

How to receive the CoS number for your Tier 5 visa application

Summary for Erasmus participants

Please send the following documents along with your application 3 month before the start of your internship to a.i.m. rlp.

1) A fully completed [Temporary Worker \(GAE\) CoS Application Form](#)

- **Passport information** must match exactly the participant's passport.
- **Home address** needs to be the participants' current address. Please include full address details and postcode. Due to Covid-19 we are no longer sending the hard copy of the CoS by post to the participant. The CoS number will be included as a PDF in the Letter of Maintenance email we will send you after we assess the application.
- **Start date** needs to be the date the participant will come to the UK. In case of a blended/ virtual mobility that starts before the participant travels to UK, please fill in the actual start date when the participant will be in the UK **in person**.
- **Multiple Entry Visa** for participants travelling in and out of the UK on a regular basis, either for personal reason or in connection with their work placement. Please note if the participant's placement is 6 months or less if they leave the common travel area for leisure/domestic purposes they would not be allowed back into the UK on that visa.
- **Total weekly hours of work** needs to be equivalent to full-time working hours (a minimum of 30hrs and a maximum of 48hrs per week).
- **Main work placement address** needs to be completed in full including the host company/ institution name.
- **Contact (mentor)** details need to be completed in full and it is important that these details are correct for reporting duties as stipulated by the Home Office.
- **Job title** of the participant at the work placement. This must be the job title detailed in the invitation letter from the host – **not** just Erasmus+ student/intern.
- **Job type** must be selected from the drop-down list. Details on the relevant SOC code can be obtained on the [Office for National Statistics Occupation Coding Tool](#). The job description attached to the SOC code must match the job role to be undertaken at the work placement.
- **Project Reference Number** → will be completed by a.i.m. rlp
- **Is the work placement supernumerary?** This placement **must not** be part of normal staffing requirements and not filling a job vacancy.
- **Detailed summary of the tasks** the participant will undertake at the work placement. Please provide detailed information in this section, focusing on the exact tasks, not the overall project. These should match the tasks detailed in the invitation letter from the host.
- **Demonstrate how** the work experience placement and the job role relate to the participants degree programme. Please provide detailed information in this section.
- **Total monthly additional allowances** (if applicable) If the participant receives any additional funding on top of their Erasmus+ grant, for example if the host organisation covers accommodation costs. Any additional allowances from the host organisation

must also be detailed in the appropriate section in the Learning Agreement for Traineeships.

- If the participant receives **additional allowances**, they should detail each allowance separately on the application form.
- If they receive a **monthly salary** from the host organisation, please submit a **copy of the contract of employment** with the supporting documentation.
- **UK National Insurance number.** If the participant is only receiving an Erasmus+ grant then they do not need one. However, they receive a **monthly salary** from the host organisation then they will need to provide us with a copy of their NI number if they have one already or submit a copy of their NI number after they've received one, once they've arrived.
- Will the participant be undertaking [regulated activity](#) in relation to children and/or adults within their job role? Please **check with the host organisation** if they will be. If they are, then we will require [overseas criminal record check](#) certificates from the participants' **country of origin** and **most recent country of residence**. We will also require a copy of the **UK Criminal Records Check** certificate. Participants will be unable to undertake regulated activity until a satisfactory disclosure has been obtained.
- Will the participants **bring dependants (family members)** with them to the UK? Further information can be found [here](#)

Please complete ALL fields of the CoS application form accurately and in full. This information is entered onto the Home Office Sponsorship Management System (SMS). Irregularities with the information may cause delays in issuing the CoS number.

2) Copy of the participant's passport

- We need to see a copy of the **entire passport**, including covers, ID details and leave stamps
- Each page must be easily readable.
- The passport **expiry date** must be valid for **6 months** after the intended departure date from the UK.

