NHS
Health Education England

TIER 4 VISA SPONSORSHIP PROCESS – 2019

19th March 2019
Email from HEE inviting Doctors to apply for a personal online Tier 4 account.

No later than 9th April 2019
Doctor completes all personal details, educational details and uploads a copy of required documents.

Required documents
1: Passport photo page. This page must include the passport photo, issue date and a valid expiry date. If an extension to the passport expiry date has been granted and is given on a separate page; please upload both pages into a single document before you upload the file.

2: Pre-Foundation Programme medical student Tier 4 visa. A copy of the Tier 4 visa used to support medical school study must be provided.

3: Medical Degree Certificate. If the Medical Degree certificate has not yet been issued, a CAS will be issued on the basis that a copy is uploaded as soon as received and strictly no later than 5th Nov 2019. This is a condition of the sponsorship.

8th May 2019
HEE to e-mail a CAS to Doctors who provided all valid documents, completed all details and met all requirements for sponsorship.

Issuing of a CAS on 8th May 2019

Doctors who provide invalid documents; who have details incomplete and/or miss the deadline of 9th April 2019, should not expect to receive a CAS on 8th May 2019. These Doctors will need to specifically contact HEE requesting a CAS upon allocation or at a later date. (tier4doctors@hee.nhs.uk)

Doctor applies to the UK Visas & Immigration (UKVI) for a Tier 4 Visa using the CAS number

Making a Tier 4 visa application (in or out of UK)
Applicants are advised to ensure that they meet all UKVI requirements (e.g. proof of sufficient maintenance funds) and understand the process (e.g. a CAS can only be used once and is valid for 6 months) prior to application. It is advised that applications are made as soon as the CAS is received to prevent any delay in starting the Foundation Programme. If applicants do not intend to use the CAS, HEE must be notified.

Tier 4 Visa application rejected

Doctor MUST immediately inform HEE of refusal

Tier 4 Visa refused
The Doctor must immediately contact HEE via: tier4doctors@hee.nhs.uk

IMPORTANT:
CAS numbers are unique and cannot be used more than once. Should a Doctor wish to reapply, a new CAS number is required.

Tier 4 Visa approved/granted

Doctor uploads copy of new Tier 4 Visa onto their online tier 4 account and updates personal details page with new visa expiry date.

All details within online Tier 4 account to be kept up-to-date for the duration of sponsorship.
Any change in circumstance MUST be reported to HEE immediately (strictly no later than 7 days from occurrence) by both the Doctor and the Foundation School.

Change in circumstance / Reporting activity to HEE

Both the Tier 4-sponsored Doctor and the Foundation School are responsible for reporting any change in circumstance/Tier 4 activity to HEE within 7 days of the event/change occurring, especially if the Doctor:

- has a change in circumstance (including change of name etc.)
- does not turn up for their first day of shadowing/ Foundation Programme (FP)
- rearranges their shadowing/ FP start date
- requests/moves to another Foundation School
- has a change to the length of the FP
- requests to begin part-time training (not permitted under Tier 4)
- misses x10 'expected contacts' (e.g. teaching, meetings etc.)
- takes leave without permission
- is suspected of breaching the conditions of their visa

Please visit the UKFPO website for full details and further guidance on all Tier 4