

## **When should a Certificate of Sponsorship be issued?**

### **Introduction**

This document provides information in relation to whether or not a new employee will need a Certificate of Sponsorship prior to commencement of employment. A list of nationals exempt from restrictions or part restrictions to enter or work in the UK are provided below.

There can be exceptions to the rules and it is advisable to contact your Human Resources team who will be able to advise you as to whether or not a person needs a Certificate of Sponsorship.

### **Nationals with no restriction to work in the UK**

Nationals from the European Economic Area (EEA) and Switzerland can enter the UK without any restrictions. However, evidence of their nationality still needs to be obtained prior to commencement of employment. Evidence is usually either a passport or national identity card. Further information regarding the type of evidence and requirements for verifying and copying the evidence can be found in the [Guide to Verifying Documentation](#)

The EEA includes these countries:

Austria	Italy	Belgium
Liechtenstein	Cyprus	Luxembourg
Denmark	Malta	Finland
Netherlands	France	Norway
Germany	Portugal	Greece
Spain	Iceland	Sweden
Ireland	UK	

Swiss nationals have the same rights as EEA nationals and can work without restriction.

### **Accession State Workers**

There are 8 countries which come under the Worker Registration Scheme as follows:

Czech Republic	Lithuania
Estonia	Poland
Hungary	Slovakia
Latvia	Slovenia

A national of one of these countries can enter the UK without restriction however, they must register for the Worker Registration Scheme within 1 month of commencement of employment. Human Resources will be responsible for liaising with any new member of staff from one of the above countries to ensure that register for the Scheme.

## **Bulgarians and Romanian Nationals**

Bulgarian and Romanian Nationals do require authorisation **before** they can commence employment, unless they have been working in the UK for 12 months without a break in the UK (at which time they would have to produce a Registration Card).

The College will have to obtain a Work Permit and then the Bulgarian/Romanian National will need to obtain an Accession Worker Card.

## **Certificates of Sponsorship exempt from charges**

If the College applies for a Certificate of Sponsorship for a national from any of the following countries, it will be exempt from a charge:

Albania  
Andorra  
Armenia  
Azerbaijan

Croatia  
FYR of Macedonia  
Moldova  
Turkey