

MLS

MASTER LEGAL SERVICES

SPONSOR LICENCE GUIDANCE



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HOW TO GET A SPONSOR LICENCE

1. Check your business is eligible. As an employer, you cannot have:

- unspent criminal convictions for immigration offences or certain other crimes, such as fraud or money laundering;
- had a sponsor licence revoked in the last 12 months;
- the organisation must be based in the UK (it can also be a UK branch of an international company) and be operating or trading lawfully in the UK.

2. Check if your job is suitable for sponsorship.

You can sponsor a worker if the job they're going to do has a suitable rate of pay and skill level, or meets the other criteria needed for their visa.

The position must be genuine. You should clearly understand what person you are looking for, their duties and responsibilities; and be able to prove there is no good candidate among the settled workers.

3. Choose the type of licence you want to apply for - this will depend on what type of worker you want to sponsor.

It can be a skilled worker route or a temporary employment that goes in the Tier 5 visa category.

4. Decide who will manage sponsorship within your business.

These worker(s) will keep the records of the employees and use sponsor managing system to update any information. They will also be the main point of contact if the Home Office needs anything from you, e.g., is planning an audit in your company.

5. Apply and pay the relevant fee.

PROSPECTIVE CANDIDATE

Due to current new rules there is no need to conduct a **RESIDENT LABOUR MARKET TEST**.

Nevertheless, you must indicate which jobs are currently vacant and for which you intend to assign a CoS.

If you have already identified someone that you wish to employ via the sponsorship system, you should provide evidence of how you identified this person.

If you identified this person as a result of a recruitment process, you should include copies of advertisements placed to recruit for the job, details of any applicants and why they were not suitable for the job.

You should confirm whether the person is already working for you (if they are in the UK, for instance, as a student).

If you have not advertised the job and the person you wish to employ is not currently working for you, you should confirm how you identified that this person was the most suitable for the job.

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HOW CAN WE HELP

At **MASTER LEGAL SERVICES** we have vast experience in dealing with sponsor licence applications.

- We provide comprehensive consultations and analyse if your company fully qualifies for being granted a licence.
- Our team provide the clients with exceptional immigration advice and ensures the process goes smoothly and you will get a positive outcome.
- You will avoid stressful and time-consuming process of applying; as a tailored immigration firm, we will always prioritize your needs and provide the best services ever.
- We have been highly successful in assisting private and corporate clients for many years and as a result we are a trusted and reliable team to work with, based on the positive reviews of our clients.
- We offer the most competitive fees in London.

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