

# **T5 Temporary Worker Government Authorised Exchanges: Participant Guide**

For Participants travelling to the UK for Erasmus+ (KA102, KA104, KA116, KA202 and KA204) work placements

September 2021



## Overview of changes to the guide

The table below gives an overview of changes made compared in previous versions of the guide:

Page number in previous version	Change	Page number in this version
	<b>December 2015</b>	
	<b>April 2016</b>	
N/A	New UK Home Office requirement for a Criminal Records Check and DBS Check where work placements activities involve regulated activity in relation to children.	Pgs 5, 6, 10, 11
Pg 9	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 placement.	Pg 8
	<b>June 2021</b>	
N/A	Mandatory for a change of UK accommodation details must also be communicated to Ecorys UK immediately.	Pgs 8, 16, 17
Pg 16	Update to provide a photocopy of Biometric residence permit (BRP), where issued.	Pg 16
Pg 14	Reporting Incidents and other changes.	Pg 14
	<b>August 2021</b>	
N/A	Notification that changes post-Certificate are not allowed.	Pg. 5

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# **Section A:**

# **T5 Application Guide**

## Who needs a T5 certificate and what is one?

### Who needs a T5 Certificate of Sponsorship?

Please see our webpage for the most up to date information on who requires a T5 Certificate: <https://www.erasmusplus.org.uk/t5-visa-how-to-apply-for-a-certificate-of-sponsorship>

Participants may need to apply for a T5 Certificate of Sponsorship, if they intend to take part in the following Erasmus+ activities:

- Key Action 102 (Mobility Projects for VET Learners and Staff)
- Erasmus+ Key Action 104 (Mobility Project for Adult Education Staff)
- Erasmus+ Key Action 116 (Mobility Project for VET Learners and Staff with VET Mobility Charter)
- Erasmus+ Key Action 202 (Strategic Partnerships for VET)
- Erasmus+ Key Action 204 (Strategic Partnerships for Adult Education)<sup>1</sup>

**Accompanying people from the sending organisation do not need a T5 Certificate of Sponsorship.** They will be able to get a 'Standard Visitor Visa visitor' visa without a T5 Certificate of Sponsorship.

If you are unsure if your participants require a Certificate of Sponsorship please go to page 4.

### What is T5 Certificate of Sponsorship?

A T5 Certificate of Sponsorship, allows you to apply for a UK visa\* to undertake some Erasmus+ activities in the UK.

Participants in the Erasmus+ Programme who undertake a work placement in the UK will do so under **T5, Temporary Workers** under the sub-category **Government Authorised Exchanges**.

A T5 Certificate of Sponsorship is not an actual certificate or paper document but is a virtual document, similar to a database record. Participants who successfully apply for T5 sponsorship will receive a unique Certificate of Sponsorship reference number – this is specific to you. You will need this to complete the visa application process.

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<sup>1</sup> All EEA/EU and non-EEA/EU Erasmus+ students, apprentices and volunteers coming to the UK on a traineeship or as a volunteer through European Voluntary Service (EVS) must have a visa under Tier 5, Temporary Worker, Government Authorised Exchange under the UK Visas and Immigration points-based system in order to take up their Erasmus+ placement/opportunity in the UK. For further information, please visit: <https://www.erasmusplus.org.uk/tier-5-visa-how-to-apply-for-a-certificate-of-sponsorship>.



Changes to the placement start and end date, job title, job description and/ or host organisation are not permitted after the Certificate has been issued and until your arrival into the UK, and may result in the Certificate being cancelled at our discretion. Please report such changes to Ecorys UK immediately as you may have to re-apply for a new Certificate of Sponsorship (CoS).

# Applying a T5 Certificate of Sponsorship

## 1. When should I apply for a T5 certificate?

You should apply for a T5 Certificate **at least three months before you intend to travel to the UK**. You should allow **up to 8 weeks for obtaining a T5 Certificate** and 2-3 weeks for visa processing. **Visa processing times vary.**

You should apply for your UK visa while the T5 Certificate is valid. The T5 Certificate is valid for three months from the date of when it is issued by Ecorys UK. The T5 Certificate will expire after three months.

