



# Application for a Certificate of Sponsorship (Tier 5 of the Points Based System)

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.

Please indicate the Certificate of Sponsorship category being applied for:

Tier 5 (Creative and Sporting)	<input type="checkbox"/>
Tier 5- Temporary workers	<input type="checkbox"/>
Tier 5 (Religious Worker)	<input type="checkbox"/>
Tier 5 (Charity Worker)	<input type="checkbox"/>
Tier 5 (Government Authorised Exchange)	<input type="checkbox"/>

## The fee

There is a fee of £25.00. Please refer to Section 7 of this form.

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 Should the application be withdrawn at any time during the consideration process the fee will not be refunded.

**Customs and Immigration is a Division of the Treasury, a Department of the Isle of Man Government.**

Tier 5  
Certificate  
for  
Sponsorship  
Application

Valid  
from  
April 4th  
2024

**Please complete all sections of the form.**

Where something is not appropriate please write N/A. If it is not known, please specify this. An Immigration Officer may however contact the sponsor to ask for further information.

The application form must be signed and dated on behalf of the licensed sponsor by the Authorising Officer as recognised by the Immigration Service.

You should read the current version of the Isle of Man Immigration Rules and the Immigration Sponsor Licensing Policy ensuring the relevant requirements are met before making this application:

[Isle of Man Government - Immigration Rules and Associated Policy](#)

As the requirements change periodically, please ensure you consult:

[www.gov.im/immigration](http://www.gov.im/immigration)

The sponsor should note that:

- the preparation and submission of an application for a certificate of sponsorship is the responsibility of the licensed sponsor;
- the decision whether or not to issue a certificate of sponsorship is the responsibility of Immigration Officers acting on behalf of the Lieutenant Governor; and
- Licensed sponsors are advised to seek their own legal advice from an immigration expert should they have any concerns about meeting the requirements.

If an application is incomplete or does not disclose all information it will be returned to the sponsor. This may cause delays in the consideration of this application and potentially delay any visa application made in connection with this Certificate of Sponsorship; 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.

It should be noted that under section 26 (c) of the Immigration Act 1971 as extended to the Island by the Immigration (Isle of Man) Order 2008 (as amended), a person commits an offence, if on any 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.

## Section 1: Migrant's personal information

Title:	
Family or last name:	
First name:	
Other names:	
Date of Birth:	D D / M M / Y Y Y Y
Nationality:	
Place of Birth:	
Full current residential address of migrant.	
Address line 1:	
Address line 2:	
Address line 3:	
Town/City:	
Country:	
Post Code:	
Is the migrant is in possession of an Isle of Man Certificate of Sponsorship number? If yes, what is the Isle of Man Certificate Sponsorship number?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this certificate of Sponsorship a new application or a renewal?	New application <input type="checkbox"/> Renewal <input type="checkbox"/>

**Section 1 continues on page 3**

**Identification details:**

Passport number:	
Issue date:	D D / M M / Y Y Y Y
Expiry date:	D D / M M / Y Y Y Y
Place and country of issue of passport:	
National Insurance number: (Renewals only, write N/A if not applicable)	
If this is a Certificate of Sponsorship renewal what is the expiry date of the migrant's current period of leave?	D D / M M / Y Y Y Y

**Section 2: Resident Labour Market Test (RLMT) - Tier 5 (Religious Worker) applications only**

Does the job qualify for exemption from the RLMT? If Yes, please select the reason why (refer to the Immigration Sponsor Licensing Policy)	Yes <input type="checkbox"/> No <input type="checkbox"/> Continuing to work in the same occupation <input type="checkbox"/> Job is listed on the Shortage Occupation list <input type="checkbox"/> High earner - £159,600 or above <input type="checkbox"/>
Where the job is not subject to an exemption from the RLMT, have you provided documentary evidence to show how the RLMT was satisfied?	Yes <input type="checkbox"/> No <input type="checkbox"/>
State JobCentre vacancy reference:	
RLMT: please state where else and when the job was advertised:	
How long was the job advertised for?	

**Please continue to Section3**

### Section 3: Employment period

Proposed date: D D / M M / Y Y Y Y

End date:  
12 months max: Creative & Sporting,  
Government Authorised Exchange (for  
a Work Experience Programme) or  
Charity Workers. D D / M M / Y Y Y Y

24 months max: Religious Workers,  
Government Authorised Exchange or  
International Agreement (Other than  
as a Contractual Service Supplier) D D / M M / Y Y Y Y

### Section 4: Main work location address

Address: line 1:

Address line 2:

Address line 3:

Town/City:

Country:

Post code:

**Other regular work addresses. Complete this section if the migrant will be working at a number of different sites, branches or addresses. Note further addresses on a piece of paper.**

Alternative address number 1

Address line 1:

Address line 2:

Address Line 3:

Town/City:

Country:

Post Code:

**Section 4 continues on page 5**

Alternative address number 2	
Address line 1:	
Address line 2:	
Address Line 3:	
Town/City:	
Country:	
Post Code:	

**Section 5: Migrant's Maintenance**

Has the sponsor satisfied themselves that migrant meets the maintenance requirements of paragraph 8 & 9 of Appendix C of the Immigration Rules?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
If no, is the Sponsor certifying maintenance on behalf of the main applicant and dependants?	Yes	<input type="checkbox"/>
If yes, has the sponsor must provide evidence of this.	No	<input type="checkbox"/>

**Section 6: Tier 5 Migrants:**

Name, address and contact details of licensed sponsor. This may be an employer/international organisation who is undertaking the Sponsorship role	
Job Title:	
Standard Occupational Classification (SOC) Code – See Appendix J of the Immigration Rules Identify the most appropriate SOC code.	
Summary of job description/work undertaken:	
Annual salary (£)	
Details of any allowances, bonuses, travel, subsistence:	
State the essential qualifications for this position:	
Is the migrant switching from Tier 4 to Tier 5?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Please continue to Section 7**

## Section 7: Sponsor declaration

The Sponsor hereby applies for a certificate of sponsorship for the migrant named in this application.

I understand that all information given by me will be treated in confidence and will be processed by the Treasury for the purpose of determining my visa application.

Data will be processed in accordance with the Data Protection Act 2018 and the GDPR and LED Implementing Regulations 2018. Privacy Notices can be found at [www.gov.im/immigration](http://www.gov.im/immigration)

(Data Protection Officer: [DPO-Treasury@gov.im](mailto:DPO-Treasury@gov.im) Tel: 01624 686791)

Signed: \_\_\_\_\_ on behalf of the  
Licensed Sponsor by the Authorising Officer

Date: \_\_\_\_\_

Name of Authorising Officer: \_\_\_\_\_

**Please continue to Section 8**

## Section 8: Payment details

The completed application form, supporting documents 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 a 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 application fees change from time to time.

Please check our website for the most up to date fees.

**By CASH** (in person only at the Immigration Office) Amount: £

**OR**

**Postal order:** Amount: £

**OR**

**By Cheque:** Enclose a cheque for the required amount making the cheque payable to "Isle of Man Government". Please complete in the following:

Account number:

Sort Code:

Cheque number:

**Payment after application form is submitted:**

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