4) Acceptance letter from host organisation

- The letter from the host organisation needs to be on **letter headed paper** with an official **stamp, signed** and **dated** by the appropriate signatory. Please note: if the organisation does not have a stamp, we require an email from the host organisation confirming this.
- It must contain the participant's **job title** during the placement.
- It must contain a **description of duties** the participant will undertake during the work placement.
- It must contain the **start and end dates** of the placement.
- It must contain the sentence: **I, the undersigned, confirm that this work placement/ mobility is supernumerary, i.e. it is not part of normal staffing requirements and not filling a job vacancy.**

5) Erasmus+ Learning Agreement for Traineeships

- The Erasmus+ Higher Education [Learning Agreement for Traineeships](#) should be completed.

- Under the **traineeship title** (also) include the job title as agreed with the host if it differs from the traineeship program.
- **All fields prior to the mobility** need to be completed in full.
- The Learning Agreement needs to be **signed** and **dated** by the participant, the sending institution and the host organisation.

6) Transcript of Records

- Participants must be currently **studying or have completed** a degree programme within the last 18 months in order to be eligible to participate in a traineeship mobility. N.B. The mobility must end before the last day of the 18 months.
- The **transcript** must be translated into **English**. Please check Home Office guidance here for further details on certifying a translation.
- The transcript must be on **letter headed paper**.
- It must detail the **participants' degree** programme/subjects

7) Copy of the participant's overseas criminal record check UK criminal record check certificate/s (if applicable)

- **Criminal record checks** for overseas participants are only required if participants are undertaking [regulated activity](#) in relation to children and/or adults. We advise participants to consult with the host organisation to clarify if checks are required.
- If required criminal record check certificates must be submitted from the participant's **country of origin and most recent country of residence**.
- The certificate/s **issue date** must be no longer than **six months** in advance of the application date.
- The certificate/s must be translated into **English or clearly state in English** that the participant hasn't had any criminal activity. Please check [Home Office guidance](#) for further details on certifying a translation.
- In addition to overseas criminal record checks we are also required to keep a copy of participants [UK criminal record check certificate](#). Host organisations may be able to apply for a UK criminal record prior to participants' arrival if they have all of the necessary documentation needed to process an application for a UK criminal record check. If a check prior to arrival is not possible then one must be carried out once participants are in the UK. A copy of the certificate must be submitted to the British Council. Please note that participants will not be able to undertake regulated activity until a satisfactory disclosure has been obtained.
 - In England and Wales, the [Disclosure and Barring Service \(DBS\)](#) undertake these checks.
- In Scotland, these checks are carried out by Disclosure Scotland. Your host organisation will be able to advise on whether membership of the [Protecting Vulnerable Groups \(PVG\) scheme - mygov.scot](#) will be necessary.
- In Northern Ireland, these checks are carried out by [AccessNI](#).

8) Copy of the contract of employment from the host organisation, (if applicable)

- **The contract is only required if the participant receives a salary.**
- The contract should clearly show the **names** and **signatures** of all parties involved, the **start and end dates** of the contract, **details of the job** and an indication of how much the participant will be **paid**.
- Any **allowances** that the participant receives as part of their salary package must be detailed in the contract.

- The **job title, tasks, working hours and work address** must match the ones from the Application Form
- The Contract must be **signed** and **dated** by all parties

Next Steps - Applying for a visa

Once the participant has been issued their CoS number they will be able to apply for their Temporary Worker (GAE) Government and Authorised Exchange (GAE) visa through UK Visas and Immigration where they must complete an [online application](#).

The participant can apply for a visa up to three months before their intended travel to the UK. Processing times differ from country to country. You can check visa processing times [on the Government website](#).

As part of the visa application process participants staying in the UK for longer than 6 months will have to pay a [health surcharge](#) (called the 'immigration health surcharge' or HIS).

The Temporary Worker (GAE) team have compiled a [guidance document](#) for visa applications which you can consult. Please note that the information and links contained within the document are correct at the time of its writing and may change. We would advise you to consult the [Home Office website](#) for the most up to date information regarding the visa application process.

Useful Links

[UKVI Temporary Worker \(GAE\) \(GAE\) Guidance](#)
[Guidance on application for UK visa under Temporary Worker \(GAE\)](#)