

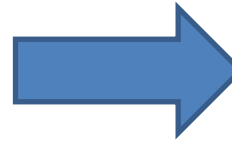
# CoS – Quick Reference

You can use Web Recruitment to ask the successful applicant for details needed for a Tier 2 Certificate of Sponsorship (CoS) application

1. Log on to Web Recruitment using your CRS-id.

Applicant Name	CoS Required?
Ball, Emma	CoS Required

2. When an applicant is moved to Offer, you can record that a CoS is required



- Offer overview
- 1) Confirm offer position
  - 2) Record offer details
  - 3) Manage offer letter
  - 4) Record offer outcome
  - 5) **CoS details**
  - 6) Appointment request

3. You can then enter the CoS details during Step Five of the Offer process.

Step 5: CoS details

CoS

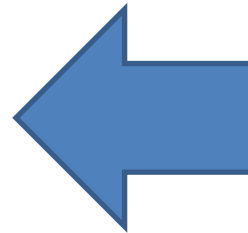
CoS documents

CoS summary



Contact Title: Mr  
Contact Name: Simon Virr  
Contact Address: The Old Schools, Trinity Lane, Cambridge, CB2 1TT  
Contact Email: simon.virr@admin.cam.ac.uk  
Contact Telephone: [empty field]

4. Complete the address for postal returns and click on **Request Information**.



5. An email will be sent inviting the applicant to log on to their account to complete the CoS details.

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.



# CoS– Quick Reference

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.

Step 5: CoS details

CoS   CoS request   CoS documents   CoS summary

### CoS summary

Once the applicant has submitted their CoS information to you, and you are satisfied that all required supporting documents for the CoS application have been uploaded by the applicant or by yourself, please click on the button below to confirm you have completed the CoS process. You will now be able to proceed to make an Appointment Request.

Please note: you will still need to complete the remaining sections of the Tier 2 CoS Application Form and upload this in the Appointment Request supporting documents section.

CoS Status:  
Data Received

CoS Status Information:

- Not Requested: Request for CoS application details not yet sent.
- Data Requested: Request for CoS application details sent, awaiting information from the applicant
- Data Received: Applicant has completed required CoS information

Download CoS Form

additionalInformation.pdf - Adobe Reader

File Edit View Window Help

The file you have opened complies with the PDF/A standard and has been opened read-only to prevent modification.

UNIVERSITY OF CAMBRIDGE Certificate of Sponsorship Applicant Details Tier 2

**Personal Details**

Vacancy: 03240 - Senior Investigator Scientist  
Applicant: Wilson Walter  
Submitted / Confirmed: Jun 2014

Personal Details		Current Residential Address	
Title:	Dr	Address:	132 Test Street
Surname:	Walter	City/Town:	Cambridge
Forename:	Wilson	County / Area:	Cambrdgeshire
Place of Birth:	Kettering	Postal Code:	CB1 NR3
Country of Birth:	United Kingdom	Country:	Algeria

Number of points from UK Visas and Immigration calculator: 120  
In which country will you be applying for your visa: United Kingdom

Current Visa Details		Eligibility	
Current Visa:	false	Held Tier 2 in past 12 months:	false
Current Visa Type:		Previous Tier 2 application date:	
Current Visa Expiry:			

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.

Document to be provided by department	N/A	Posted to new appointments	File
Tier 2 CoS application form	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
HR7 Further Information document, CHRIS/PD33 or role description	<input type="checkbox"/>	<input type="checkbox"/>	
Selection criteria for the job	<input type="checkbox"/>	<input type="checkbox"/>	M:\LOT table.docx Delete file
Interview notes	<input type="checkbox"/>	<input type="checkbox"/>	

Document provided by applicant	N/A	Posted to department	File
Copy of passport	<input type="checkbox"/>	<input type="checkbox"/>	M:\LOT table.docx
Copy of visa	<input type="checkbox"/>	<input type="checkbox"/>	M:\LOT table.docx
Translation of qualifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Evidence of name change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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](#)

