



UK Visas
& Immigration

Sponsor Casework Operations
Vulcan House - Steel
PO Box 3468
Sheffield
S3 8WA

Web: www.gov.uk/uk-visas-immigration

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

5 March 2024

Sponsor Licence Number: [REDACTED]
[REDACTED]

APPLICATION FOR SPONSOR'S LICENCE – SKILLED WORKER

APPLICATION BY: [REDACTED]

Thank you for the above application.

Our decision

We are pleased to inform you that we have granted your application to become a licensed sponsor under the Skilled Worker immigration route, and you have been given an A rating.

Your sponsor licence includes any branch or site addresses that were provided with your application. Please note: we have not included any branch or site where the full UK address was not provided.

Your organisation name and rating as a licensed sponsor will be published on the relevant Register of Sponsors. See related link:

<https://www.gov.uk/government/collections/sponsorship-information-for-employers-and-educators>

Your sponsor licence

Your sponsor licence number (SLN) is [REDACTED]. Your licence will be valid for four years, subject to compliance with your sponsorship duties, unless it is revoked by us or surrendered by you before then. Your licence start date and end date (the last day before it expires) is displayed on the 'Licence summary' screen in your sponsor management system (SMS) account.

Advisory note

Please ensure the email address provided with the application is secure and only accessible by the named personnel. If the email address provided is not secure, please provide an alternative email via the SMS.

Your allocation for Skilled Worker

The maximum number of Skilled Worker certificates of sponsorship (CoS) you can issue is 1.

Please note you can request additional CoS via the SMS system at any time providing:

- Full job description(s)
- SoC codes.
- Full migrant worker details

If there is insufficient information in your justification for us to make an informed decision, your request will not be granted.

If you assign any Skilled Worker CoS to a migrant worker for a job that does not meet the Skilled Worker requirements on skill level and appropriate rates of pay and/or where there is no genuine vacancy, we will take action against you.

Defined Certificates of Sponsorship (DCoS)

Where you are wanting to assign a certificate of sponsorship to a skilled worker applying for a visa from outside of the UK, you must make an application for a DCoS.

To do this your Level 1 User needs to access their Sponsor Management System account and select the 'apply for defined certificates' option, found within the 'Worker' section.

To support your application for a DCoS, you should include the following information:

- Job Title
- Job Type – You must use the appropriate Standard Occupation Code (SOC) - these can be found at [Immigration Rules Appendix Skilled Occupations](#). If you are not sure which SOC to use, you can use the [Office for National Statistics Occupation Coding Tool](#)
- Dates of employment
- A full job description
- The salary on offer and salary period.
- The weekly hours the worker would be expected to work should be added to the Job description field, even where the salary period has been completed.
- Details of any client contract details/client addresses, where the migrant will be working.