**CoS Request Form**

Skilled Worker Visa

Send your completed Certificate of Sponsorship (CoS) request form and any associated documents to the Staff Visa Compliance Team at: [staffvisa@greenwich.ac.uk](mailto:staffvisa@greenwich.ac.uk)

|  |  |
| --- | --- |
|  | Personal Information |
| Surname |  |
| First name |  |
| Middle name |  |
| Person ID number (If applicable) |  |
| Email address |  |

|  |  |
| --- | --- |
|  | Employment Details |
| Job title |  |
| Start date |  |
| Job end date (if applicable) |  |
| Salary (Including London Weighting) |  |

|  |  |
| --- | --- |
|  | Passport Details |
| Nationality (as per passport) |  |
| Passport number |  |
| Issue date |  |
| Expiry date |  |

|  |  |
| --- | --- |
|  | Visa Details |
| Visa type |  |
| Visa expiry date |  |

**Important information & data processing**

If a visa application is made with a CoS which has incorrect information, this could lead to the application being refused/or immigration permission of the wrong length or with the wrong conditions being granted.

**Your CoS is valid for one Skilled Worker Visa application only**

**Privacy Notice**

**The University of Greenwich agrees to process the following personal data about you:**

* Full name
* Passport information

**We process personal data about you for the following reasons:**

* To issue you with a CoS to make a visa application/extension

**We rely on the following legal basis for processing the data:**

* Consent

**You can find out more information about this by checking our Data Processing Activities Register.**  
  
**We will share date about you with the following external organisations:**

* UK Visas and Immigration (UKVI)

You have rights as a Data Subject. You can see more information about those rights on our website. To contact the University of Greenwich Data Protection Officer email: compliance@gre.ac.uk