

Government Authorised Exchange Visitor Responsibilities

The University has sponsored your Temporary Work – Government Authorised Exchange visa to provide you the right to visit the UK. To retain your visa to allow you to continue to be in the UK at the University, you are responsible for keeping your personal information up-to-date and reporting absences to us. Legislation requires the University to report any changes to your circumstances to UK Visa and Immigration (UKVI) within 10 working days, failure to do so will result in your visa being withdrawn and the University terminating your visitor status and work.

Your responsibilities are:

Personal details

You must keep your personal details up-to-date during your visit using, [MyView](#). Update your details promptly when any change occurs:

- Address
- Telephone number
- Personal email address
- All other contact details

Changes in circumstances

You must inform your line manager and HR via [ServiceNow](#) of any changes to your personal circumstances, as soon as you know of the change, including:

- Change of funding (such as amount, duration and the provider)
- Any **amendment to visa status**
- New **Biometric Residence Permit (BRP)**
- **Change of name**
- Change to your core **duties** and/or role
- Change of **work location** (UK or overseas) whether short term or long term and including hybrid working
- Change to subject area of research (as a new [ATAS certificate](#) may be required)
- Anything that suggests a breach in the conditions of your visa

Absence

All absences need to be approved by your line manager and reported to HR via [ServiceNow](#). A record of your absences will then be stored on your HR record.

If you are unable to fulfil your visitor duties at any time, you must contact your line manager who then needs to inform HR immediately with reasons for the non-attendance so that we can report this to UKVI.

It is important to let your line manager know immediately, as the University is required by law to inform the UKVI of any periods of absence. This could impact your permission to remain in the UK.

Supplementary Work

You are sponsored under the Temporary Work – Government Authorised Exchange route and are permitted to undertake ‘Supplementary Employment’ subject to the following restrictions and checks:

- Limited to 20 hours per week (Monday to Sunday); and

- The work must take place outside of normal working hours for the role which the Certificate of Sponsorship (COS) was assigned; and
- The work is within the same profession (occupation code) **and** at the same professional level for the job which the COS was assigned or is a job listed on the [Shortage Occupation list](#)

You must not undertake supplementary work with the University until all required additional checks have been made.

Leaving the University

If you leave the University before the work end date stated on the COS provided to attain your visa, we are required to let the UKVI know within 10 working days of your leaving date. It is important to ensure that HR is informed as soon as possible if you intend to leave the University before the end date stated on the COS. Report this to HR via [ServiceNow](#).

Need advice?

If you require further information or have any questions, please contact AskHR on 023 8059 7547 or AskHR@soton.ac.uk

Some changes must also be reported to the Home Office directly, details: <https://www.gov.uk/change-circumstances-visa-brp>

Document version control

Policy/governance	UKVI legislation: Maintenance of Sponsored workers		
Reference	SharePoint / HR Operations Process and Instructions / Right to Work and Visas / Temporary Worker (T5) / Guidelines on HR Website		
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Document History		
Version	Date	Change
1.0	November 2017	Created
2.0	February 2021	Reviewed and updated. Including reference to Temporary Worker (T5)
3.0	June 2021	Include change of subject area due to ATAS
4.0	October 2021	Include information on Supplementary Employment and updated rebranding for route
5.0	April 2023	Include Hybrid Working within change to work location reporting
6.0	June 2023	MyHR to MyView (link update) Removal of 'Tier 5'