· 01 - 1971 -
	Date of birth:	Female
	Gender:	Female
	Country of residence:	-
	Parsnert as travel desument	
	Passnort number	* 29483784
	leque date:	• 01 • January • 1991 •
	rssue date.	

Work dates
Start date
End date:
Does the migrant need to leave and n=enter the UK during the period of approval?
Help (opens in a new window) Total weekly hours of work:
Help (opens in a new window)
Main work address in the United Kingdom (mandatory for assignment):
Address line 1.
Postcode:
Help (opens in a new window) Add
Other regular work addresses in the United Kingdom:
Postcode Delete/edit
Help_(opens in a new window)
Agent (optional)
Migrant sourced through agent?: 🗖 If you used an agent, give details:
Agent company name:
Agent contact family name:
Agent contact given name:

Notes:

Start Date

The start date will be the day after the current visa expires. The individual could have been officially sponsored from 01/10/17 to 30/09/20, but in fact been issued leave to remain with expiry date of 31/10/20. In this scenario, the extension to the CoS should start 01/11/20.

End Date

The extension can be for any length the employer wishes, up to a maximum which would take the employee to 6 years on a Tier 2 General visa.

Does the migrant need to leave and re-enter the UK during the period of approval?

N.B. 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.

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SOC Code

A SOC code is required for both Tier 2 and Tier 5 applications. **N.B.** You must check what SOC code was previously used for the original certificate of sponsorship to ensure the same SOC code is applicable for the extension. If the previous CoS was for a different SOC code to what the employee will now be sponsored under, evidence of the Labour Market Test is required. This can happen if an individual has been promoted, and the new role may fall under a different SOC code.

Resident Labour Market Test:

Guidance for the text to enter into this field: *"Extension of existing Tier 2* CoS (*reference C2G8Z****G*). *Migrant has been in post since 01/10/17. Resident labour market test not required"*.

10. Once you have selected Save, the creating of a new certificate is confirmed. A message warning you that there may already be a certificate for this person will appear; this is because you are creating a CoS based on a previous certificate. It will not prevent you from assigning this new CoS.

You are here > Sponsorship management	system > Certificate saved		
⊾ Home	Confirmation of saved certificate		SEE ALSO
View and edit sponsor profile	Choose Amend to edit information on the certificate.		 User manu window)
Workers	Choose Assign to allocate and pay for the certificate. The option to assign the certificate will only be available if all mandatory fields have been completed.		> Using the system (or
 Restricted certificates of sponsorship 	Choose Link to link the certificate into a batch, or Link to group to link the		 Accessibili window)
 View certificates of sponsorship 	certificate into a group. These options will only be available where appropriate. Choose Exit to return to create and assign.		
 Sponsorship duties Outstanding payments 	Tier and category		
Manage work addresses	Tier 2 (ICT - Short Term Staff)		
N Change password N Contact N Log out	Certificate summary Warning, there may alreat Passport number:	ady be a certificate of sponsorship for this migrant. 29483784	
	Family name:	Smith	
	Given name(s):	Jane	
	Nationality:	AUSTRALIA	
	Date of birth:	01/01/1971	
	Gender:	Female	
		Exit Link Assign Amend	

This new saved certificate will need to be assigned and payment made by a Level 1 user. Once the CoS is assigned, we advise issuing a letter to the employee for them to apply for their visa extension.

For any questions, please contact us! The Westwood Organisation

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