UKRI Temporary Worker Government Authorised Exchange (T5) Scheme

Guidance on material needed for application

The usual time frame from initialisation to arrival of the individual is 3 months.

Individuals are required to be in receipt of the UK minimum wage (or higher) for the full duration of their engagement; the UK minimum wage usually changes each April.

You are also advised that there may be future changes to the Home Office Immigration rules which may change the following requirements or options.

If you wish to consider the UKRI Temporary Worker Government Authorised Exchange (T5) scheme option you need to provide the following (please note that we will require all documents to be translated into English as appropriate):

- A completed scheme application form; please note that the role must be in scientific research of at least RQF level 3 and signed by the appropriate individual within the UKRI institute.
- A Job Description of the proposed supernumerary role (maximum of 1,000 characters) – Standard job description available.
- Documentary evidence from UKRI (to the individual and/or parent organisation) confirming the engagement, the duration of the visit, details of the migrant, the activities to be undertaken during the engagement and the location of the engagement (these documents should be relevant to the engagement type, and could be a single MoU equivalent signed by all parties or a series of letters from the relevant organisation(s); please use whichever is appropriate to the circumstances of the engagement). The scheme application form has a brief checklist that provides further information on this aspect.
- Where appropriate, documentary evidence from the individual's parent organisation, and/or funding body, involved in the engagement (to the individual and/or UKRI) confirming the engagement, the duration of the engagement, details of the migrant, the activities to be undertaken as part of the engagement and the location of the engagement.
- A breakdown of the scientific aim of the engagement; if there is no separate document, then full details are required on the application form or job description.
- Documentary evidence showing that the individual's salary/funding meets the UK minimum wage for the full duration of the engagement see: https://www.gov.uk/national-minimum-wage-rates; this can be included in the above documents.
- A copy of the individual's passport inclusive of personal details page, photographic page and any extension to the validity period.
- A copy of the individual's qualifications or, where the individual is still studying, documentary evidence from their University showing the details of their study, duration and title of study and a relevant contact at the University; it is also important that the University confirm they approve the engagement.
- Evidence that the individual meets the Home Office financial requirement of having access to funds of £1270 for the main applicant plus additional funds for each accompanying dependant (this is a sliding scale based on a partner (£285) or child (£315 for first child plus £200 for each additional child)), with the evidence confirming access for 28 days; further details may be found at https://www.gov.uk/tier-5-government-authorised-exchange/documents-you-must-provide; if UKRI wish to, you may confirm maintenance for the sponsored migrant, and dependants travelling with the main applicant, by making the appropriate annotation on the
scheme application form. Please note that should you accept certifying the Home Office financial requirement, and the Home Office subsequently require UKRI to provide these funds, then you would need to have the appropriate mechanism in place to provide the individual with the appropriate amount.

- A copy of the individual’s CV.
- Please note that any documentation that requires translation into English will need to meet the Home Office translation requirements; see the following link for further details: https://www.gov.uk/certifying-a-document.
- Please note that, dependent on where the individual will be applying from, there may be a requirement for the individual to undertake a Tuberculosis test prior to applying for their visa; further information may be found at: https://www.gov.uk/government-authorised-exchange/documents-you-must-provide.
- Please note that if the individual is coming to the UK for a period greater than 6 months in duration, they will be required to pay the Immigration Health Surcharge for both themselves and any dependants travelling with them, with the fee payable for the maximum duration of their visa; further information may be found at the following link: https://www.gov.uk/healthcare-immigration-application/pay.
- Additionally, if the individual is coming to the UK for a period greater than 6 months in duration, they will also be required to apply for a biometric residence card; further information is available at the following link: https://www.gov.uk/biometric-residence-permits/collect.
- Please note that it is essential that the individual has appropriate insurance for their engagement; this is in addition to the Immigration Health Surcharge mentioned above.

We require a PO number made out to UK SBS for the sum of £21.00 (plus VAT where applicable) unless the individual(s) are from a country that has signed up to the CESC (see list of countries at: https://www.gov.uk/government-authorised-exchange). We would only be able to issue any approved Certificate of Sponsorship up to 3 months prior to the commencement of the engagement.

Please note that UK SBS has the final say on whether an engagement or individual meet the scheme criteria and whether UKRI may sponsor an individual through the Temporary Worker Government Authorised Exchange (T5) route.