PARTICIPANT INFORMATION FORM

T5 Certificate of Sponsorship

Instructions

* This form must be completed by all participants, of the Programmes and Key Actions listed in the ‘Programmes/ Actions’ box below, who plan to undertake their eligible T5 funded activity in the UK.
* This form should be completed by the incoming participant, with support from the Sending Organisation or UK Hosting Organisation if needed.
* The '**Declaration**' in Section 4 must be signed by hand or by electronic signature (i.e., typing your name in the signature space is not acceptable; scanned and faxed signatures are acceptable).
* The completed form should be returned together with a **photocopy of your passport** (showing your photograph, biographical details, passport validity dates and the front and back cover), a copy of your **Sending Organisation or Hosting Organisation’s contract with the National Agency** (including the signature of the contract and Annex II) and completed and signed **Letter/s of Support** from the Sending and Hosting organisations (printed on letter-headed paper or stamped).
* Return the completed form and documents detailed above by e-mail as below:

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| --- |
| Image result for icon for emailTo return by E-mail: Send the completed form and documents to T5@ecorys.com (please note that if you choose to e-mail the form you will need to scan the declaration section in Section 4 so that the electronic copy shows your written signature). |

(1) PARTICIPANT INFORMATION

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| PROGRAMMES/ ACTIONS: | [ ]  Erasmus+ Programme Key Action 102 (Mobility Project for VET Learners and Staff)[ ]  Erasmus+ Programme Key Action 104 (Mobility Project for Adult Education Staff)[ ]  Erasmus+ Programme Key Action 105 (Mobility Project for Youth)[ ]  Erasmus+ Programme Key Action 116 (Mobility Project for VET Learners and Staff with VET Mobility Charter)[ ]  Erasmus+ Programme Key Action 202 (Strategic Partnerships for VET)[ ]  Erasmus+ Programme Key Action 204 (Strategic Partnerships for Adult Education)[ ]  Erasmus+ Programme Key Action 205 (Strategic Partnerships for Youth)[ ]  Erasmus+ Programme Key Action 347 (Youth Dialogue Projects)[ ]  Erasmus+ Programme EVS[ ]  European Solidarity Corps (ESC) Programme |
| FAMILY NAME: | **[ ]** |
| FIRST NAME:(insert one name only) | **[ ]** |
| NATIONALITY: | **[ ]** |
| PLACE OF BIRTH: | **[ ]** |
| COUNTRY OF BIRTH: | **[ ]** |
| DATE OF BIRTH: | **[ ]** |
| GENDER:(Male/Female) | **[ ]** |
| COUNTRY OF RESIDENCE: | **[ ]** |
| HOME ADDRESS[[1]](#footnote-1): | **[ ]** |
| POSTCODE:(This **must** be provided) | **[ ]** |
| ADDRESS OF UK ACCOMMODATION[[2]](#footnote-2):(if known) | **[ ]** |
| MOBILE TELEPHONE NUMBER[[3]](#footnote-3):(include country dialling code) | **[ ]** |
| EMAIL: | **[ ]** |
| EMAIL ADDRESS:(For T5 Certificate to be sent to) | **[ ]** |

(2) PASSPORT INFORMATION

IMPORTANT: Your passport must be valid for **at least six months** after your intended departure date from the UK.

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| PASSPORT NUMBER: | **[ ]** |
| ISSUE DATE OF PASSPORT: | **[ ]** |
| EXPIRY DATE OF PASSPORT: | **[ ]** |
| PLACE OF ISSUE OF PASSPORT: | **[ ]** |

