

IMMIGRATION REIMBURSEMENT COSTS

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This guidance will be reviewed periodically to ensure it remains relevant and reflects changing legislation and organisational requirements.

1. INTRODUCTION

This guidance complements the University's staff recruitment and selection processes and aims to support staff that require the necessary permissions to take up or continue their employment at the University of Bristol.

As a new or current international employee who needs permission from the UK Government to allow you to live in the UK and work at the University of Bristol we can assist with the costs associated with your permission to work.

2. AM I ELIGIBLE?

You will need to be a new or existing employee of the University who is applying for the following visa type application:

Visa type

An initial Global Talent visa (endorsement and visa)

An extension/renewal of a Global Talent visa

An initial Skilled Worker visa

An extension/renewal of a Skilled Worker visa

Tier 4 DES (this route is expected to be replaced by a Graduate route in Summer 2021)

Spousal or family visa

Indefinite Leave to Remain (ILR) in the UK

Citizenship (*applicable from 23rd June 2016 – date of referendum*)

These costs are in addition to the University of Bristol's current relocation policy which provides a maximum of 7.5% of annual starting salary (gross) for costs incurred (inclusive of recruitment and retention supplement, but excluding other allowances).

PLUS

Staff relocating from outside of the UK are eligible for one set of travel costs for employee (and immediate family members) to commence employment at the University of Bristol. In the case of air travel, return tickets will only be reimbursed where evidence is provided that this is cheaper than a single fare (the definition of who meets the criteria of 'family' must be made in agreement with the University).

3. HOW MUCH CAN I CLAIM?

The reimbursement covers the cost of your application by post or online. You can find details of current the Global Talent visa, the skilled worker visa, spousal/family visas, Indefinite Leave to Remain and Citizenship scheme application fees on [GOV.UK](https://www.gov.uk)

Please note that for we do not cover the following costs, where applicable:

- Dependants
- Premium/Priority Service
- Immigration Healthcare Surcharge (for staff and dependants)
- Life in the UK Test
- UK NARIC Fees
- Nationality checking service
- Biometrics
- Postage

4. HOW AND WHEN SHOULD I MAKE A CLAIM?

The UK tax authority classifies the reimbursement of visa/settlement fees as earnings, so you will need to be on the University's payroll for us to reimburse you. Once we have completed our 'right to work' check you can submit your expenses in line with our relocation reimbursement policy through MyERP. A guide to doing this is detailed in section 6 and you will need to provide receipts to have the claim approved.

5. OTHER CONDITIONS

You can request reimbursement once your application has been approved, unless you have prior approval due to an exceptional circumstance to claim at application stage.

This scheme is discretionary, and the University reserves the right to amend or withdraw it at any point.

6. USING MYERP TO CLAIM BACK YOUR VISA COSTS

Please follow the guidance as if you are submitting a claim for visa expenses: <https://uob.sharepoint.com/sites/myerp/SitePages/Expenses-claiming.aspx>

You will need:

- electronic copies of your receipts (not needed for mileage only claims). Scan or photograph them in PDF or image format (e.g. .PNG, .JPG)