

Faculty of Life Sciences: visa and immigration costs guidance (January 2021)

Information about the payment of immigration costs for staff is provided on the UCL HR website <https://www.ucl.ac.uk/human-resources/working-ucl/hr-services/immigration/guidance-notes-payment-immigration-costs> updated information has also been provided about immigration to the UK from 1st January 2021. <https://www.ucl.ac.uk/human-resources/working-ucl/hr-services/immigration-1st-january-2021>

Leave to Enter

Skilled Worker Route (SWR):

- UCL HR Division pay the cost directly of the SWR Certificate of Sponsorship (CoS) for all staff, for in-country applicants
- Out of country applicants will normally pay their own visa costs
- Staff will pay the costs for any of their dependents who require a visa

Global Talent Visa (GTV):

- UCL will pay the cost of GTV applications for all staff where these are linked to a specific role at UCL. Any such payments will be met by the relevant Academic Division/Department and will be subject to repayment on a sliding scale by the staff member should they leave UCL within 3 years of payment.

Further Leave to Remain (FLR)

Skilled Worker Route (SWR):

- UCL HR Division pay the cost directly of SWR Certificate of Sponsorship extensions for all staff
- UCL HR will pay the costs for in-country applicants, out of country applicants are required to pay their own visa costs
- Staff will pay the costs for any of their dependents who require an extension to their visa

Global Talent Visa (GTV):

- UCL will pay the cost of GTV extensions where they are linked to a specific role at UCL. Any such payments will be met by the relevant Academic Division/Department and will be subject to repayment on a sliding scale by the staff member should they leave UCL within 3 years of payment
- The costs of Indefinite Leave to Remain (ILR) Naturalisation applications, the Health Surcharge and other costs relating to immigration for UCL staff and their dependents are not covered by UCL HR but may exceptionally be met by the Academic Division/department.

UCL Immigration Loan

UCL offer an immigration loan to staff, <https://www.ucl.ac.uk/brexit/immigration-loan-guidance> to assist with immigration law advice and to make certain immigration applications for the staff member and their immediate dependants. Only applications for Indefinite Leave to Remain, British Citizenship and healthcare surcharge costs are covered. Please see the UCL website for the terms and conditions and to access the application form.

In **very exceptional** cases the respective academic Division/Department may pay for visa fees at the postal application rate. This should be agreed by the respective Divisional Director **AND** the Faculty Director of Operations **in advance of agreeing payment with the individual staff member**. These costs will be repayable by the staff member on a sliding scale should the staff member leave UCL within 3 years of payment.

Payment of visa fees may also be made if external, third-party funding makes specific provision for visa/immigration costs to be covered.

Any immigration fees exceptionally reimbursed by Faculties or Divisions/Departments must be paid through the payroll as a taxable benefit. Payments will not normally be grossed-up. These payments should be requested via HR-Services@ucl.ac.uk. In accordance with the UCL Expenses Policy, these payments must have prior approval from the Dean/Faculty Director of Operations/central PS Director/Finance Director.

Any out of country visa fees exceptionally reimbursed by Faculties or Divisions/Departments will be paid as an expense through iExpenses as they are not considered to be a benefit in kind by HMRC. In accordance with the UCL Expenses Policy, these payments must have prior approval from the Dean/Faculty Director of Operations/central PS Director/Finance Director.

Repayment sliding scale

Staff members who receive payment for a GTV application, or other discretionary entitlement, who leave within 3 years of the payment being made will be expected to repay the costs based on the sliding scale below.

Time since payment made	12 months or less	12-24 months	24-36 Months
Repayment amount	100%	50%	25%