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Swansea
University
Prifysgol
Abertawe

Overseas, Tier 2 & Tier 5 Visa Holders: A quick guide

Welcome to Swansea University

At Swansea University, we are very proud of our ability to attract the best talent from around the world, and we are delighted to be in a position to sponsor you in your new role at a University that has achieved extraordinary success in recent years.

We recognise that moving to a new employer, new city and new country can be a life changing decision, and we are passionate about supporting all our new members of staff in understanding what is required of them, and what support you can expect from us.

We have a dedicated team of HR Business Partners who are on hand to advise you through your process of applying for your visa, through to your journey as a valued colleague in the University.



WELCOME



Swansea University
Prifysgol Abertawe

Visas

Frequently asked questions

1. How do I apply for a visa?

In order for you to apply for your visa to work at Swansea University, we will supply you with a 'Certificate of Sponsorship' (CoS). This isn't actually a certificate but a unique reference number that enables you to apply for your visa. The HR Team will issue or assign the Certificate of Sponsorship to you via email.

2. How long does it take?

On average the process can take between 3-6 weeks (*but this can vary depending on where you are applying from*) <https://www.gov.uk/visa-processing-times>. However, if you are applying for your visa from outside the United Kingdom then the process can take slightly longer.

3. How much does a visa Cost?

The cost of a visa will depend on whether you are applying from inside or outside the United Kingdom. The list of current costs can be found: <https://visa-fees.homeoffice.gov.uk/>

4. Can I get my fee reimbursed?

The University will reimburse visa application at non premium costs for employees who successfully secure a visa to enable them to take up employment or continue employment with the University. The University will not cover application fees for dependents or the Immigration Health Surcharge.

5. I already have a Tier 2 or a Tier 5 Visa from another University, can I start work in Swansea University with that?

Unfortunately, Tier 2 and Tier 5 visas cannot be transferred from one organisation to another, so you will need to apply for a new visa if you leave an employer and join the University. If you have a Tier 2 visa from another employer, the University can only agree to sponsor you for the remaining time you have left on that visa Type, i.e. if you have had a Tier 2 visa for 3 years previously, the maximum duration that the University can sponsor you would be 2 years.

6. How long does my visa last?

A Tier 2 visa lasts for **up to 5 years** and a Tier 5 visa lasts for a **maximum of 2 years**.

7. Switching from a Tier 4 to Tier 2

There are certain rules for switching from a Tier 4 to a Tier 2 visa. General Home Office advice on this can be found here: <https://www.gov.uk/tier-2-general/switch-to-this-visa>

8. Switching from Tier 5 to Tier 2

If you are on a Tier 5 (Government Authorised Exchange visa) you cannot switch into a Tier 2 (General) visa. In order to do so, you must return to your home country, or one where you have the permission to live (work or study) and make a new application.

9. What is the University Sponsor Licence Reference?

You will need this to put on your application for your visa. The reference number is **MJFF5FDT7**

10. Maintenance Requirement

As the University is a premium sponsor, Colleges/Schools/Professional Services Units are able to 'certify' the maintenance of sponsored individuals at their own discretion. This means that the University provides a guarantee that the individual will have enough money to support themselves for the first month of employment and that the University can assist them if this is not the case. You will not therefore need to provide any evidence of funds as part of the visa application.

11. Is my role on the Shortage Occupation List?

Most roles within the University do not fall under this category, however, there may be certain role types that would, and you are advised to discuss with the relevant HR Business Partner if you are unsure when making your application. The list of roles that currently fall in this category are here: <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-k-shortage-occupation-list>

12. What is the Immigration Health Surcharge (IHS)?

You may need to pay an IHS as part of your visa application. You will then be able to use the National Health Service (NHS). It costs £400 for every year that your visa is valid. If you have dependents/family members they also need to pay the IHS.

13. What happens after I submit and pay for the application?

If you live outside the UK, after you submit your application online and make the payment, the Home Office will email you asking you to attend a local Visa Application Centre to enrol your fingerprints and photographs. This can sometimes differ, dependent on the country from which you are applying. As soon as you complete this process, you will be asked to post all your supporting documentation to the relevant Embassy where your application will be considered. The Home Office will inform you where you need to send your documents.

