



Application for a Sponsor Licence (Tier 4 of the Points Based System- Students)

Please complete in BLOCK CAPITALS.

This is a specified form for the purpose of paragraph 34 of the Immigration Rules and must be used for all applications.

The Fee

There is a fee of £536.00 (a small business with 50 or fewer employees, or charitable sponsor) or £1476 for medium or larger businesses (with more than 50 employees).

Please refer to **Section 8** of this form for payment details.

Consideration process

If the payment submitted does not cover the full cost of your application, it will be an invalid application and the form will be returned to you.

The fee charged is for the processing and consideration of the application. This fee will be payable once the application is received by the Isle of Man Immigration Service, regardless of the outcome of the application.

We cannot begin the consideration process until the payment has cleared. We allow 5 business days for payments made by cheque to clear; debit cards and postal orders will clear immediately.

Should the application be withdrawn at any time during the consideration process the fee will not be refunded.

The applicant is the organisation or entity, which will be entered in the register of sponsors as the holder of a sponsor licence (a "Sponsor").

You should refer to the Sponsor Licensing Policy found on the immigration website when making this application: [Isle of Man Government - Immigration Rules and Associated Policy](#)

An education provider can apply for a Sponsor Licence in two categories:

- Tier 4 (General) Student. This route is for migrants aged 16 or over who come to the IOM for their post-16 education;
- Tier 4 (Child) Student. This route is for migrants aged 4-17 who come to the IOM for their education, and may only be educated at independent schools.

Please read the Immigration Sponsor Licensing Policy before making this application. Please note that:

- the preparation and submission of an application for a sponsor licence is the responsibility of the applicant;
- the decision whether or not to issue a sponsor licence is the responsibility of Immigration Officers acting on behalf of the Minister; and
- if in any doubt, applicants are advised that they must seek their own legal advice.

As the requirements change periodically, please ensure you consult the current version of the Immigration Rules which can be found on our website: www.gov.im/immigration

If an application is incomplete or does not disclose all relevant information this may cause delays in the processing.

The Isle of Man Immigration Service accepts no responsibility for any loss caused to the licensed sponsor or migrant by any delay in the processing of this application.

Eligibility: A genuine education provider that has acceptable educational quality standards, and is operating lawfully in the IOM, complying with all appropriate rules and regulations and must be considered eligible and suitable to hold a Tier 4 Sponsor Licence.

Application for a Sponsor Licence Tier 4

Section 1 About the applicant

The applicant is the organisation or entity that will be entered in the Register of Licensed Sponsors as holder of a sponsor license for the Tier 4 Points Based System.

Full name of Applicant:		
Business/Trading name: (if different)		
Full registered address:		
Full trading address in the Isle of Man (if different):		
Website:		
Please list any previous trading names the applicant (organisation) has had:		
Has the applicant ever applied for or held a Sponsor Licence in the Isle of Man or the United Kingdom?	Yes	No
If yes, insert the Sponsor Licence number here:		
Has the applicant ever had a Sponsor Licence refused or revoked?	Yes	No
If the applicant has ever had Sponsor Licence refused or revoked please provide full details:		

Select the type that best describes your institution:		
English Language School		
Independent School		
University or Tertiary College		
Other –please provide details below		
Is the applicant organisation a University, Educational Institution or other organisation that is publically funded?	Yes	No
If your organisation is under the public system of reviews*, you must have a current and satisfactory full inspection, review or audit by an appropriate body. Select from the list of bodies:		
Isle of Man Department for Education, Sport and Culture		
Independent School Inspectorate		
Office for Standards in Education, Children's Services and Skills (Ofsted)		
Quality Assurance Agency for Higher Education		

* You will be under the public system of reviews if:

- a) you are publicly funded; or
- b) you have awarding powers for UK degrees; or
- c) there is a statutory requirement for inspection.

If your organisation is a private provider in or English Language college, you must show that you hold valid accreditation from a body approved by us. Select your accreditation body:	
Isle of Man Department for Education, Sport and Culture	
Independent School Inspectorate	
Office for Standards in Education, Children's Services and Skills (Ofsted)	

Note: If you are a private provider in the **higher** education sector and not subject to the system of public review, you must have current and satisfactory full inspection, audit and review from the Quality Assurance Agency for Higher Education (QAA).

Section 2 Organisation's details (continued)

Enter the estimated number of confirmation of acceptance for studies needed in your first year on the register of sponsors:	
Please note below the reasons why you need this number:	

To prove your organisation is genuine and has an established trading presence in the Isle of Man, you must send your supporting documents with your application.

