

Tier 2 Certificate of Sponsorship Authorisation Form

I require a Certificate of Sponsorship for XXX contactable at email address XXX.

Nationality:

Please tick the statement which applies:

This is a brand new application for a new member of staff

This is an extension application for an existing member of staff

Start date:

End date:

Is the individual named on a grant? Yes / No

Starting Salary:

I can confirm there is funding in place for the full duration of the Certificate of Sponsorship

I can confirm the research grant will cover the cost of the enhanced NARIC check for English language - £196.80

I can confirm the research grant will cover the cost of the enhanced NARIC check for the qualification statement of comparability - £196.80

I can confirm the research grant will cover the cost of the Skills Surcharge - £364 for first year; £182 for each additional 6 month period of extension (*Only applicable to new CoS applications that do not require a PhD*)

Salary Codes:

Account Code	Job Code	Cost Centre	Date from	Date to

The cost of the Certificate of Sponsorship should be charged to codes below:

Account Code	Job Code	Cost Centre	Date from	Date to

N.B. if charge codes are temporary (e.g. until R number is set up) please inform Informatics Finance team when/if amendment or journal required.

Signed

Portfolio Manager

Date

*** Please remember to cc the appropriate Informatics Finance team member for their records when emailing this form to infhr@inf.ed.ac.uk.**