

Worker (Intra-Company Transfer) Migrant – Entry Clearance Guidance Notes

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Overview

The Worker (Intra-Company Transfer) (ICT) Migrant route enables multinational employers to transfer their existing employees from outside the European Economic Area (EEA) to their Isle of Man branch for training purposes or to fill a specific vacancy.

Applicants under the Worker (ICT) Migrant route are not required to meet the English language requirements and are exempt from the Resident Labour Market Test (RLMT).

Indefinite Leave to Remain (ILR) cannot be granted under this route.

An application made under this route **MUST** be supported by a valid Confirmation of Employment provided by the Isle of Man Employer.

Entry Clearance Requirements

Entry clearance must be granted **before** a person arrives in the Isle of Man.

To qualify all applicants must meet the requirements of Part 3.2 of Appendix W to the Immigration Rules.

An overview of the requirements to be met are set out below, however an applicant should satisfy them self that they meet all relevant requirements of the Isle of Man Immigration Rules before applying. For the full requirements refer to Part 3.2 of Appendix W to the Immigration Rules.

- The applicant must provide a valid Confirmation of Employment.
- The Salary for the employment must meet the Appropriate Salary requirements. A salary will only be considered appropriate where the migrant is to be paid whichever is the higher of:
 1. a minimum of £20,800, or
 2. the appropriate rate for the employment as set out in Part 7 of Appendix W to the Immigration Rules.
- The applicant must meet a required level of funds as set out in Appendix C of the Immigration Rules.
- The applicant must not be employed by an independent third party which is not the Employer.
- Excluding SOC Codes, 2413 – Solicitors, or 2211 – Medical practitioners, the applicant must not be self-employed or in a position akin to self-employed For this reason the Worker Migrant must not:
 - (a) have the final say in the running of the Employer's business
 - (b) invest their own money in the Employer's business or act as surety or guarantor for the business,
 - (c) responsible for covering the losses of the business,

- (d) provide the major items of equipment needed to do his or her employment, although the Worker Migrant may provide small personal tools required for that purpose; ,
 - (e) be free to hire other people on terms of the applicant's own choice, to do the work for which he or she has himself been employed ,
 - (f) pay himself, herself or another employee from the applicant's personal funds,
 - (g) be obliged to correct unsatisfactory work in his or her own time or expense, or
 - (h) be expected to pay his or her own tax and National Insurance.
 - (i) The above restrictions will be construed widely and any arrangement with the Employer's business or any related business, structure or entity which amounts to self-employment will not be permitted. The Employer will at all times be required to pay tax and National Insurance on the salary of the Worker Migrant and payment of the Worker Migrant by repayment of shareholder loans or similar arrangements is not permitted.
- The applicant must not have had entry clearance or leave to remain in the Isle of Man, Bailiwick of Guernsey, the Bailiwick of Jersey or the United Kingdom as a Tier 2 Migrant, Worker Migrant, or in work permit employment at any time during the 12 months immediately before the date of application.

Making your application

Applications are made using the online UK Visa and Immigration website "Visa4UK" which can be accessed here www.visa4uk.fco.gov.uk/home/welcome

The applicant will be prompted to create an account on the visa4uk website (link above) and will be guided through the various fields and sections to complete.

Below are details where the UK site requests information that differs for application to the Isle of Man.

Please note, UK Visas and Immigration have not replaced their Tier 2 Points Based System route therefore applications to the Isle of Man as a Worker (ICT) Migrant will need to apply using the UK Tier 2 visa application form. This will not affect your application, which will be routed to the Isle of Man Immigration Service for consideration.

Selecting the correct visa type

When applying as a Worker (ICT) Migrant applicants must select the following options on the Visa4UK website (see screen shot for further guidance)

Reason for Visit = "**Work**"

This guidance is not a substitute for the immigration rules which set out the requirements an Isle of Man employer and the transferee wishing to come to the Isle of Man to work, must comply with. Reference should be made to Appendix W: Part 3.2 of the Isle of Man Immigration Rules.

Visa Type = **“Tier 2 (Intra-Company Transfer)”**

Visa Sub Type – **“Long Term Staff Migrant up to 3 years”**



Select Visa Type

Please select the correct visa category. When you select the visa category you want, we will ask you a series of questions to ensure you are applying for the correct visa.

