

## **T5 (Temporary worker - Government Authorised Exchange)**

### **Certificate of Sponsorship Application Form**

#### **Erasmus+ Higher Education Participant Key Action 103**

*The Erasmus+ University Coordinators responsible for managing Erasmus+ traineeships should complete the T5 Certificate of Sponsorship (CoS) Application Form for each participant and send it to the [T5 team](#) along with the additional required supporting documentation detailed at the end of this form. For guidance on how to complete this T5 CoS Application Form please consult the [‘T5 Guidance for Coordinators’](#).*

*Please note that it can take up to four weeks from the receipt of the correct and complete documentation to issue a CoS. It is important that all information is completed accurately as missing/ incorrect information may result in a delay in the assessment of the application.*

*We recommend that no travel plans are made or costs incurred until a decision regarding the application for the CoS is approved and a visa has been provided by the Home Office.*

**Personal information**

1. \*Family name/ last name:

2. \*First name (s):

3. \*Other names:

4. \*Nationality: Spain

5. \*Place of birth (*as per passport*):

6. \*Country of birth:

7. \*Date of birth:

8. \*Gender:

9. \*Country of residence:

**Passport information**

10. \*Passport number:

11. \*Issue date:

12. \*Expiry date:

13. \*Place of issue of passport/ authority name:

**Home address/contact information**

14. \*Current living address:

15. \*City or town:

16. \*Postcode or ZIP code:

17. \*Country:

18. \*Email address:

19. \*Telephone number:

### **Work placement information**

*The duration of the work placement must be between two to twelve months. Please allow for a minimum of four weeks for a CoS to be issued prior to the start of the placement.*

20. \*Start date:

21. \*End date:

22. \*Multiple visa entry. Does the participant need to leave and re-enter the UK during the work placement (including for work purposes)? ***Please tick 'yes' or 'no'.***

Yes

No

23. \*Total weekly hours of work: *(must be a minimum of 25hrs and a maximum of 48hrs per week)*

### **Main work placement address**

24. \*Name of host company/institution:

25. \*Address:

26. \*City or town:

27 \*Postcode:

28. \*Contact person' name (mentor):

29. \*Email address:

30. \*Telephone number:

31. Other regular work addresses: *(complete if the participant will be working at a number of multiple sites)*

32. Other address - City or town:

33. Other Address - Postcode:

### **Participant's employment details**

34. \*Job title: *(this must be the same job title as the one on your invitation letter from the host. Please note that 'Erasmus+ student/intern' is not a valid job title.)*

35. \*Job type: (click [here](#) to obtain the relevant occupation code to enter in the drop down field below)

4216 Receptionists

36. \*Project reference number (as per the grant agreement)

37. \*Is the work placement supernumerary? (Is this job role in addition to normal staffing requirements? T5 must not be used as a route to bring workers to the UK which could harm the resident labour market.) **Please tick 'yes' or 'no'.**

Yes

No

38. \*Detailed summary of the tasks the participant will undertake at the work placement:

39. \*As specified in the [Erasmus+ Programme Guide](#) pages 33-51, the placement should deliver a high quality work experience to the participant, compatible with the participant's degree. Please illustrate how the work experience placement and job role relate to the participant's degree programme:

40. \*Monthly Erasmus+ grant provided by the sending university in euros (€)

41. Total monthly additional allowances in euros (€) - if applicable. Please note that allowances include any additional funding or bursaries on top of the Erasmus+ grant. They do not include benefits such as overtime, bonuses that are not guaranteed, incentive pay or travel and subsistence (including travel to and from the participant's country of residence, or home country). If you are receiving additional allowances you should detail each allowance individually and state the **monthly** amount for each one below:

Allowance	Monthly amount (€)

42. \*Are you receiving a monthly salary from the host organisation in the UK? *Please tick 'yes' or 'no'.*

Yes

No

43. \*If you ticked **yes** please state how much you will receive per month in the box below

£

44. \*If you receive a monthly salary from the host organisation have you received a contract of employment from the host organisation? *Please tick 'yes' or 'no'.*

Yes

No

If you ticked **yes** please provide us with a copy of the contract with your additional supporting documentation.

45. \*[UK National Insurance number](#) - Please tick the most appropriate statement:

**I do not** require a UK National Insurance number as I only receive a stipend e.g. grant funding.

**I require** a UK National Insurance number as I will be receiving a salary from the host organisation in addition to any stipend I receive.

