# NHS Education for Scotland - Sponsorship Process for Medical and Dental Trainees in Scotland



Email from Sponsorship system on behalf of the sponsorship team is sent to the trainee. This invites the trainee to register their account on the Sponsorship System.

Trainee logs into the Sponsorship System, inputs their personal details and uploads copies of the require documents to the system.

Once all the trainee has input their personal information & uploaded the required documents the Sponsorship team will review the trainee's sponsorship record. If the Sponsorship team are satisfied with the information & documents provided, they will issue a COS to the trainee.

Trainee will apply to the Home Office for a visa using the COS provided on the sponsorship system

## Visa Rejected by the Home Office

Trainee MUST immediately inform NES of the refusal by logging into the Sponsorship System



# Visa is granted/ approved by the Home Office

The trainee must record the application outcome on the sponsorship system as soon as this is known. Once the trainee has received their visa, they must get it attested and upload it to the Sponsorship System.

All details within the trainees Sponsorship System account should be kept up to date for the duration of sponsorship. Any absence or changes in circumstance MUST be reported to the NES Sponsorship team immediately (no later than 5 days), in order for us to uphold the Sponsorship duties enforced by the Home Office.

#### **Required Documentation**

Copies of the below documentation MUST be provided before NES can proceed with issuing a COS.

- 1. Attested Passport photo page. This page must include the passport photo, issued and a valid expiry date. If an extension to the passport expiry date has been granted and is given on a sperate page, please upload both pages into a single document before you upload the file.
- 2. Current UK Visa (If applicable). A copy of this which clearly shows type of visa and expiry date. If Trainee has been issued with a BRP, a copy of both sides is required.
- 3. Primary Medical Degree Certificate
- 4. Evidence of GMC/GDC registration or confirmation you will have this before commencing post
- 5. National Insurance number (If applicable) Either a copy of NI card or current payslip
- 6. Evidence of English language skills (if applicable) IELTS or equivalent

### **Issuing of COS**

Data must be provided by the Trainee before a COS can be issued. If invalid documents are uploaded, details are incomplete and/or the deadline given to prove the information is missed, trainees may experience a delay in the COS being issued.

# Making a Visa application to the Home office

Applicants are advised to ensure that they meet all Home Office requirements and understand the process (e.g. a COS can only be used once and is valid for 3 months from the date is was assigned) prior to application. It is advised that application are made as soon as the COS is received to prevent any delay in starting the Training Programme. If applicants do not intend to use the COS, the NES Sponsorship team must be notified.

#### Change in circumstance / Reporting activity via the Sponsorship System

The Sponsored Trainee, their employer and the deanery are all responsible for reporting any change in circumstance/ sponsorship activity to the NES Sponsorship team within 5 days of the event/ change occurring, especially if the sponsored trainee:

- Has a change in circumstance (change of name, address etc.)
- Take any period of leave (sick, annual, special, maternity/paternity or study leave)
- Does not turn up for their first day of Training Programme
- Rearranges their Training Programme start date
- Has a change to the length of their training programme
- Requests to begin part-time training
- Missing x10 'expected contact' (e.g. clinics, meetings etc)
- Takes leave without permission
- Discontinues the training programme (resigns or is dismissed)
- Is suspected of breaching the conditions of their visa (e.g. undertakes part-time work unrelated to the Training Programme)