

Sponsorship Management System Work Instructions REPORTING MIGRANT ACTIVITY

This function of the Sponsorship Management System (SMS) enables a sponsor to report activity to the UKVI, as required for compliance.

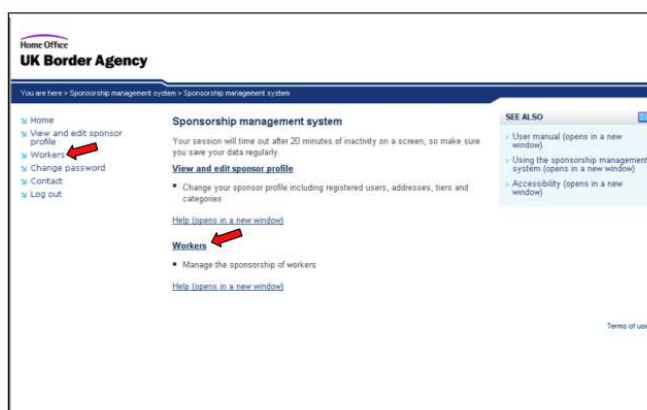
Activity which can be reported includes:

- Migrant absent more than 10 days without permission
- Migrant may have breached conditions of leave
- Significant changes to migrant's circumstances
- Migrant leave or visa application delayed
- Migrant has left the sponsor
- No migrant leave or visa application submitted
- Migrant has not arrived at the expected time
- Migrant leave or visa refused

1. Log in to the SMS: <https://www.points.homeoffice.gov.uk/gui-sms-jsf/SMS-001-Landing.faces>

Remember you must not disclose your log in details to anyone else. If you do, the sponsor licence could be downgraded from an A rating to a B rating, which would impact upon your access to restricted certificates of sponsorship.

2. Select Workers

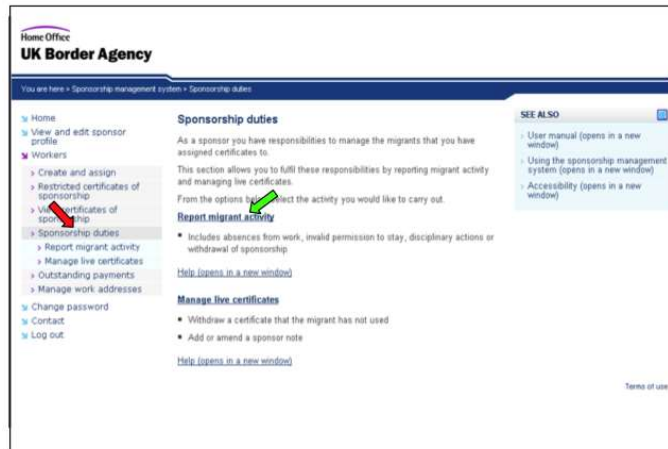


Correct as at 25 April 2020.

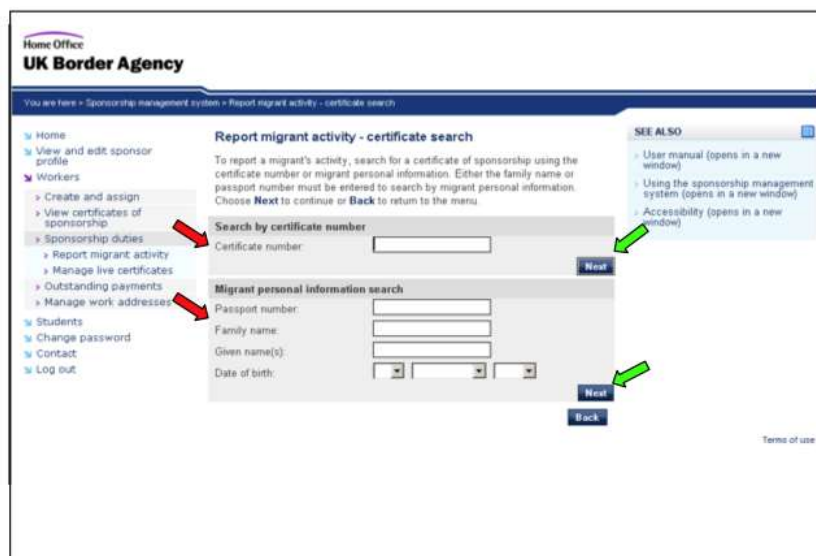
Please note the publication date of this article; changes may have occurred.

Immigration law changes rapidly. This document may not reflect the most current legal developments.

3. Select Sponsorship Duties (red arrow), followed by Report Migrant Activity (green arrow)



4. Complete either 'Search by Certificate Number' or 'Migrant Personal Information'. Once completed, select 'Next' in the corresponding section.