**Tip! Please be mindful of the 8 week timeframe above and ensure you have left enough time for to apply for your visas.**

**Important! It is important to understand that obtaining a T5 Certificate does not guarantee that a UK visa will be granted. The final decision to grant entry clearance to the UK resides with immigration officials.**

## 2. Do I have to pay for my T5 Certificate?

No, you do not have to pay for your T5 Certificate. This is paid for by the UK Government.

Please note that there will be a cost for a visa. This may be covered by your sending organisation.

## 3. What do I need to do to get my T5 certificate?

You must submit the following documents:

- A fully completed Participant Information Form
- A copy of your passport: this includes any pages with personal information and a copy of the front cover
- A completed, signed and stamped letter of support from your sending organisation
- A completed, signed and stamped letter of support from your host organisation
- A copy of the signed contract between your sending organisation and the Erasmus+ National Agency in your country (your sending organisation should be able to provide you with this)
- Evidence of a criminal record check. *(Only applicable if the participant is undertaking a work placement with [regulated activity](#) in relation to children.*

Further information on what type of criminal records check is appropriate can be obtained [here](#). The certificate must be translated into English. Please check the [Home Office guidance](#) for further details on certifying a translation.

- Evidence of a [DBS check](#). (*Only applicable if the participant is undertaking a work placement with [regulated activity](#) in relation to children*)



# Guide to Completing the Participant Information Form

This section will provide you with a step-by-step guide how to complete the Participant Information Form. This is the main document that you need to submit to Ecorys UK. It will tell us your personal information, information about your passport and your work placement. It is important that you fully complete this form and that the information provided exactly matches the other documents you need to submit.

**Important!** If the information in the Participant Information Form does not correspond with the other documents provided this will cause delays in issuing your T5 Certificate of Sponsorship.

## Part 1 – Participant Information

This section asks you about your personal information, including your current address, your expected UK address and your contact details.

- 1. Please tick the programme you are participating in**  
*If you are unsure please ask your sending organisation*
- 2. Please write your surname (family name) and your first name in the next row**

**Tip!** Before you submit your application please make sure that this information exactly matches your passport and the sending and host organisation letters of support.

- 3. Please write your nationality**  
*This should match the one stated on your passport*
- 4. Please state your place of birth**  
*This must match the place of birth stated on your passport*
- 5. Please state your country of birth, date of birth and gender**
- 6. Please tell us the country where you are living**  
*This should be the country where your sending organisation is based*
- 7. Please tell us your home address, including the post code**

**Tip!** Your home address should NOT be the address of your college or any other organisation and you must include the city where you live and your post code (zip code).

**8. Please tell us the full address where you will be staying in the UK**

*You may not know your UK address when you complete the Participant Information Form. If this is the case, you should inform Ecorys UK of your address within five working days of your arrival in the UK by contacting us by telephone + 44 (0) 121 212 8863 or by emailing your address to [tier5@ecorys.com](mailto:tier5@ecorys.com). However it is mandatory for the UK accommodation address to be provided at the time of application where you are under the age of 18 at the start of your placement. A change of UK accommodation details must also be communicated to Ecorys UK immediately.*

**9. Please provide a contactable mobile number for yourself**

**10. Please state your email address**

*You need to provide the email address where you would like your T5 Certificate to be sent to. For example, you may want it sent directly to you or your sending organisation may wish to have it sent to them so that they can help you with the visa application. Any mistakes with the email address you provide may result in problems sending you your certificate.*

## Part 2 – Passport Information

This section asks you about your passport information. Please have your passport to hand when you complete this section and ensure that all of the information you enter exactly matches your passport.

**Warning!** Your passport must be valid for at least six months after your intended departure date. If it is not valid for at least six months after your departure date we will not be able to issue you with a T5 certificate. For example, if your work placement is to finish on Friday 30th July 2021, and you intend to leave the UK on Saturday 31st July 2021, your passport must be valid until at least 31st January 2022.

