The applicant is then taken through a series of screens so that they can:
- check their personal details;
- add visa details;
- link to the UKVI points calculator; and
- enter/ upload supporting documentation.

The applicant can check their CoS in a PDF before they click to submit.
6. Once an applicant has submitted their CoS details and uploaded the requested documents, you can then see them on the CoS Summary and Documents tabs in Step Five of the offer process.

7. Check you have the required documents from the applicant. Use the CoS Documents tab to upload the Tier 2 Application Form and extra documents needed from you.

8. The CoS details will then become part of the Appointment Request when it is submitted to the New Appointment Team at the end of Step Six of the Offer process.

More information can be found in the full user guide library on: the HR Systems web pages