



Application for a Sponsor License for Tier 4 of the Points Based System of the Isle of Man

**Tier 4
(SLA)**

Immigration Rules Tier 4

ISLE OF MAN
TREASURY
Yn Tashtey

Please complete in BLOCK CAPITALS and in black ink.

In accordance with paragraph 34 of the Immigration Rules, this form is a specified form for the purpose of the Immigration Rules as of 6st April 2017 and must be used for all applications made on or after the date shown on this page for the purposes stated on this page.

You should refer to the current Sponsor Licensing Policy found on the immigration website when making this application: <https://www.gov.im/categories/travel-traffic-and-motoring/immigration/immigration-rules-and-associated-policy/#accordion>

The Fee:

The fee for an application for sponsor license in respect of Tier 4 Migrants is £536.00.

**Application for
a Sponsor
Licence—Tier 4**

Immigration Office Use Only

Licence Granted Yes ☐ No ☐

Licence Number: _____

**Form valid
for use
from
16 January
2024**

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

Please complete all sections of the form. Where something is not appropriate please write N/A beside the question. The application form must be signed on behalf of the applicant and dated.

Please read the Tier 4 Sponsor Licence policy before making this application.

Please note that:

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

If an application is incomplete or does not disclose all information this may affect its consideration or cause delays in processing. No responsibility is accepted for any loss caused to the applicant by any delay.

It should be noted that under SECTION 26 (c) of the 1971 Immigration Act, a person commits an offence, if on any such examination or otherwise he makes or causes to be made to an Immigration Officer or other person lawfully acting in the execution of a relevant enactment a return, statement or representation which he knows to be false or does not believe to be true. Any person guilty of an offence under the Act shall be liable to conviction by a fine or with custody for a period of not more than six months or with both.

This form should be completed **fully** and returned, together with the relevant supporting documentation* to:

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

***please read the form carefully. You must supply original documentation where possible. Submission of documents that are fraudulent or not genuine or do not properly relate to you will lead to refusal of the application.**

Application for a Sponsor Licence Tier 4

Section 1 Category

1. Under what category is your organisation applying to become a sponsor?

Tier 4 (Students)

Previous application(s)

2. Are you already on the register of sponsors?

Yes ☐

No ☐

If yes please give your sponsor licence number:

3. Have you applied to join the register of sponsors before but been unsuccessful?

Yes ☐

No ☐

Section 2 Organisation's details

4. Give your organisation's details

Name of Organisation

Address in the Isle of Man

	Postcode

Telephone number

 Office

 Mobile

Email address

Section 2 Organisation's details (continued)

5. Select the type that best describes your institution :

English Language School ☐

University or Tertiary college ☐

Independent School ☐

Other—please give details below ☐

Private Institution of Further or Higher Education ☐

6. Are you a University, Educational Institution or other organisation that is publicly funded?

Yes ☐

No ☐

Registered Charity

7. Is your organisation a Registered Charity in the Isle of Man?

Yes ☐

No ☐

Please give your charity registration number

Inspecting or auditing body

8. 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:

Independent Schools Inspectorate ☐

Office for standards in Education (OfSTED) ☐

Quality Assurance Agency for Higher Education ☐

Isle of Man Department for Education and Children ☐

* 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.

Section 2

Organisation's details (continued)

9. If your organisation is a private further education provider or English Language college, you must show that you hold valid accreditation from a body approved by us. Select your accreditation body:

Independent Schools Inspectorate

☐

Office for standards in Education (OfSTED)

☐

Schools Inspectorate Service

☐

Isle of Man Department for Education and Children

☐

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

Number of confirmation of acceptance of studies

Enter the estimated number of confirmation of acceptance for studies needed in your first year on the register of sponsors, giving reasons why you need this number.

Number of Confirmation of acceptance of studies:

Reasons:

10 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 at question 8.

An institution outside this system must provide proof that it holds valid accreditation from an accreditation body mentioned at question 9 or that it has passed an inspection by OfSTED or, where necessary, QAA.

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.

Authorising Officer

You must appoint an authorising officer who is responsible for registering your organisation on the register of sponsors. The authorising officer must be based in the Isle of Man.

