

Temporary Worker - Government Authorised Exchange visa (GAE)

Erasmus+ Higher Education Participant

Key Action 103

Application for a Certificate of Sponsorship (CoS)

Participant Information Form

Supporting Documentation Required

Please see below list of supporting documentation which is to be submitted with the Participant Information Form. For further details about each document, please consult the '[Handbook for Coordinators, Participants and Hosts](#)'.

Participant's Passport (photo page and personal information page/pages only)

'[Coordinator Confirmation Letter Template](#)' completed by the sending university

'[Host Acceptance Form](#)'

Your Institution's Erasmus+ 2014-2020 Grant Agreement

Overseas Criminal Record Check (if applicable)

Completed applications must be emailed to the team, if you have any questions please [contact](#) us.

Participant Passport Details

Please complete all fields exactly as they appear in the participant's passport.

Family name/last name:

First name(s):

Other names:

Nationality:

Place of birth:

Country of birth:

Date of birth: day

month

year

Gender:

Country of residence:

Passport number:

Issue date: day

month

year

2010

Expiry date: day

month

year

2021

Issued by/authority:

Participant Contact Details

Current living address:

City or town:

Postcode or ZIP code:

Country:

Email address:

Telephone number:

Work Placement Details:

Name of host organisation:

Work address where the participant will be based:

City or town:

Postcode:

Other regular work addresses (complete if the participant will be working at multiple sites):

Other address - city or town:

Other address - postcode:

Work placement start date: day month year

Work placement end date: day month year

Please note the duration of the work placement must be a minimum of two months.

Academic Technology Approval Scheme (ATAS)

You may need to apply for a [Academic Technology Approval Scheme \(ATAS\)](#) certificate before you apply for your visa application.

The ATAS requirement only applies to certain nationalities, and in certain roles and research fields. It also only applies to participants who are studying at **PhD level or above**.

For further information on whether you need a certificate please click [here](#).

If you need to apply for an ATAS certificate, please follow the guidance [here](#).

If one is required, we will mark that an ATAS certificate is required on your CoS, and you will need to include this certificate in your visa application.

The [time](#) applications take for ATAS can be at least 30 working days so please investigate if one is required prior to the application for a CoS.

Do you require an ATAS certificate? (Please select yes or no).

Declaration

I can confirm that the information provided on this form and contained within the supporting documentation is, to the best of my knowledge, complete, true and correct. I consent to this personal data (including sensitive personal data) being processed by the British Council in connection with this CoS and/or visa application. I consent to the British Council passing this information on to the Home Office for use in processing the application and in order to comply with legal requirements.

GDPR Data Collection and Processing Notice

The British Council shall comply with its obligations under Data Protection Legislation and shall, in particular:

- a) Process your personal data only to the extent, and in such manner, as is necessary for the purpose of carrying out its duties as a Category A sponsor of Temporary Worker Government Authorised Exchange Scheme and in accordance with Home Office requirements;
- b) Implement appropriate technical and organisational measures in accordance with Data Protection Legislation to ensure a level of security appropriate to the risks that are present by such processing, in particular from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, taking into account the costs of implementation, the nature, scope, context and purposes of processing and likelihood and severity of risk in relation to the rights and freedoms of the Data subjects, etc.
- c) We may use your information to further discuss your interest in the service provided in the form of a Customer Satisfaction Survey.

The British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator.

For detailed information please refer to the privacy section of our website, www.britishcouncil.org/privacy or contact your local British Council office. We will keep your information for a period of 7 years from the time of collection or until we have been audited by the Home Office.

Signature Page

Participant name:	
Signature (digital or ink signatures only, NOT typed):	
Date:	

Sending university coordinator name:	
Sending university:	
Coordinator email address:	
Coordinator telephone number:	
Signature (digital or ink signatures only, NOT typed):	
Date:	

Digital signatures are preferred, we will accept ink signatures, we will NOT accept typed signatures.

You can use the 'Fill & Sign' tool in Adobe Acrobat Reader. Please find instructions on how to do this [here](#).

If you need to physically sign the page, please print the signature page only and upload this separately.

Complete all fields in the form, type them, and allow copy and pasting.