If you are applying online from within the UK you will receive confirmation of your application and will be contacted by the Home office when a decision has been made.

14. My visa application has been approved, what happens next?

If you are outside the country, you will receive notification from UK visa and Immigration that your Visa application has been successful and that you can now enter the UK. The visa you initially receive inside your passport will be valid for a period of 30 days (known as a “30 day vignette” and will allow your entry into the UK). Please note **that you must enter the UK before the vignette expires**, otherwise you will need to re-apply for your visa

Once your visa has been approved, please contact the HR Business Partner who is assisting with your application.

15. My Visa has been refused, what do I do?

If your visa has been refused there is no appeal process, but you may be able to lodge an ‘Administrative Review’. The details of this will be on the correspondence you receive from the Home Office informing you of the refusal of your visa

If your visa has been refused, or if you have had any previous visa refusal, please contact the HR Business Partner who is assisting with your application immediately and include a copy of your visa refusal letter.

16. Do I need a landing stamp in my Passport?

You may have seen that it is now possible for travellers from Australia, Canada, Japan, New Zealand, Singapore, South Korea and the United States to use an EPassport gate at some UK airports.

However, we ask that as a visa holder you do not use these gates, but make sure that you are using a queue with a Border Force Officer. This is because when you use an EPassport gate you do not get a date stamp of entry into the UK. This means it is more difficult to prove when you entered into the UK should you be asked to do so and could cause future difficulties. This is especially important if you are travelling via a Short Term Study visa, Permitted Paid Engagements or Tier 5 Creative and Sporting. If you are travelling on any of these visas you must see a border official to get a date stamp, failure to do so could result in you having to leave the UK and re-enter getting the correct stamp in order for you to do the activities you are coming to the UK to do.

If you have used an EPassport gate please ensure retain copies of your boarding pass as this may be needed to prove when you arrived in the UK.

For nationals from outside these countries you will continue to receive a landing stamp in your passport.

17. Where do I collect from Visa from?

When you make your visa application it is advisable to put down the Post Office as your collection point. You can find the nearest post office by clicking on this link: <http://www.postoffice.co.uk/branch-finder>

- (!) Try not to make changes to this as it may affect the delivery of your visa*
- (!) You cannot nominate the MyUniHub within the University, as this is for student visas only*

18. Conditions of holding a Tier 2 & Tier 5 Visa

Please refer to the relevant UKVI webpages:

Tier 2: <https://www.gov.uk/tier-2-general>

Tier 5: <https://www.gov.uk/tier-5-government-authorized-exchange>

You will also get a regular email sent to you by the University reminding you of the conditions of your visa and what to report and to who in the University.

19. Visas for your Family

If they do not currently have the right to live and/or work in the UK, and you wish to bring your family members with you, they will also need to have a visa. Please follow the steps on the UK Government website: <https://www.gov.uk/uk-family-visa>.

20. Relocation Expenses

Relocation expenses are payable for roles which are at least 3 years in duration and are at a maximum of £2,700 for non-professorial roles and £8,000 for Professor positions.

Reporting lost or stolen Biometric Resident Permit (BRP)

It is very important you keep your BRP safe as this is your evidence of your right to stay in the UK.

If your BRP is lost/stolen you must report to the Police, the Home Office (<https://www.gov.uk/biometric-residence-permits/lost-stolen-damaged>) and also to your relevant Business Partner so they can advise and help you.

Getting set-up

Accommodation: Areas and student accommodation

Houses to buy or rent in the area are relatively reasonable.
The following pages detail local estate agents and property websites.

If you are attending:

Singleton Park Campus:

The most popular areas are Uplands, Brynmill and Sketty, as most of them are within walking distance.

Bay Campus:

The most popular areas are St. Thomas and Port Tennant.

This [short video](#) provides a guide to some local areas.

To access our listed private sector accommodation please see [StudentPad](#). Once you access that site you will be able to select the type of accommodation you want.

The web address for our Swansea Accommodation Services (SAS) has information for Private Sector Accommodation (*non-University accommodation*).