Reason for Visit: Work

Visa Type: Tier 2 (Intra-company Transfer) visa

Visa Sub Type: Long-term Staff Migrant, up to 3 years

Dependants of an Worker Migrant

When applying for a visa as the dependant of a Worker (ICT) Migrant applicants should select the following options on the Visa4UK website (see screen shot for further guidance)

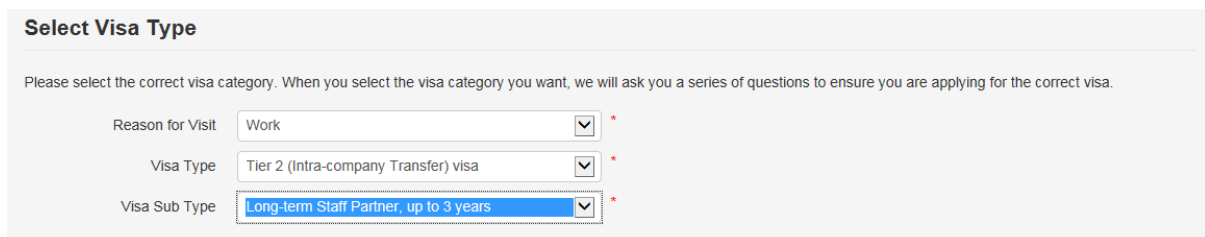
Reason for Visit = **“Work”**

Visa Type = **“Tier 2 (Intra-Company Transfer)”**

Visa Sub Type – **“Long-Term Staff Partner, up to 3 years”**

If applying for a visa as the child dependant, then select

“Long-Term staff child, up to 3 years”



Select Visa Type

Please select the correct visa category. When you select the visa category you want, we will ask you a series of questions to ensure you are applying for the correct visa.

Reason for Visit: Work

Visa Type: Tier 2 (Intra-company Transfer) visa

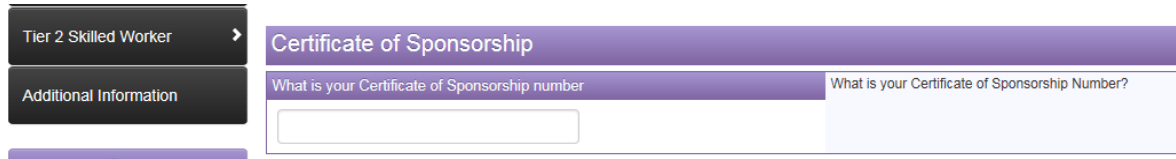
Visa Sub Type: Long-term Staff Partner, up to 3 years

Certificate of Sponsorship

In the Tier 2 skilled worker section of the online application, there is a section asking for your Certificate of Sponsorship (CoS) number.

In this section you should insert the number of the Confirmation of Employment (CoE) Document you will have received from your Isle of Man employer.

This guidance is not a substitute for the immigration rules which set out the requirements an Isle of Man employer and the transferee wishing to come to the Isle of Man to work, must comply with. Reference should be made to Appendix W: Part 3.2 of the Isle of Man Immigration Rules.



The screenshot shows a web form for a Certificate of Sponsorship. On the left, there are two menu items: 'Tier 2 Skilled Worker' with a right-pointing arrow, and 'Additional Information'. The main content area has a purple header 'Certificate of Sponsorship'. Below it, there are two input fields: 'What is your Certificate of Sponsorship number' and 'What is your Certificate of Sponsorship Number?'. The first field is currently empty.

Claiming for Points - Visa4UK website

Please insert N/A in the boxes asking for how many points you are claiming.

Biometric Resident Permit

Worker (ICT) Migrant and their families coming to the Isle of Man will not be issued with a Biometric Resident Permit.

When you reach this section insert the postcode SW1H 0AX into the Alternative Location section as shown in the screen shot below.

The Isle of Man Immigration Service does not issue Biometric Resident Permits, a vignette (the visa) will be placed into your passport. This will state your visa category, visa issue and visa expiry dates.

Biometric Residence Permit (BRP) Collection

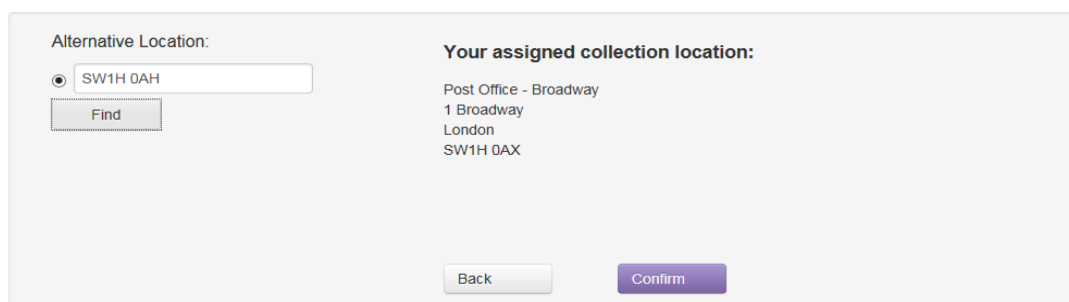
If you are granted leave to enter the UK for over six months, you will be given a BRP as proof of your leave and conditions of stay. You can read more about the BRP here: <https://www.gov.uk/biometric-residence-permits>.

