

The Westwood Organisation Clear and concise immigration advice



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

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.

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

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6. 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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s Contact s Log out	Give full details	Migrant returned home due to		
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For any questions, please contact us! The Westwood Organisation