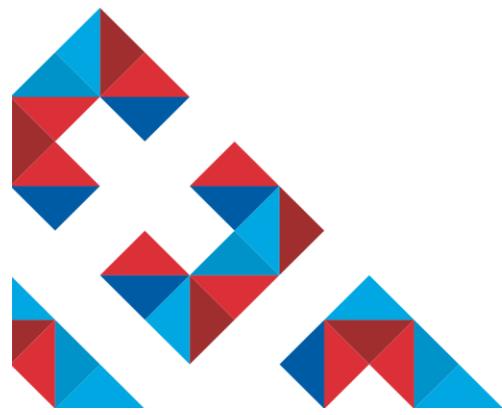


T5 Certificate of Sponsorship

How to apply for a Certificate of Sponsorship for the European Voluntary Service (EVS)

Version 1.0 – 25 March 2021



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COVID-19

Before you apply for your Certificate of Sponsorship, please be aware of all UK Covid 19 entry, testing and quarantine rules <https://www.gov.uk/uk-border-control> and the UK roadmap for re-opening which may impact on your placement start date:

<https://www.gov.uk/government/publications/covid-19-response-spring-2021>.

Do I need a T5 visa?

All Erasmus+ participants on an EVS mobility who come for a placement in the UK will need a T5 Certificate of Sponsorship (CoS) and a T5 visa.

Summary of steps - EVS

Please note that it can take up to **four weeks** to receive a CoS number from the date that the British Council receive all complete and correct documentation. Incomplete or incorrect documentation may cause delays in issuing a CoS.

The British Council requires all EVS participants to go through their host **Erasmus+ coordinator** to get their CoS. It is the responsibility of Erasmus+ coordinators to:

- Collect the documents from their volunteers;
- ensure that all documents are completed correctly; and
- email the InfoSheet in PDF format to Tier5erasmus@britishcouncil.org

For an EVS application, the British Council will need scanned copies of the following documents in PDF or Word format:

- a fully completed [InfoSheet](#) (75KB);
- a witness statement
- a copy of the volunteer's passport
- a criminal record check for overseas volunteers (if applicable).
Read [further information](#) on what type of criminal records check is appropriate. **The certificate must be translated into English.**

Please consult the [T5 Youth Guidance](#) (139 KB) which provides **essential details** about the documents listed above and is to be read and used in conjunction with the [T5 InfoSheet](#).

Please check Home Office guidance for further details on certifying a translation

Do not send the application as web links like Google, RAR or OneDrive attachments as these will be refused. If you have trouble with the file size of your email, look at this [guidance on how to reduce the size](#) or please consult your IT department for help.

Further Information on Criminal Record Checks

Please note that criminal record checks for overseas participants are only required for certain jobs or voluntary work, e.g., working with children or in healthcare. We would urge you to read Home Office guidance and consult with your receiving host organisation to confirm if one is required. Examples of job roles which would require evidence of a police check would be a teacher or unsupervised volunteer.

Criminal record check certificates are usually required from your country of residence. However, in some cases a criminal record check certificate may be required from your country of origin. Applications are assessed on a case-by-case basis. The criminal record check must be issued no longer than six months before the application date.

Further Information on the CoS Application Process

It is the responsibility of organisations to make sure they apply in plenty of time and provide all the necessary documents, completed and in the correct format. It can take up to four weeks to receive the CoS number from the date all complete and correct documentation has been forwarded to Tier5erasmus@britishcouncil.org.

The dates of the planned placement must allow sufficient time for a CoS to be issued prior to the start of the placement. This is in accordance with Home Office guidance. We recommend that no travel plans are made, or costs incurred until you have been advised of the decision regarding your CoS and a Visa has been approved by the Home Office.

Please check all documents carefully before applying.

Please note that visas may not allow multi-entry to the UK, for example for overseas holidays. It is recommended that participants travel with documents that show the reason for their stay in the UK and the contact details of their host organisation.

Participants will not need £1270 in savings if their [fully approved \('A-rated'\)](#) sponsor states on their CoS that they will certify their maintenance and that the participant will not claim benefits during their stay in the UK. The British Council is a fully approved category A rated sponsor and will certify maintenance for participants.

[Download the T5 Online Visa Application Guidance](#) (136 KB) for traineeship participants.

Upon arrival in the UK

Information for Hosting Organisations

Under the UK Visas & Immigration (UKVI) Points Based System, the British Council is acting as licensed sponsor for Erasmus+ participants and must comply with UKVI record keeping duties.

Please read the information contained within [Annex E Host T5 Guidelines and Sponsorship Duties](#) very carefully. It highlights the sponsorship duties that the host company and the British Council must comply with in order to continue to sponsor participants in the Erasmus+ programme.

Once the participant has arrived in the UK, we require you to complete the [T5 UKVI Requirement Reporting Form](#) (68KB) which is a **compulsory UKVI requirement**. Please return this form for each participant to the British Council as soon as they arrive at your organisation.

As sponsors we are also required to inform the UKVI of any changes made to the participant's placement. You must inform the British Council or Ecorys **immediately**, should any of the following occur:

- if your participant fails to turn up on their first day of work or is absent from work for more than 10 consecutive working days without permission;
- if a participant travels in and out of the UK for business or holidays, advise the British Council by email of the dates they leave the UK and then by email again on their return;
- any significant changes to the participant's circumstances e.g., change of job, salary, location etc;
- any change to the duration of the participant's placement e.g. requested extensions;
- if employment is terminated for any other reason;
- any other information that you think may be of importance.

It is vital for you to inform the British Council or Ecorys when the participant has left your employment.

Please note that failure to comply with UKVI record keeping duties can lead to the revoking of a T5 license which will impact on our ability to sponsor Erasmus+ participants in the future.

Information for Participants

Please read the information contained within [Annex E Participant T5 Guidelines and Sponsorship Duties](#) (64 KB) very carefully. It highlights the sponsorship duties that the host company and the British Council must both comply with in order to continue to sponsor participants in the Erasmus+ programme.

[Safety First 2019-2020 – 'a personal safety guide for workers'](#) - (3.62 MB) is a British Council booklet designed to provide useful safety tips and information to help you prepare for your stay and offers practical advice on living and working which you can refer to throughout your placement in the UK. There is a QR code if you would like to access this guide on your mobile phone.

For further information please email the Erasmus+ T5 Team at the British Council Tier5erasmus@britishcouncil.org.