You can collect your BRP from a Post Office or, if your sponsor is authorised by the Home Office, from your sponsor.

If you enter a UK postcode you will be assigned to a Post Office. If neither your Sponsor's Address Postcode nor Residential Address Postcode gives you a suitable Post Office branch, you may enter another UK postcode in the 'Alternative Location' field. You can find details of the location and opening hours of any Post Office branch here: <http://www.postoffice.co.uk>.

If your sponsor offers collection from their own site, rather than the Post Office, they will have told you to use an **ACL Code**. If you have been issued with an ACL Code, please enter that code in the 'Alternative Location' field below. Your sponsor will tell you about the opening hours of their collection point. If you are studying at a University in the UK, and your Sponsor has issued you with an ACL Code, you must use it here. This will ensure that your BRP is available for collection from your Sponsor. If you fail to do so, you will have to collect your BRP from a participating Post Office, which may involve you having to travel away from your campus and could delay you obtaining your BRP.

If you are applying to enter a Crown Dependency (Jersey, Guernsey, or the Isle of Man), you will not be given a BRP and will not need to visit a Post Office. If this applies to you, please enter 'SW1H 0AH' in the 'Alternative Location' field below.



The screenshot shows a form for selecting a collection location. On the left, under 'Alternative Location:', there is a radio button selected next to 'SW1H 0AH' in a text input field, and a 'Find' button below it. On the right, under 'Your assigned collection location:', the following address is displayed: 'Post Office - Broadway', '1 Broadway', 'London', 'SW1H 0AX'. At the bottom of the form, there are two buttons: 'Back' and 'Confirm'.

This guidance is not a substitute for the immigration rules which set out the requirements an Isle of Man employer and the transferee wishing to come to the Isle of Man to work, must comply with. Reference should be made to Appendix W: Part 3.2 of the Isle of Man Immigration Rules.

Immigration Health Surcharge (IHS)

Having made your appointment to provide your biometric data, you will be taken to the IHS section.

Immigration Health Surcharge (IHS)

PLEASE DO NOT USE THE BACK BUTTON ON YOUR BROWSER. X

If you use your browser back button during IHS payment it will cause an error message to appear ("Your changes have already submitted").

Application Reference Number: GWF047138242

You are now being redirected to the immigration health surcharge (IHS) payment service.

IF YOU ENCOUNTER ANY PROBLEMS WHILE PAYING FOR YOUR IHS SURCHARGE:
Please contact the [UK Visas and Immigration Service](#)

Isle of Man applicants are exempt from paying the IHS. However, applicants must continue to complete this section to obtain an IHS reference number.

On the IHS screen, select that you are applying to stay in the Isle of Man, Jersey or Guernsey.

Your Location

Are you applying from within the UK?

Yes No

What visa application centre are you applying through?

Bridgetown

Are you applying to stay in the Isle of Man, Jersey or Guernsey?

Yes No

Save and continue

Having completed these sections and confirmed your details are correct, it will show you are exempt from paying the IHS. You will be provided with an IHS reference number and taken back to complete your visa application.

Immigration Health Surcharge (IHS)

Application Reference Number: GWF047138242

Your IHS Payment Reference: IHS082492154

You have successfully Completed your Immigration Health Surcharge assessment and payment (if applicable). You will now have to complete the payment for your visa application. The following pages will guide you through the payment process relevant for your submission location. You should have been provided with electronic confirmation of your Immigration Health Surcharge reference number; if you have paid online you do not need to provide any additional documentation with your visa application.

Continue

Home

This guidance is not a substitute for the immigration rules which set out the requirements an Isle of Man employer and the transferee wishing to come to the Isle of Man to work, must comply with. Reference should be made to Appendix W: Part 3.2 of the Isle of Man Immigration Rules.

Appointment

When attending your appointment to provide your biometric data, you should also take with you all necessary documentation required to support your application, including your passport and Confirmation of Employment.

General Information

Missing documentation could result in your application being delayed or refused.

Your passport will be returned to you once a decision has been made on your application.

The process from starting the application to arriving in the Isle of Man can take up to 3 months to complete. **Your passport will be held by UK Visa and Immigration (UKVI) until a decision has been made on your application. You should not book any travel until you have received a decision on your visa application and have had your passport returned to you. The Isle of Man Immigration Service does not accept any responsibility for travel that is booked by you.**

If the application is successful, a vignette (the visa) will be placed into your passport. This will state your visa category, visa issue and visa expiry dates.

Process Flowchart

