

IMMIGRATION REIMBURSEMENT COSTS

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This guidance will be reviewed periodically to ensure it remains relevant and reflects changing legislation and organisational requirements.

1. INTRODUCTION

This guidance complements the University's staff recruitment and selection processes and aims to support staff that require the necessary permissions to take up or continue their employment at the University of Bristol.

As a new or current international employee who needs permission from the UK Government to allow you to live in the UK and work at the University of Bristol, we can assist with the costs associated with your permission to work.

2. AM I ELIGIBLE?

You will need to be a new or existing main staff employee of the University who is applying for one of the following visa types:

Visa type
Global Talent visa (endorsement and visa) – new and extension*
Skilled Worker visa – new, switching, extension, change of employment*
Graduate visa*
Spousal/Family/Dependents visa – new and extension*
Indefinite Leave to Remain (ILR) in the UK*
BNO visa*
Citizenship (<i>applicable from 23rd June 2016 – date of referendum</i>) which includes the £130 fee for the administration of a citizenship oath and pledge at the ceremony

**With effect from 20th October 2022 this will include the standard £19.20 biometrics enrolment fee (but not the chargeable appointment fee if you choose this option).*

The visa reimbursement policy runs alongside but is separate to the University of Bristol's [current relocation policy](#).

3. HOW MUCH CAN I CLAIM?

The reimbursement covers the cost of your application by post or online. You can find details of current the Global Talent visa, the skilled worker visa, spousal/family visas, Indefinite Leave to Remain and Citizenship scheme application fees on [GOV.UK](https://www.gov.uk)

Please note that we do not cover the additional following costs, where applicable:

- Family members
- Premium/Priority Service
- Biometric chargeable appointments
- Immigration Healthcare Surcharge*
- Life in the UK Test
- UK ECCTIS Fees (formerly NARIC)
- Nationality checking service
- Travel costs for appointments related to visa applications
- Postage

**If your position is funded by a grant you may want to check with the grant holder if the additional visa related fees are covered by the directly incurred costs of the grant. If additional fees are covered by the grant these would need to be claimed via your School against the specific budget code.*

4. HOW AND WHEN SHOULD I MAKE A CLAIM?

The UK tax authority classifies the reimbursement of visa/settlement fees as earnings, so you will need to be on the University's payroll for us to reimburse you. Once we have completed our 'right to work' check you can submit your expenses in line with our relocation reimbursement policy through MyERP.

You should claim within 6 months of your visa being approved. A guide to doing this is detailed in section 6 and you will need to provide receipts to have the claim approved.

5. OTHER CONDITIONS

You can request reimbursement once your application has been approved unless you have prior approval due to an exceptional circumstance to claim at application stage.

This scheme is discretionary, and the University reserves the right to amend or withdraw it at any point.

6. USING MYERP TO CLAIM BACK YOUR VISA COSTS

Please follow the guidance as if you are submitting a claim for visa

expenses: <https://uob.sharepoint.com/sites/myerp/SitePages/Expenses-claiming.aspx>

Please note this claim must be submitted separately to your relocation costs.

You will need:

- electronic copies of your receipts (not needed for mileage only claims). Scan or photograph them in PDF or image format (e.g. .PNG, .JPG).
- **MyERP category details**
 - New staff who have applied outside the UK should use “VISA – (Out of Country) **(this includes applications for Skilled Workers which has replaced Tier 2).**
 - New/Extended staff who have applied in the UK and those applying for citizenship or ILR should use “VISA – (Extended in Country and Citizenship) **(this includes applications for Skilled Workers which has replaced Tier 2).**