11. Fill in all fields for your authorising officer.

Title:	
First name:	
Last name:	
Address where employed:	
Postcode:	
Telephone number:	
Email address:	
Date of Birth:	
Nationality:	
National Insurance No:	
Position in organisation:	

12. If the AO is a Non-EEA national and is under immigration control, give their details:

Immigration status:	
Expiry date of current leave to enter or remain:	
Passport number:	

Section 3

Personnel (Continued)

Key contact

You must appoint a Key Contact who is responsible for registering your organisation on the register of sponsors. The Key Contact must be based in the Isle of Man.

13. Will the authorising officer be the key contact?

Yes ☐

No ☐

11. If not, fill in all fields for your Key Contact.

Title:	
First name:	
Last name:	
Address where employed:	
Postcode:	
Telephone number:	
Email address:	
Date of Birth:	
Nationality:	
National Insurance No:	
Position in organisation:	

12. If the Key Contact is a Non-EEA national and is under immigration control, give their details:

Immigration status:	
Expiry date of current leave to enter or remain:	
Passport number:	

Section 4 Convictions or Penalties

16. You must tell us if any of the staff in your application have any convictions or penalties. (Either in the Isle of Man or the United Kingdom).

Has the authorising officer or key contact been:

- Convicted of an offence in the list of immigration offences which undermine immigration control (Appendix B of the guidance). (Convictions that are 'spent' under the Rehabilitation of Offenders Act 2001 will not be taken into account); or
- Convicted of any other offence which is still 'unspent'; or
- Issued with a fixed or civil penalty (a fine), five years before the date of this application, in the list of civil penalties (Appendix C of the guidance) unless that penalty was withdrawn or cancelled on appeal; or
- An un-discharged bankrupt, or is legally prevented from becoming or acting as a company director.

Yes ☐ No ☐

If yes, give the details of the conviction or penalty and the date it was given:

Section 5 Sponsor Duties

17. As a sponsor, you must fulfil certain duties to make sure immigration controls stay effective. 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 unauthorised student absences (see 'Expected contacts' below);*
- ✦ report to us any students who discontinue their studies (including any deferrals of study);*
- ✦ 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;

Section 5 Sponsor duties (continued)

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.

Managing potential abuse

If significant numbers of students drop out or fail to enrol, this will raise concerns about your recruitment processes and your overall suitability as a licensed sponsor, and we will investigate.

If it turns out that it was because of poor administration, or deception on the part of the students, we may downgrade your licence to a B rating, and put in place an action plan to stop further abuse. If we find that you are aware of the abuse, we will suspend your licence immediately and possibly withdraw it if our investigation proves this.

Tick the box if you agree with all the statements

☐

Date:

Name of Authorising Officer:

Position within organisation:

Section 5 Sponsor declaration

Sponsor declaration

18. Fill in this section if you are the authorising officer. You must agree with all the statements for the application to be successful. Read the declaration, and tick the box to say you have understood and agree with all the statements.

- I agree to comply with my sponsor duties.
- 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, which would mean that I could no longer sponsor overseas nationals (other than nationals of European Economic Area (EEA) member states) wanting to come to the Isle of Man, to study with me.
- 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 new information relevant to this application becomes available before this application is decided.
- I agree to co-operate with your officials, when they are carrying out checks on our compliance with our sponsor duties.
- 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 to do an act which facilitates a breach of immigration law by an individual who is not a citizen of the European Union, or if I know or have reasonable cause to believe that it may so facilitate.
- The information provided by me to you will be treated in confidence but it may be disclosed to other law enforcement agencies, government departments, agencies, local authorities, foreign governments and other bodies for Immigration or research purposes and 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, research or 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.

Tick the box if you agree with all the statements

☐

Date:

Name of Authorising Officer:

Position within organisation:

Section 7 Supporting Evidence

Your supporting evidence

Document type 1

Please give details

Document type 2

Please give details

Evidence that suitable premises have been identified or sought which will be appropriate for, and which is likely to obtain planning permission for, the type/class of business to be operated there.

☐

Please give details

I have read and understood the sponsor declaration and agree to comply with my sponsor declaration and duties.

☐

Date:

Name of Authorising Officer:

Position within organisation:

Authorising Officer signature

The signature must be the authorising officer's