An institution which is subject to a system of review must provide proof that it has been inspected or audited by an appropriate body listed below:

- Isle of Man Department for Education, Sport and Culture
- Independent School inspectorate
- Office for Standards in Education, Children's Services and Skills (Ofsted)
- Quality Assurance Agency for Higher Education

An institution outside this system must provide proof that it holds valid accreditation from an accreditation body listed below:

- Isle of Man Department for Education, Sport and Culture
- Independent School inspectorate
- Office for Standards in Education, Children's Services and Skills (Ofsted)
-

Or

that it has passed an inspection by Ofsted or, where necessary, the Quality Assurance Agency for Higher Education.

You must also provide evidence to show that you have identified or enquired about appropriate premises and that planning permission is likely to be granted to operate your type/class of business at these premises.

If organisation a registered charity?	Yes	No

Section 3 Key personnel

An applicant must appoint named individuals as key personnel to carry out certain functions. They must be named on the application form. These roles can be filled by the same person, or a combination of different people.

Authorising Officer:

The authorising officer must be an employed individual, director or office holder of the organisation. The authorising officer must be in place when applying for a Sponsor Licence and throughout the period of the validity of the Sponsor Licence. The person appointed to this role must be the most senior person responsible for recruitment of students in the organisation and will be responsible for ensuring all sponsor duties are met.

Title:	
First name:	
Last name:	
Address where employed:	
Post code:	
Position in organisation:	
Telephone number:	
E-mail address:	
Date of birth (DD MM YYYY):	
Nationality:	
National Insurance Number:	
If the Authorising Officer is not a British Citizen:	
Immigration Status:	
Expiry of current leave: (DD MM YYYY)	
Passport number:	
Passport issuing state:	

Section 3 Key personnel continued

Key Contact

The key contact may also be the authorising officer or another individual within the organisation. The key contact will be the delegated primary contact with Immigration Officers and will be contacted with any queries about the application, the documents supplied with it or the fee.

Will the Authorising Officer also be the Key Contact?	Yes	No
If not, fill in all fields for your Key Contact.		
Title:		
First name:		
Last name:		
Address where employed:		
Post code:		
Position in organisation:		
Telephone number:		
Email address:		
Date of birth (DD MM YYYY):		
Nationality:		
National Insurance Number:		
4. If the Key Contact is not a British Citizen:		
Immigration Status:		
Expiry of current leave (DD MM YYYY);		
Passport number:		
Passport issuing state:		

Section 4 Sponsor Duties

Significant trust is placed on a Sponsor when a licence is granted. With this trust comes a responsibility to act in accordance with the Immigration Rules and this Policy.

The objectives of these duties are to:

- Prevent abuse of assessment procedures;
- Capture early any patterns of migrant behaviour which cause concern;
- Address possible weaknesses in your processes which cause those patterns; and
- Monitor compliance with immigration rules

Your specific duties as a sponsor of students

In addition to your general sponsorship duties, you must also:

- keep a copy of all sponsored migrants' passport pages, showing all personal details (including biometric details) and leave stamps or immigration status documents - including evidence of their entitlement to study in the Isle of Man and the period that they have permission to stay here;
- keep each student's contact details and update them as necessary;
- report to us any students who fail to enrol on their course to us within the enrolment period;*
- report to us any students who discontinue their studies (including any deferrals of study);**
- report to us any unauthorised student absences (see 'Expected contacts' below);***
- report to us any significant changes in students' circumstances (for example, if the length of a course of study shortens;
- maintain any appropriate accreditation;
- offer courses to international students that comply with our conditions;
- comply with applicable rules of the points-based system and the law; and co-operate with us.

Sponsors can report by emailing: immigration@gov.im.

*If a student fails to enrol on their course, we expect you to tell us their details no later than 10 working days after the end of their prescribed enrolment period.

**If a student ceases to attend your institution, either because you have withdrawn them from the course or because they have told you that they are leaving, we will expect you to tell us no later than 10 working days after this is confirmed.

If a student defers their studies after they have arrived in the Isle of Man, their permission to be in the Isle of Man will no longer be valid because they will not be actively studying. You will need to tell us of the deferral and advise the student to leave the Isle of Man. When the student is ready to continue their studies, they will need to make a new visa application.

