

Temporary Worker - Government Authorised Exchange visa (GAE)

Erasmus+ Higher Education Participant

Key Action 103

Application for a Certificate of Sponsorship (CoS)

Host Acceptance Form

Please note this form must be submitted via the Erasmus+ Coordinator at the sending university.

If you have any questions regarding completing this form, please [contact](#) us.

Host Details

Name of host organisation:

Company registration number/charity registration number/schools unique reference number:

Registered office address:

City or town:

Postcode:

Contact person's name (mentor):

Email address:

Telephone number:

Participant Details:

First name:

Family name/last name:

Work Placement Details:

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

Work placement start date: day month year

Work placement end date: day month year

Total weekly hours of work (*no more than 48 hours a week as per [Working Time Directive](#)*):

Work address where the participant will be based (if different from registered office address):

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:

Job title (this is the participant's job title during the placement e.g. marketing manager, administrator, teaching assistant). Please note that 'Erasmus+ student/ intern' is not a valid job title:

Job type (click [here](#) to obtain the relevant occupation code to enter in the drop down field below):

Main activities - provide a full description of the actual tasks to be undertaken by the participant during their placement within the organisation (maximum 1,000 characters):

If applicable, gross salary per month in pounds sterling (£):

If applicable, any gross allowances per month in pounds sterling (£):

If applicable, please detail each allowance in the box below (allowances do not include benefits such as overtime, bonuses that are not guaranteed, incentive pay or travel and subsistence, including travel to and from the participant's country of residence, or home country).

Does the participant require a UK criminal record check certificate to work in the job role within your organisation?

Declaration

I can confirm that the information provided on this form 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 to comply with legal requirements.

I can confirm that the traineeship opportunity is in addition to normal staffing requirements and is not filling a job vacancy.

I can confirm that I have read and understood the '[Recording and Reporting Guidelines for Hosts](#)'.

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

Name of signatory at host organisation:	
Signatory job title:	
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.