

Tier 2 Certificate of Sponsorship Authorisation Form

I require a Certificate of Sponsorship for*name*....., contactable at email address @.....

Nationality

Please tick the statement which applies. ✓

This is a brand new application for a new member of staff

This is an extension application for an existing member of staff

Start date

End date

Is the individual named on a grant? Yes / No

Starting Salary £.....

I can confirm there is funding in place for the full duration of the Certificate of Sponsorship.

Salary Codes

Account Code	Job Code	Cost Centre	Date from	Date to

The cost of the Certificate of Sponsorship should be charged to codes below

Account Code	Job Code	Cost Centre	Date from	Date to

N.B. if charge codes are temporary (e.g. until R number is set up) please inform Informatics Finance team when/if amendment or journal required.

Signed Portfolio Manager

Date

*** Please remember to cc the appropriate Informatics Finance team member for their records when emailing this form to infhr@staffmail.ed.ac.uk**