



EMPLOYER OBLIGATIONS

On requesting CoS

- Completed Initial Assessment Form.
- Migrants Notary Translated Degree Certificate & Transcripts (If the original is not in English.)
- Detail page of Migrant's passport including photo, full name, DOB and all other relevant biometric information i.e previous UK visas.
- Internship Offer Letter or Agreement confirming dates of employment, salary and location with the UK employer.

On arrival in the UK

- Complete UK contact information for the migrant i.e. current address, telephone number & work email. Any subsequent changes to their contact details must also be provided within five working days of them taking effect.
- A copy of the Migrant's stamped visa vignette in their passport.

During the internship

- Monthly payslips (if the employer is not a Tier 2 License Sponsor)
- Updated copy of "migrants contact information" if any details have changed.
- Migrant's employment address (if different from Employers's correspondence address).

Any subsequent changes to the employment address must also be provided within five working days of them taking effect.

One month before the Migrant's visa expires

- Confirmation of the migrant's last day of employment and outbound travel details such as airline, date, time, flight number etc.
- Copy of migrant's P45

The Client must keep record of the following documents for the duration of Migrant's stay in the UK and must make them available to AIESEC UK within five working days upon request.

- Records of the Migrant's absence.
- Copy of the Migrant's payslips (if the payslips are not on headed company paper, or the Client only uses online payslips, the Client must provide a signature and stamp on a printout to authenticate the evidence).

In addition, the Employer will be expected to have policies and procedures in place to enable them to contact us in the event of any of the following situations.

- If there is any significant changes in the Migrant's circumstances such as changes in remuneration, job role, or work location.
- If you have any reason to believe that the Migrant is in breach of the conditions of their Leave (from the UK Home Office).
- If you have any reason to believe that the Migrant is engaged in terrorism or criminal activity.
- If you have any reason to suspect that the Migrant does not intend to exit the UK on expiry of his Leave in the UK.
- If you have any reason to believe that the Migrant has not left the UK upon expiry of their visa.
- If the Migrant does not turn up to their first day of work. The report must include any reason given by the Migrant for their non-attendance (for example a missed flight).
- If the Migrant is absent from work for more than 10 working days without the Employer's permission.
- If the Migrants contract of employment ends (including if they resign or are dismissed) or if any registration they need to work in the UK has ended.