Accommodation: Short stay options

For your short stay and access to local Guest Houses and Bed & Breakfast, within the area, please see the following websites:

<https://www.studentroost.co.uk/locations/swansea/accommodation/st-davids>

<https://www.airbnb.co.uk/s/Swansea--United-Kingdom>

https://www.spareroom.co.uk/flatshare/swansea?share_type=P

<https://property.mitula.co.uk/property/to-rent-swaneas-short-term>

<https://homes.trovit.co.uk/for-rent-short-term-swaneas>

<https://www.homefromhome.com/>

<http://www.aspaceinthecity.co.uk/>

<https://www.serviced-lettings.co.uk/swaneas-serviced-apartments/>

<https://www.hurstdene.co.uk/our-rooms/>

Accommodation: Local estate agents

There are a number of local estate agents in and around Swansea.

Please click on the map on the next page, to go to these within Google maps.

Details of national property companies are also listed on later pages.

Fresh Estate & Letting Agents

3.4 ★★★★★ (73) - Estate Agent
48 Uplands Cres
01792 464757
Open · Closes 5:30PM

Dawsons Estate Agents, Sketty Sales

4.5 ★★★★★ (2) - Estate Agents
90 Gower Rd
01792 299655
Open · Closes 5:30PM

Simpsons Estate Agents

No reviews - Estate Agent
45 Gower Rd
01792 290532
Open · Closes 5:30PM

Astleys Estate Agents Swansea

4.5 ★★★★★ (8) - Estate Agent
21 Walter Rd
01792 655891
Open · Closes 5:30PM

Clee Tompkinson Francis Estate Agents Swans

4.3 ★★★★★ (6) - Estate Agent
19 Walter Rd
01792 475332
Open · Closes 5:30PM

Dawsons Estate Agents, Swansea Lettings

2.8 ★★★★★ (4) - Estate Agents
15 Walter Rd
01792 301000
Open · Closes 5:30PM

Dawsons Estate Agents, Swansea Sales

No reviews - Estate Agents
11 Walter Rd
01792 646060
Open · Closes 5:30PM

John Francis Swansea

4.8 ★★★★★ (52) - Estate Agent
4-5 Walter Rd
01792 713304
Open · Closes 5:30PM

Peter Alan - Swansea

4.3 ★★★★★ (58) - Estate Agent
49 Mansel St
01792 641481
Open · Closes 6PM

Bay Estate Agents Ltd

4.5 ★★★★★ (47) - Estate Agent
29 Camona Dr
01792 645566
Open · Closes 5:30PM

Rees Richards & Partners

5.0 ★★★★★ (2) - Estate Agents
Druslyn House, De-La Beche St
01792 650705
Open · Closes 5PM

Belvoir Swansea

4.5 ★★★★★ (101) - Estate Ag...
29 Castle St
01792 461929
Open · Closes 5:30PM

Dawsons Estate Agents Marina Branch

3.0 ★★★★★ (9) - Estate Agent
Unit A, Meridian Bay, Trawler Rd
01792 653100
Open · Closes 5:30PM