46. \*If you already have a UK National Insurance number please write this number in the box below. Please note that if you are applying for a visa from outside the UK and you do not have a National Insurance number you will need to apply for one when you arrive in the UK.

47. \*It is a requirement that all participants are covered by accident and liability insurance for the duration of their placement. Please tell us whether this will be provided by the sending institution or receiving organisation, or whether the participant is responsible for obtaining it themselves. If it's the latter, please confirm that they are aware of this requirement.

**We may sometimes ask for additional evidence that the participant has appropriate insurance cover before issuing a Certificate of Sponsorship.**

Accident and liability insurance will be provided by:

48. \*The Home Office require us to keep a copy of participants' [Disclosure and Barring Service \(DBS\)](#) check where required for the role to be undertaken by the sponsored participant. Are you undertaking a work placement with [regulated activity](#) in relation to **children and/or adults**? It's important that you consult with your host organisation who will be able to advise you if the job role contains regulated activity. **Please tick 'yes' or 'no'**.

Yes

No

49. If you have ticked **yes** to the previous question, then **prior** to the CoS issuing you will need to provide evidence of an [overseas criminal record check](#). We require a criminal record check from your **country of origin and your most recent country of residence**. The certificate(s) must be translated into English. Please check Home Office guidance for further details on certifying a translation. Please submit any certificates with your supporting documents.

Please note that if you have ticked **yes** and are undertaking regulated activity then in addition to the overseas criminal record check(s) your host organisation must also request an appropriate DBS check, and we will require a copy of the DBS Check Certificate. You will not be able to undertake regulated activity until a satisfactory disclosure has been obtained.

50. \*UK residential address: (if known; however this must be supplied to the British Council as soon as the placement starts)

51. \*UK telephone number:

52. \*Will you be bringing dependants (family members) with you to the UK? **Please tick 'yes' or 'no'.**

Yes

No

If yes please provide details in the box below

### **Declaration**

*I can confirm that the information provided on this form and contained within the supporting documentation is, to the best of my knowledge, complete, true and correct. I consent to my personal data (including sensitive personal data) being processed by the British Council in connection with my CoS and/or visa application. I consent to the British Council passing this information on to the Home Office for use in processing my application and in order to comply with legal requirements.*

*The British Council shall comply with its obligations under Data Protection Legislation and shall, in particular:*

- a) Process your personal data only to the extent, and in such manner, as is necessary for the purpose of carrying out its duties as a Category A sponsor of T5 Government Authorised Exchange Scheme and in accordance with Home Office requirements;*
- b) Implement appropriate technical and organisational measures in accordance with Data Protection Legislation to ensure a level of security appropriate to the risks that are present by such processing, in particular from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, taking into account the costs of implementation, the nature, scope, context and purposes of processing and likelihood and severity of risk in relation to the rights and freedoms of the Data subjects, etc.*

*The British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator.*



For detailed information please refer to the privacy section of our website, [www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy) or contact your local British Council office. We will keep your information for a period of 7 years from the time of collection or until we have been audited by the Home Office.

\*Participant Name:

\*Participant Signature:

\*Date:

\*Erasmus+ University Coordinator Name:

\*Coordinator Signature:

\*Date:

## **Supporting documentation required**

Please see below list of supporting documentation which we require to be fully completed and emailed with this T5 CoS Application Form. For details about each document, please consult the [‘T5 Guidance for Coordinators’](#).

- Copy of the participant's entire passport
- Confirmation letter from the sending university
- Acceptance letter from the host organisation
- Erasmus+ [Learning Agreement for Traineeships](#)
- Transcript of records from the sending university
- Criminal record check for overseas participants (if applicable).
- Copy of the contract from the host organisation, signed and dated by all parties (if applicable)

**Please do not** send documents as web links like google, RAR or one drive attachments as these will be refused. Please note that due to size constraints of our systems we can only accept one email per CoS Application. If you have trouble with the file size of your email, this [guide](#) might be useful in advising you how to reduce the size or please consult your IT department for help.

If you have any questions in regards to completing the T5 CoS Application Form or compiling the accompanying supporting documentation please [contact](#) the T5 team who will be happy to provide assistance.

Thank you,

T5 Team

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