(3) WORK PLACEMENT/ VOLUNTARY WORK HOST ORGANISATION

The Work Placement/ Voluntary Work Host Organisation is where you will undertake your work in the UK. If an Intermediary Organisation is responsible for sourcing your Host Organisation, it is not sufficient to input the details of the Intermediary Organisation below. **We are only able to accept the details of the organisation where you will complete your actual work placement/ voluntary work.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WORK START AND END DATES:(This should be the start and end dates of the actual work placement/ voluntary work and **not** the dates of entry and departure from the UK) | Start: | **[ ]** | End: | **[ ]** |
| NUMBER OF WORKING HOURS PER WEEK[[4]](#footnote-4)(This must be **one whole number**. We cannot accept 35-37 or 35.5. The total hours should exclude unpaid breaks). | **[ ]** |
| NAME OF WORK HOST ORGANISATION: | **[ ]** |
| WORK HOST ORGANISATION’S UK ADDRESS:(Must include postcode) | **[ ]** |
| OTHER REGULAR WORK ADDRESSES IN THE UK:(If applicable, provide any other addresses, where your work will be based) | **[ ]** |
| NAME OF CONTACT PERSON AT WORK HOST ORGANISATION: | **[ ]** |
| JOB TITLE OF CONTACT PERSON: | **[ ]** |
| TELEPHONE NUMBER OF CONTACT PERSON: | **[ ]** |
| EMAIL ADDRESS OF CONTACT PERSON:This MUST contain the name of the UK Host Organisation in the domain name. Generic email addresses i.e., gmail.com and hotmail.com will not be accepted.  | **[ ]** |
| JOB TITLE OF PARTICIPANT DURING WORK:(e.g., Trainee Engineer, Trainee Chef, Nature Reserves Volunteer, Volunteer Gardener) | **[ ]** |
| SUMMARY OF JOB DESCRIPTION:(**Fully describe** the activities you will undertake during your work in the UK within the space provided. The full summary of the work activities must match the description given in the Letter of Support from the Host Organisation) | **[ ]** |
| GRANT AWARDED FROM THE ERASMUS+ or ESC PROGRAMME FOR THE FULL WORK DURATION[[5]](#footnote-5) - **EURO €**(this is the amount which covers the participant’s local travel, food and accommodation whilst in the UK) | **[€ ]** |

(4) PARTICIPANT DECLARATION

**I declare that:**

* I do not intend to establish myself in business in the UK during my work[[6]](#footnote-6).
* I will not claim state benefits while in the UK during my work[[7]](#footnote-7).
* I will inform Ecorys UK, in writing by e-mail, (T5@ecorys.com) should my UK accommodation address or mobile phone number change before or during my Erasmus+ or ESC work in the UK.
* I will inform Ecorys UK, in writing by email, (T5@ecorys.com) should I decide to withdraw from the programme, while in the UK.
* I will inform Ecorys UK, in writing by email, (T5@ecorys.com) should any aspect of my work (e.g., contact person, Host Organisation name, address or duration) change during my stay in the UK.
* I understand that I cannot switch into or out of T5[[8]](#footnote-8) - Temporary Worker, (e.g., from T5 - Temporary Worker to T2 - Skilled Worker), or between subcategories of T5 (e.g., from subcategory 'Government Authorised Exchange', through which I have entered the UK for work, to 'International Agreement').
* I will, if requested, make the *'T5 Certificate and Maintenance Letter'* I receive from Ecorys UK available to Immigration Official(s) when I arrive in the UK and during my stay in the UK.
* If I want to take more than 10 days' leave from my work, I will request written consent in advance from Ecorys UK, by emailing T5@ecorys.com.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** | **[ ]** | **Date:** | **[ ]** |

(this form must be **electronically, or hand signed** by the participant, typed signatures will not be accepted)

1. This is your home address, in the country where your sending organisation is based. [↑](#footnote-ref-1)
2. This is the address of the UK accommodation where you will stay during your work placement or voluntary work in the UK. If you do not yet know the address of your accommodation, you should provide this information to Ecorys UK within 5 working days of your arrival to the UK by contacting us on T5@ecorys.com. **However, it is mandatory for the UK accommodation address to be provided at the time of application, where the participant is under the age of 18 at the start of their work.** [↑](#footnote-ref-2)
3. This can be the number for a mobile telephone from any country, it does not have to be a UK mobile number. [↑](#footnote-ref-3)
4. The standard number of working hours, per week in the UK is 35-40 hours. In accordance with the European Working Time Directive, the number of hours worked per week should not exceed 48 hours. [↑](#footnote-ref-4)
5. This amount should be the value of the grant, per participant, approved by the local Erasmus+ or ESC National Agency. [↑](#footnote-ref-5)
6. **Establishing yourself in business** includes activities such as registering yourself as self-employed in the UK or starting a company. [↑](#footnote-ref-6)
7. **State benefits** refers to payments from the state to individuals such as unemployment benefit and housing benefit. [↑](#footnote-ref-7)
8. [↑](#footnote-ref-8)