**1. Please state your passport number**

**2. Please state the issue date and expiry date of your passport**

*If your passport has been renewed then this should be the start and end date as stated on the renewal page(s).*

**3. Please state the place of issue of your passport**

*This should match the place of issue / issuing authority stated on your passport. It is important to note that this should be recorded exactly as it is written in your passport, and may be a series of numbers or letters rather than an actual place.*

## Part 3 – Work Placement Host Organisation Information

This section asks you about your work placement in the UK – where you will be undertaking the placement, who will be looking after you and what you will be doing. The information in this section should match the information provided on the host organisation letter of support.

**Tip!** You may find it useful to ask your sending organisation, or host organisation, to complete this section for you.

**1. Please state the dates when your work placement will start and end**

**Tip!** We only need to know when your work placement will be starting and ending. Please do not state when you will be arriving and departing the UK or dates for your induction. For example, if your work placement is from Monday 5th July 2021 until Friday 16th July 2021 and you intend to arrive on 1st July 2021 and leave on 18th July 2021, with induction days on 3<sup>rd</sup> – 4<sup>th</sup> July 2021, please state 05/07/2021 and 16/07/2021 as the placement dates.

**2. Please state how many hours you will be working per week**

*This should be a whole number, e.g. 35. In the UK the standard number of working hours per week is between 35 and 40.*

**3. Please state the name of your work placement host organisation**

**4. Please complete the work placement host organisation address**

*This should match the location of your work placement host organisation on the letter of support from the work placement host organisation.*

**5. Please complete the name of the staff member at the work placement host organisation who we can contact**

**6. Please state their job title**

*If the named contact is the person who signs the host organisation letter of support their job title / position should match*

**7. Please state their telephone number**

*This must be a number that we can contact them on*

**8. Please state their email address**

**9. Please complete the job title that you will have during your work placement**

**Tip!** This must be exactly the same as that stated on the work placement host organisation letter of support.

**10. Please fully describe what activities you will be doing as part of your work placement**

**Tip!** Please include as much information as possible in order to avoid delays in processing the T5 application. This should match the job description on the work placement host organisation letter of support and note the vocational activities you will undertake. For example, activities for an administration assistant could include filing, completing databases, answering the telephone and welcoming visitors. We don't need to know what cultural or social activities you will be doing outside of your work placement.

Please note: As of November 2015 the Home Office requires us to keep evidence that the appropriate [Disclosure and Barring Service \(DBS\) checks](#) have been conducted where learners are undertaking a work placement with [regulated activity](#) in relation to children.

This means when you make a T5 application you will need to provide (a) Evidence of a criminal record check and (b) Evidence of a DBS check where you will undertake work with regulated activity in relation to children. It is advisable to liaise with the 'Host Organisation' in regards to the DBS check.

**11. Please state the Erasmus+ grant awarded for the whole of your work placement duration**

*This should match the amount stated on the sending organisation letter of support and should be in Euros.*

## **Part 4 – Participant Declaration**

Please read through this **very** carefully.

Once you have read through the document and agree then please sign and date it. Please note, typed signatures are not accepted. We do accept scanned and faxed signatures.

## T5 Application Checklist for Submission

Before you submit your application for a Tier 5 Certificate of Sponsorship have you:

- Fully completed the Participant Information Form?
- Signed and dated the Participant Information Form?
- Provided a copy of your passport, including the front and any pages with personal details on?
- Checked whether your passport is valid for at least six months after the intended UK departure date?
- Received a copy of your sending organisation letter of support, which is signed and on letter headed paper (or with the organisation's stamp)?
- Checked if the information on the sending organisation letter of support matches the information in your Participant Information Form?
- Received a copy of your work placement host organisation letter of support, which is signed and on letter headed paper (or with the organisation's stamp)?
- Checked if the information on the work placement host organisation letter of support matches the information in your Participant Information Form?
- Received a signed copy of the contract between the Erasmus+ National Agency and your sending organisation?
- Provided evidence of a criminal record check? *(Only applicable if the participant is undertaking a work placement with regulated activity in relation to children)*
- Provided evidence of a DBS check? *(Only applicable if the participant is undertaking a work placement with regulated activity in relation to children)*

If you are able to tick every box in the list above you are now ready to submit your Tier 5 Certificate of Sponsorship application. You can do this by:

- **Sending the documents by post to:**  
Stephen Green (T5), Ecorys UK, Albert House, Quay Place, 92 – 93 Edward Street,  
Birmingham B1 2RA, England.