Dawsons Estate Agents

5.0 ★★★★★ (1) - Estate Agents
Gower Rd
01792 298014
Open · Closes 5:30PM

Astleys Estate Agents Killay

5.0 ★★★★★ (1) - Estate Agent
448 Gower Rd
01792 201100
Open · Closes 5:30PM

Astleys Estate Agents Mumbles

5.0 ★★★★★ (6) - Estate Agents
33A Newton Rd
01792 369139
Open · Closes 5:30PM

Simpsons

5.0 ★★★★★ (2) - Estate Agents
68 Newton Rd
01792 361144
Open · Closes 5:30PM

We Will Homes

4.7 ★★★★★ (13) - Estate Agent
7 Orchard St
01792 476226
Open · Closes 5PM

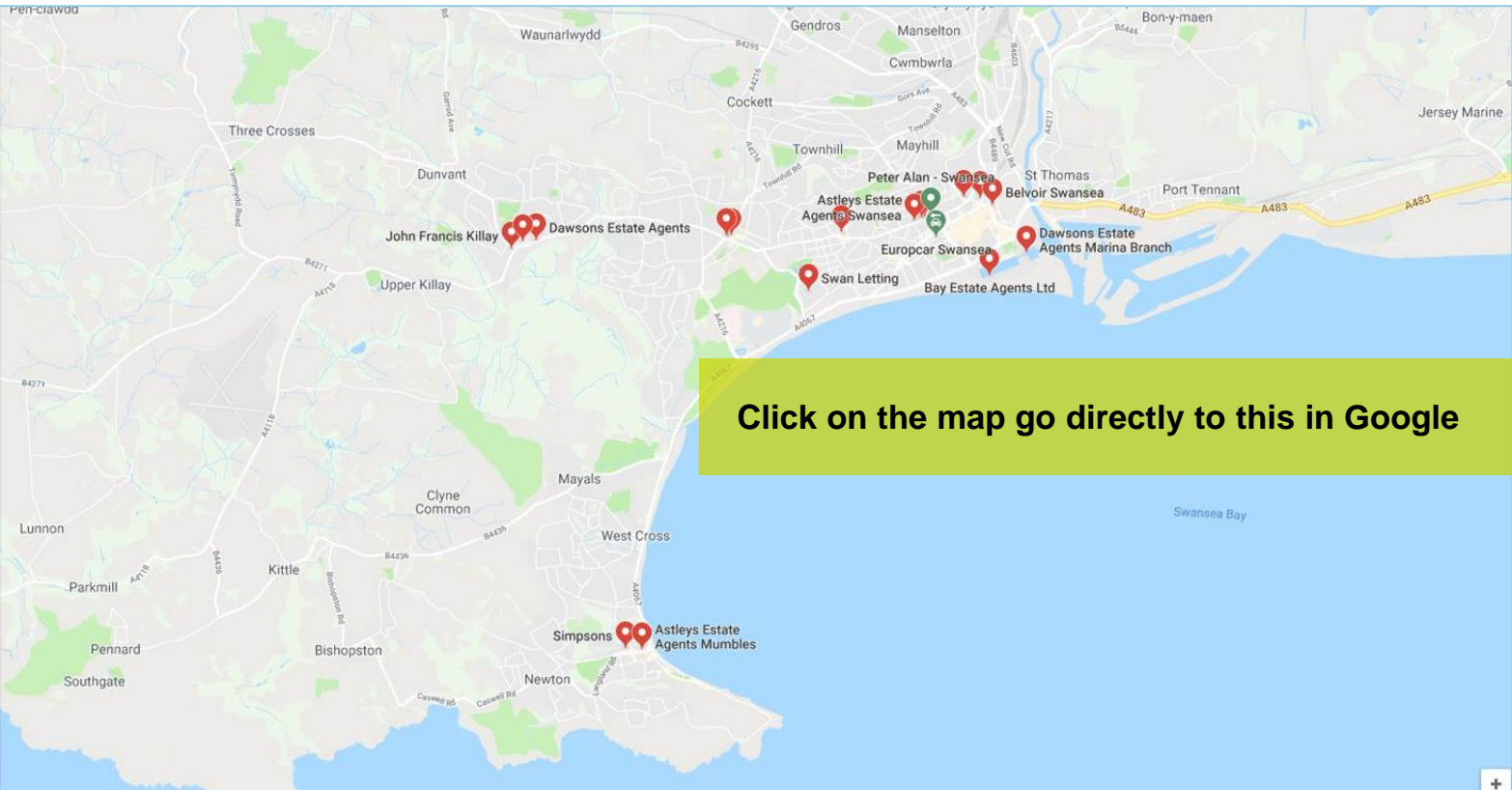
Dawsons Estate Agents, Mumbles Sales

3.0 ★★★★★ (6) - Estate Agents
77 Newton Rd
01792 367301
Open · Closes 5:30PM

Diamond Properties

5.0 ★★★★★ (1) - Estate Agents
51 The Kingsway
01792 712121
Open · Closes 5PM

Accommodation: Local estate agents



Europcar Swansea
3.7 ★★★★★ (60) - Car re...
Swansea
0371 384 5985
Open · Closes 6PM

Peter Alan - Swansea
4.2 ★★★★★ (52) - Estate...
Swansea
01792 641481
Open · Closes 6PM