***Expected contacts

You will need to tell us if a student misses 10 expected contacts. For students in schools, further education colleges and English language colleges, this will normally be where the student has missed two weeks of a course. In the higher education sector, where daily registers are not kept, 'expected contacts' include:

- attendance at any lesson, lecture, tutorial or seminar (as relevant to the level of study);
- attendance at any test, examination or assessment board;
- submission of assessed or un-assessed coursework;
- submission of 'interim' dissertation/coursework/reports;
- submission of 'interim' dissertation/coursework/reports;
- attendance at any meeting with a supervisor or personal tutor;
- attendance at any 'research method' or 'research panel' meetings. or at 'writing up' seminars or 'doctoral workshops';
- registration (matriculation/enrolment); and;
- attendance at an appointment with a welfare advisor or an international student adviser.

This list is not exhaustive - other types of interaction with students may also count as expected contacts.

Section 4 Sponsor duties (continued)

Tick the box if you agree to adhere to all of the statements and comply with all sponsor duties:	
Date (DD M YYYY):	
Full name of Authorising Officer:	
Position within organisation:	
Authorising Officer signature:	

Section 5 Supporting Evidence

To prove that the organisation is genuine and has an established trading or operating presence in the Isle of Man, supporting documents must be submitted with this application.

Please refer to Appendix A of the Immigration Sponsor Licensing Policy which specifies the most up-to-date list of documents which must accompany this application.

The type of documents depends on both the organisation type and sponsorship category.

Note: we may ask for to other documents at any time.

Mandatory documents-

(Please list the mandatory documents supplied):

Primary documents – (See table 3 and 4 in Appendix A of the Immigration Sponsor Licensing policy)

(Please list the primary documents supplied):

Secondary documents (optional)

(Please list the secondary documents supplied):

Section 6 Convictions or Penalties

<p>You must tell us if the Authorising Officer or Key Contact have any convictions or penalties (either in the Isle Man, the United Kingdom or elsewhere).</p>		
<p>Convicted of any unspent conviction? Convictions that are 'spent' under the Rehabilitation of Offenders Act 2001 will not be taken into account? If yes, please provide details:</p>	Yes	No
<p>Issued with a fixed or civil penalty (a fine), five years before the date of this application, in the list of civil penalties unless that penalty was withdrawn or cancelled on appeal? If yes, please provide details:</p>	Yes	No
<p>An undischarged bankrupt or subject to a similar sanction in any other jurisdiction or is legally prevented from becoming or acting as a company director? If yes, If please provide details:</p>	Yes	No

If yes to any of the above, please give the details of the convictions or penalties below and the date it was given:

Section 7 Authorising Officer declaration

<p>This section is to be completed by the Authorising Officer of the organisation.</p> <p>You must agree all the below declarations for the application to be successful.</p> <p>Tick the box to say you have understood and agree with these statements.</p>	
I understand that if I do not comply with the rules of the Sponsor Licensing System, I may lose my Licence and be removed from the Register of Sponsors, meaning I could no longer sponsor overseas nationals wanting to come to the Isle of Man to study with this organisation.	
The information I have given in this application is complete, accurate and true to the best of my knowledge.	
I will inform you without delay if there is a material change in my circumstances or if new information relevant to this application becomes available.	
I agree to co-operate with Immigration Officers when they are carrying out compliance.	
I understand that if I knowingly make any false representations or submit any false documents, the application will be refused and I may be prosecuted.	
I understand that it is an offence under section 25 of the Immigration Act 1971 (as extended to The Isle of Man) to do an act which facilitates a breach of immigration law.	
The information I provide will be treated in confidence, but it may be disclosed to other law enforcement agencies, government departments, agencies, local authorities, foreign governments and other law enforcement bodies for Immigration to help them to carry out their functions.	
I understand you may ask for, or check information from other law enforcement agencies, government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration for security purposes or to help you carry out your work.	
I understand you can use the information given in this application for training and research purposes.	

Date (DD M YYYY):	
Full name of Authorising Officer:	
Position within organisation:	
Authorising Officer signature:	

Section 8 Payment duties

The completed application form, supporting document and the appropriate fee should be submitted , in person, or by post to:

**Isle of Man Immigration Service
Customs and Immigration Division
Government Office
Bucks Road
Douglas
Isle of Man
IM1 3PN**

The fee for Sponsor Licence depends upon: (a) the category of Sponsor Licence, (b) the size of the sponsor's organisation; and (c) if the sponsor is registered as a charity in the Isle of Man.

The sponsor licence fees as subject to change, therefore please check the Immigration website for the most up-to-date fees.

By Cash-(in person only at the Immigration Office) Amount: £

OR

By Postal order:- Amount £

OR

By Cheque- Enclose a cheque for the required amount making the cheque payable to "Isle of Man Government", and provide the following information here:

Account number:

Sort Code:

Cheque number:

OR

Payment application after submission is submitted:

Payment can be made over the telephone using debit or card by calling the Immigration team on: 685203