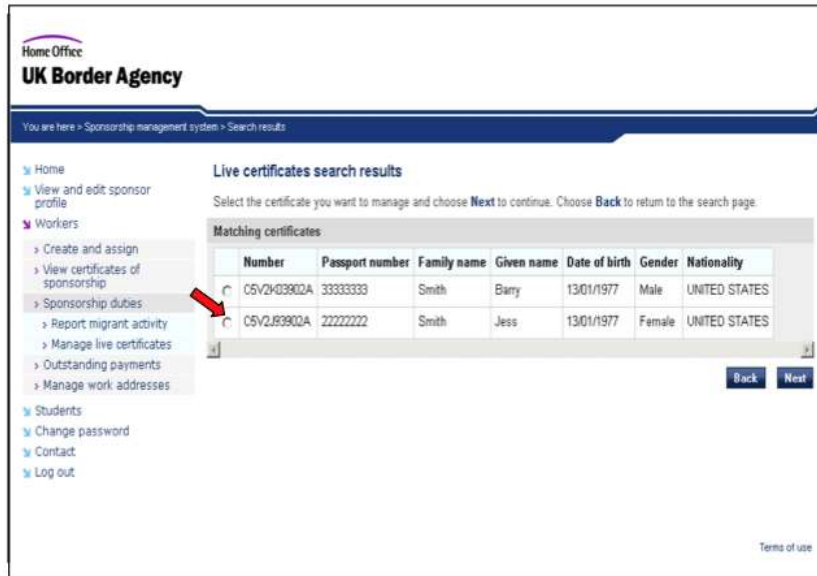


Correct as at 25 April 2020.

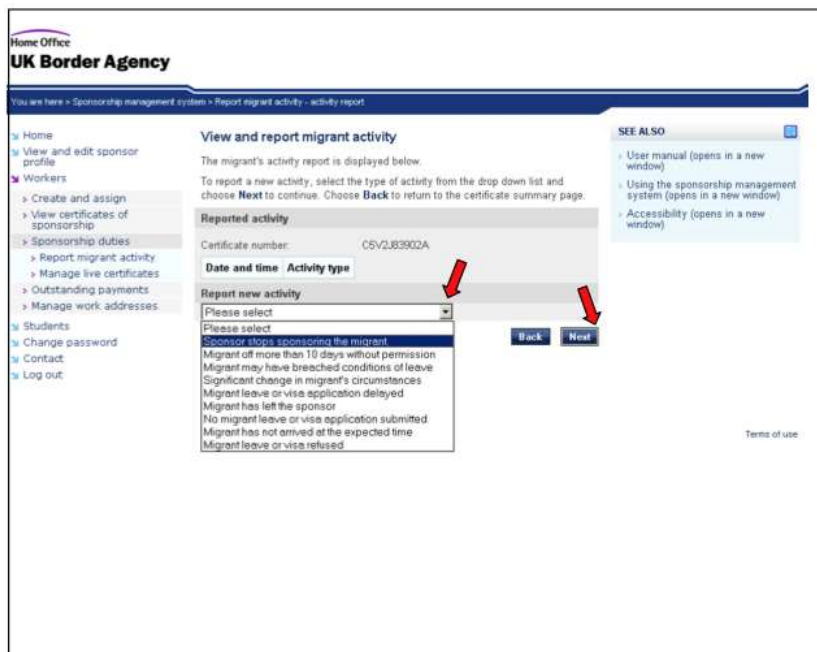
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- If your search returns more than one match, select the correct certificate using the radio button, and click 'Next'.



- You will see the certificate number displayed. Select 'Report New Activity' from the drop down list; this determines whether the activity is to withdraw sponsorship or report a change. Select the relevant activity, click Next.



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7. The drop down list you will now have is a sub-set list relating to the activity type you selected. Select the appropriate category from the list. A free text box will appear for you to provide additional detail. Once all information is provided, click 'Save'.

Home Office
UK Border Agency

You are here > Sponsorship management system > Report migrant activity - date and reason

- Home
- View and edit sponsor profile
- Workers
 - Create and assign
 - View certificates of sponsorship
 - Sponsorship duties
 - Report migrant activity
 - Manage live certificates
 - Outstanding payments
 - Manage work addresses
- Students
- Change password
- Contact
- Log out

Report migrant activity - date and reason

Enter the activity you want to report and the reasons for the activity, including dates and choose **Save** to submit the information to us.

This will be assessed and you will be contacted if necessary.

Choose **Cancel** to return to the previous page.

Activity details

Certificate number: C5V2J83902A

Activity type: Sponsor stops sponsoring the migrant.

Select details:

Sponsorship withdrawn - migrant left UK

Give full details: Migrant returned home due to family reasons

Cancel Save

SEE ALSO

- User manual (opens in a new window)
- Using the sponsorship management system (opens in a new window)
- Accessibility (opens in a new window)

Terms of use

For any questions, please contact us!
The Westwood Organisation

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