Astleys Estate Agents Swansea
3.7 ★★★★★ (3) - Estate Agent
Swansea
01792 655891
Open · Closes 5:30PM

Fresh Estate & Letting Agents
3.3 ★★★★★ (69) - Estate Agent
Swansea
01792 464757
Open · Closes 5:30PM

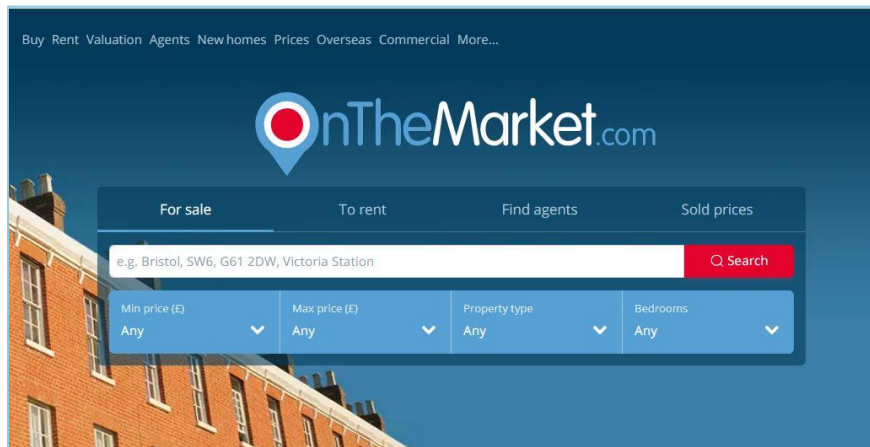
Dawsons Estate Agents, Swansea Sales
No reviews - Estate Agents
Swansea
01792 646060
Open · Closes 5:30PM

John Francis Swansea
4.8 ★★★★★ (52) - Estate Age...
Swansea
01792 713304
Open · Closes 5:30PM

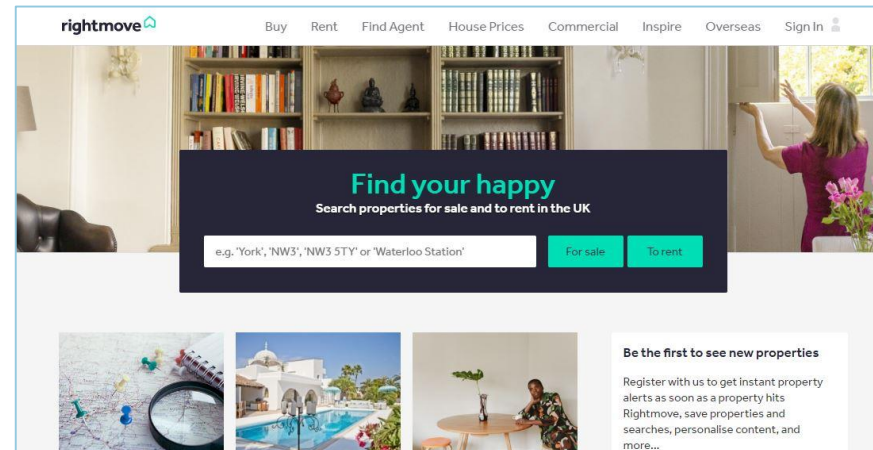
Click on the map go directly to this in Google

Accommodation: National estate agents

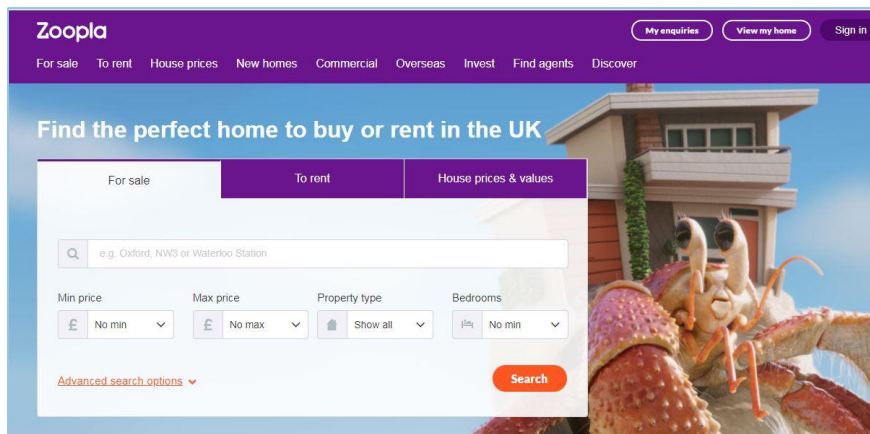
Properties to let and buy can also be found on a number of national websites, including:



