

DO YOU NEED AN EMPLOYER SPONSORSHIP LICENCE?

All UK employers wishing to hire an employee from outside of the European Union are required to have a Sponsorship Licence as of **November 1, 2008**.

Companies who aren't compliant with the immigration sponsorship register will be **unable to hire new workers from outside the EU or extend work permits for current employees**, and could also face **severe penalties**.



WHAT SERVICES CAN THE UK VISA BUREAU PROVIDE?

We can provide clients with a **complete employer sponsorship licence application package**, with our team of UK immigration specialists well-versed in all the **document and evidentiary requirements** that can be vital to the lodgement of a prompt and stress-free application.

For more information on our process, see the next page for an application flowchart.

CONTACT US

Need more information? Contact us today on our freephone number to speak to a migration consultant.

UK Visa Bureau Freephone
0800 043 7011

WHAT IS THE EMPLOYER SPONSORSHIP LICENCE?

As a result of the changes being made to the UK immigration system, companies will now be required to join the **immigration sponsor register** and sponsor all non-EU workers they employ. This can be done by making an application for an **employer sponsorship licence**.

HOW DOES A COMPANY QUALIFY FOR AN EMPLOYER SPONSORSHIP LICENCE?

To qualify for a licence, organisations must complete an online application, making sure to provide all supporting documentation and meet the necessary evidentiary requirements. This **MUST** be supplied **within ten days of the initial application**.

Please note: Failure to submit all required documents could result in a company's application being delayed and **further costs being incurred**.

Following the receipt of these documents, the company will then be subject to a compliance visit from the UK Border Agency, who will verify whether or not to grant the licence. Companies will also be required to comply with the **illegal working requirements**.

WHAT ARE THE ILLEGAL WORKING REQUIREMENTS?

The illegal working requirements state that **all non-EU employees are required to provide documentation that proves their right to work BEFORE being employed by a UK company**, and **copies of this information must also be retained by the employer**.

Employers who fail to keep the requisite information on all non-EU employees can be served with **penalty notices**, unless the employee has valid and subsisting leave to be in the UK, and that leave does not restrict them from being employed by the company.

WHAT ARE THE PENALTIES FOR COMPANIES THAT DO NOT HAVE AN EMPLOYER SPONSORSHIP LICENCE?

Companies without an employer sponsorship licence will be **unable to bring in new non-EU migrant workers to the UK or extend the work permits of current employees**. Any non-EU employees they hire will be considered illegal workers, with the maximum level of penalty being a fine of **£10,000 per employee** and **up to two years imprisonment**.

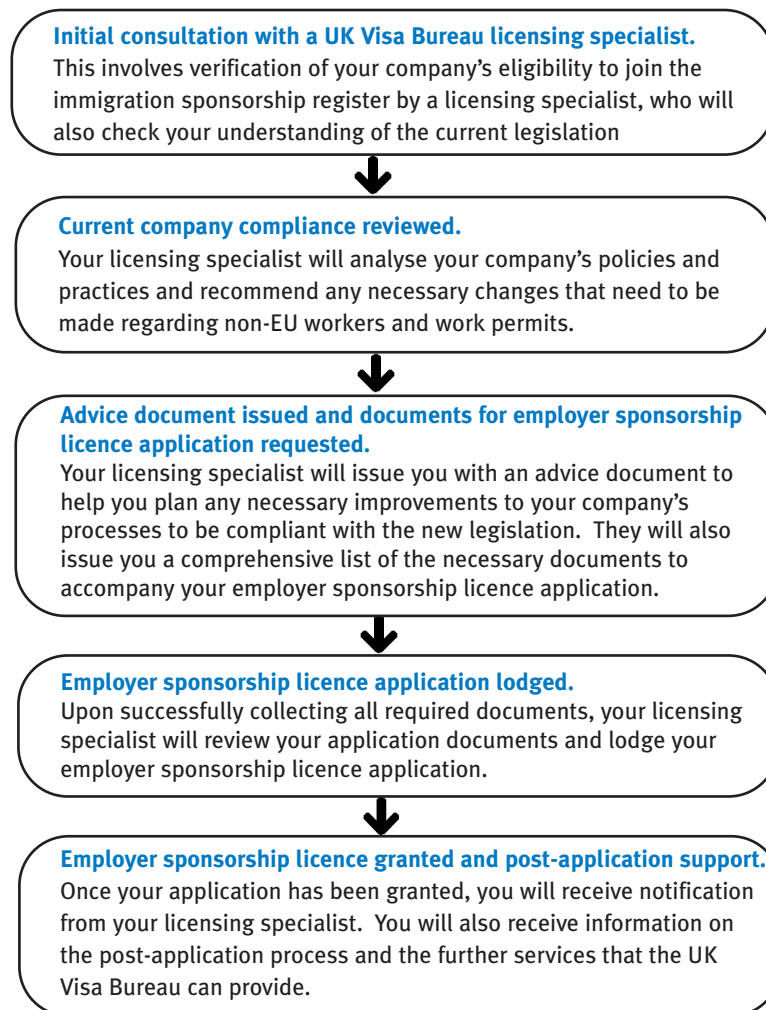
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EMPLOYER SPONSORSHIP LICENCE APPLICATION

EMPLOYER SPONSORSHIP LICENCE APPLICATION PROCESS

The flowchart below gives you a basic overview of the employer sponsorship licence application process.

Please note: All timelines and information should only be taken as a guide, as the application process differs for each applicant and relies on a number of variable factors.



CONTACT A LICENSING SPECIALIST TODAY TO BEGIN YOUR APPLICATION

To begin your application for an employer sponsorship licence, please call the UK Visa Bureau on:

UK Visa Bureau Freephone
0800 043 7011

Alternatively, to email a member of the **licensing specialist team** directly, send an email to:

marissa.murdock@visabureau.com

Visa Bureau is listed as an organisation assessed as advisers to prospective sponsors by the Home Office UK Border Agency. [Click here for details.](#)

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