- **Sending the documents by fax:**  
Mark them 'For the attention of Stephen Green (T5)' and send them to fax to +44 121 212 8899. If you do this, please remember to sign the declaration of your Participant Information Form.
- **Sending the documents by email:**  
Attach all of the documents, including a scanned copy of the signed declaration of the Participant Information Form, to an email to [tier5@ecorys.com](mailto:tier5@ecorys.com). Please put 'T5 New Application – your name' as the email subject title.

## What Happens Next?

Once you have submitted your documents to Ecorys UK we will check them to make sure that everything is correct. If we need any further information we will email the person who submitted the documents. If the necessary documents have been provided and all the information is correct we will aim to process your T5 Certificate within 8 weeks.

If you have submitted documents via post or fax, please supply an email address and telephone number to be contacted on should any changes or further documents be needed to complete your application.

We will send your T5 Certificate of Sponsorship to the email address specified in your Participant Information Form. The email will contain information that you will need to take to the British Consulate, including your Certificate of Maintenance letter (which contains your T5 Certificate of Sponsorship reference). Please keep this safe.

Please read through all the information in this email and in the attached documents as soon as you receive them. If any of the details are incorrect please contact us at [T5@ecorys.com](mailto:T5@ecorys.com) as soon as possible.

Once you have your T5 Certificate of Sponsorship you can apply for your visa. We would strongly encourage you to apply for your visa as soon as you receive your T5 Certificate of Sponsorship.

## **What to do if there are changes to your placement details?**

**1. What should I do if I am unable to show up on my first day of work, if I am likely to be absent from work for over 10 working days, I am dismissed or resign or I withdraw from my work placement?**

These are categorised as 'Incidents'. You must keep your Host Organisation and Ecorys UK informed of these instances. Your Host Organisation will then need to complete an Incident Report template and return it to Ecorys UK within 10 working days of the incident taking place.

**2. What should I do if my work placement start and end dates, host organisation, job title and/or job description changes after my Certificate of Sponsorship has been issued and before I arrive in the UK?**

These changes are not allowed and may result in your Certificate of Sponsorship being cancelled.

**3. What should I do if my work placement start and end dates, host organisation, job title and/or job description changes after my Certificate of Sponsorship has been issued and after I arrive in the UK?**

These are categorised as 'Incidents'. You must keep your Host Organisation and Ecorys UK informed of these instances. Your Host Organisation will then need to complete an Incident Report template and return it to Ecorys UK within 10 working days of the incident taking place.

**If you still have questions after reading this section please contact us at [tier5@ecorys.com](mailto:tier5@ecorys.com).**



# **Section B:**

# **Participant Responsibilities**

## What Are My Responsibilities During My Placement?

As a condition of being issued with a T5 Certificate of Sponsorship there are a number of things that you must do – failure to undertake some of the following will lead to action by UK Visas and Immigration against you.

### Record Keeping: Attendance and Your Passport or Biometric residence permit (BRP)

#### *Passport or Biometric residence permit (BRP)*

When you arrive in the UK and begin your work placement your work placement host organisation should photocopy your passport or Biometric residence permit (BRP) and send the photocopy to Ecorys UK. If they do not photocopy your passport or Biometric residence permit (BRP) **please remind them that they must do it.**

This is a legal requirement of UK Visas and Immigration so it is extremely important that Ecorys UK receives a copy of it. The UK visa page must be scanned and include the stamp showing date of entry to the UK. This date must be legible. For the Biometric residence permit (BRP) both sides should be photocopied.