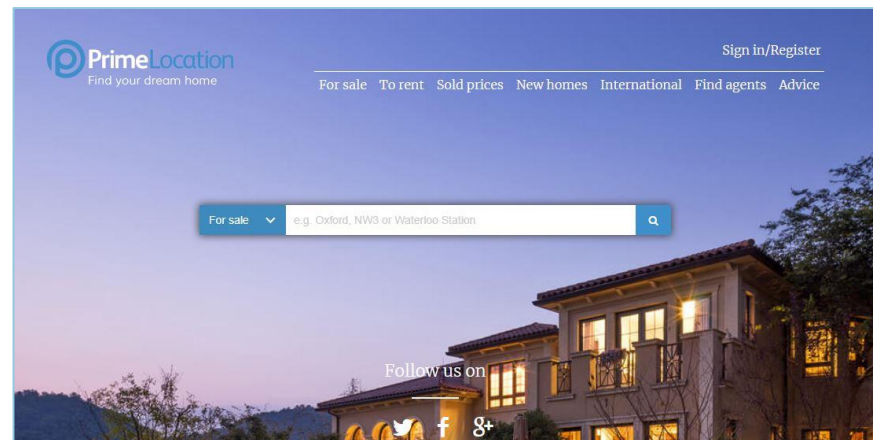
<https://www.onthemarket.com/>



<https://www.rightmove.co.uk/>



<https://www.zoopla.co.uk/>



<https://www.primelocation.com/>

Schools

The local councils' websites list all state schools. Swansea Schools are generally nearer, but Neath Port Talbot is also well situated, particularly for Bay Campus.

Swansea: <https://www.swansea.gov.uk/schoolcontactdetails>

Neath Port Talbot: <https://www.npt.gov.uk/1469>

Bridgend:

<https://www.bridgend.gov.uk/residents/schools-and-education/school-contact-list/>

Carmarthenshire:

<https://www.carmarthenshire.gov.wales/home/council-services/education-schools/find-a-school/>

[SchoolGuide.co.uk](https://www.schoolguide.co.uk), and other national websites, list **all** schools including independent/private schools

School Rankings

Estyn is the independent body, which monitors, inspects, and provides guidance and recommendations to schools in Wales.

You can check a schools current rating on their website.

Events and activities in and around Swansea

There are a number of websites with information about events and activities in and around Swansea.

A good starting place to find out more might be:

- [Swansea Bay website](#)
- [Enjoy Gower website](#)
- [City and County of Swansea website](#)

We are also privileged to be just a short distance from:

- [The Brecon Beacons National Park](#)
- Britain's only coastal National Park: [Pembrokeshire](#)
- The popular cycling/walking trails of the Afan Valley including [Afan Forest Park](#)

There are also lots of social media groups and communities, with more area-specific information, it's worth searching for these if you use social media.



Registering with the Police

You may need to register with the Police within 7 days of your arrival into the UK. It is a routine procedure and takes a few minutes.

If you applied outside the UK

Check your visa 'vignette' (sticker in your passport). You must register if it has 'Police registration' or 'Register with police in 7 days of entry' on it.