#### *Attendance Record*

During your Erasmus+ work placement your work placement host organisation should monitor your attendance and any days off that you have. If you notice that they are not doing this **please remind them of their duty to do it.** You must also email Ecorys UK at [tier5@ecorys.com](mailto:tier5@ecorys.com) to tell us if your work placement host organisation does not appear to be recording your attendance and absence.

### UK Accommodation Address

If you are 18 and over when your placement started and you did not know where you would be staying in the UK when you applied for your T5 Certificate of Sponsorship and were unable to complete this in your Participant Information Form you should inform us of the address where you will be staying **within five working days of your arrival to the UK.**

You can do this by email to [tier5@ecorys.com](mailto:tier5@ecorys.com). If you send your UK address details by email please put 'UK Accommodation Address' as the subject title of your email.

A change of UK accommodation details must also be communicated to Ecorys UK immediately.

## Conditions of Your Stay in the UK

UK Visas and Immigration has set a list of conditions that you must meet if you are in the UK on a T5 Certificate of Sponsorship. **If you break any of these during your stay then this may result in action being taken against you by UK Visas and Immigration.**

The conditions of your stay are:

- **Do not establish yourself in business** in the UK during your Erasmus+ placement. 'Establishing yourself in business' includes activities like registering yourself as self-employed in the UK or starting a company.
- **Do not claim state benefits** while you are in the UK during your Erasmus+ placement. "State benefits" refers to payments from the state to individuals, such as unemployment benefit and housing benefit.
- You must register with the police if this is needed by paragraph 326 of the immigration rules.
- **If your UK accommodation address or mobile phone number changes** before or during your Erasmus+ placement in the UK you must inform Ecorys UK in writing by email ([tier5@ecorys.com](mailto:tier5@ecorys.com)), stating 'UK Accommodation/Mobile Phone Number Change' as the subject title of the email. A change of UK accommodation details must also be communicated to Ecorys UK immediately.
- **If you decide to withdraw from the Erasmus+ Programme** while you are in the UK, you must inform Ecorys UK in writing by email immediately ([tier5@ecorys.com](mailto:tier5@ecorys.com)), stating 'Placement Withdrawal' as the subject title of the email.
- **If there are any changes to the details of your work placement** (e.g. the dates of your work placement, the contact person at your work placement host organisation or the organisation name or address) before or during your Erasmus+ placement you must inform Ecorys UK in writing by email ([tier5@ecorys.com](mailto:tier5@ecorys.com)), stating 'Work Placement – Change of Details' as the subject title.
- **You must not switch into or out of the T5 (Temporary Worker) category** during your stay in the UK (e.g. from T5 Temporary Worker to T2 Skilled Worker), **or between subcategories of T5** (e.g. from subcategory 'Government Authorised Exchange' – that will apply to you as this is what you have entered the UK for your Erasmus+ placement – to 'International Agreement') during your Erasmus+ placement.

- If you are requested to, you must make the **'T5 Certificate and Maintenance letter'** you received from Ecorys UK available to Immigration Officials when you arrive in the UK and during your stay.
- **Do not take more than 10 days leave from your work** placement without getting prior written permission from Ecorys UK.

**Warning! If you take more than 10 days leave without having prior written permission from Ecorys UK your absence will be reported to UK Visas and Immigration who may then take action against you.**

## **What is my work placement host organisation required to tell Ecorys UK during my Erasmus+ placement?**

During your work placement your work placement host organisation must report certain information to Ecorys UK. Ecorys UK will then report to UK Visas and Immigration.

This includes:

- if you do not turn up for your first day of the work placement;
- if you are absent from your work placement for more than 10 working days without prior written permission from Ecorys UK;
- if you withdraw from your work placement at their organisation;
- any information that suggests that you are breaching the conditions of your leave (for example, you are claiming UK state benefits or undertaking a second paid job in addition to your work placement); and
- any information they have that suggests that you may be engaging in terrorism or other criminal activity.
  
- any other changes to your placement including start and end dates, job title, job description and/ or host organisation.