If you applied inside the UK

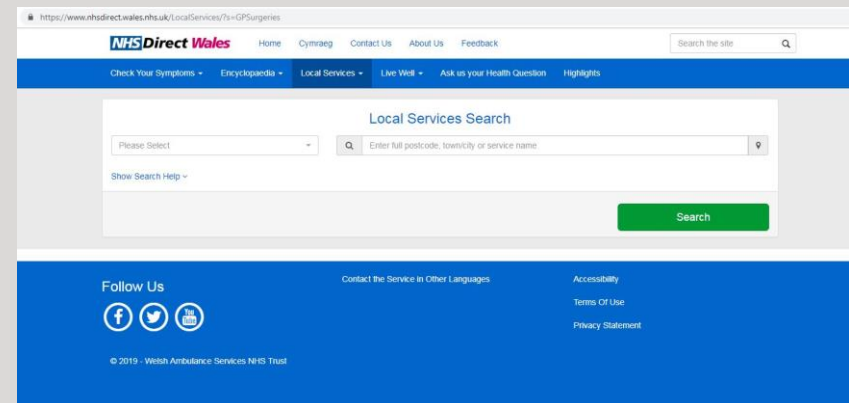
Check the letter you get from the Home Office when your application's approved. It will tell you if you must register.

Healthcare

GP and Dentist

Information of how to register with a GP can be found on the NHS Direct website:

<http://www.nhsdirect.wales.nhs.uk/localservices/searchlocalservices.aspx?s=GPSurgeries>



On your first day

The relevant Line Manager and HR Business Partner or HR Advisor will contact you before your first day to explain what you required to do.

As a UK employer, the University are required to check that you have permission to work in the UK legally before you start work. Your 30 day Vignette in your passport can be used as evidence of this, but please be aware that you must still obtain your BRP from the Post Office as soon as possible and present this to your HR Business Partner before the expiry of your Vignette.

Click here: PDF of Singleton Campus Map



Swansea University Singleton Park Campus

Key

Buildings	11.1	Health Science
1	Finestra Building	11.1
2	Singleton Abbey, Stable Block	4
2.1	Kar Handel Building	4
3	James Cathayon Building	14
5	Law Library	6.3
6	Medicine	3
7	Library and Information Centre	12, 23
8.1	Forestry Tower	7.1.2
8.2	Salt Building	11.2
8.3	Medicine Building	11.2.1
9	Morgan Building	11.2.3
9.4	Glyndwr Building	Med and SocSci
11.1	Wales Tower	11.2
11.2	South Science Multi-Laboratory	Psychology
11.3	Dental Science Building	Social Policy / Work
11.4	Gravel Building	11.2.1
12	Green Building Extension	11.2.3
13	Richard Owen Building	Sports Science
15	Any Dilwyn Building	Work and Learning
16	Hudson Building	
17	Union House	
19.2	Energy Centre	
24	Digital Scholium	
21	Student Activities	
22	Student Arts Centre	
23.1	Appar Centre	
23	Institute of Life Science 1	
24	Life Building	
26	Institute of Life Science 2 / Centre for NanopHealth	
37	ORACLE	
40	Porter's Traffic Control Lodge	
Student Residences	19.1	Health Science
19.1	Killey	11.1
20	Priddy	4
21	Castle Bryn	14
21.2, 21.3	Rhosaf	6.3
22	Remisen	3
23	Horton	12, 23
25	Dunhill	7.1.2
26	Langford	11.2
27	Council	11.2.1
Academic Areas	11.1	Health Science
11.1	Adult Continuing Education	11.1
4	Arts and Creative Education	4
34	AppoCulture	14
9, 9.A, 11.1	Biological Sciences	6.3
16	Business	3
11.2	Childhood Studies	12, 23
2	Chemistry	7.1.2
8.1, 8.2	Computer Science	11.2
11.2	Construction	11.2.1
3	Creative Writing	11.2.3
16	Economics	Med and SocSci
8.1, 8.2	Engineering	11.2
3	English	11.2.1
2	French	11.2.3
9	Geography	Sports Science
3	German	Work and Learning

Click here: PDF of Bay Campus Map



Swansea University Bay Campus

Key

1	Energy Safety Research Institute (ESRI)
1.1	ORACLE II
2	Institute of Structural Materials (ISM)
3	Engineering East
3.1	Service Goods Yard
4	Engineering Central
5	Bay Library
6	Great Hall
7	School of Management
8	Student Residences
8	Students' Union
9	Tower Information Centre (TIC)
9	Estates and Facilities Reception
9	St Modwen Student Living Reception
9	My Uni Hub
10	Computational Foundry (Opening September 2018)



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Thank you

— *and welcome!* —

We hope you find the information provided in this pack useful.
If you require any clarification or need further information please don't hesitate to ask.



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