NHS
Health Education England

NHSE/HEE Overseas Sponsorship Portal (Skilled Workers)
<u>Uploading NHSE/HEE Visa Information</u>

Section 1 – Generating a Share Code

Anyone starting from 6th April 2022, in the majority of instances, are able to provide a Share Code.

If you are unable to or have a physical BRP card and would prefer to choose this route, please refer to Section 2.

There are different types of share code for different purposes, such as immigration status, right to rent and right to work. For NHSE/HEE and your employer, you require a **Right to Work share code.** To get your Right to Work share code, go to https://www.gov.uk/prove-right-to-work and follow the steps. You will need either your passport or BRP number.

Once you have answered all the questions, you will be issued with a code beginning with **W**. If your code does not begin with a W, please double check you are using the correct website and are generating a share code for right to work purposes.

When you have your right to work share code, follow the steps in Section 2 below.

Section 2 – Uploading your BRP card or Share Code to the Portal

1. Log into the Overseas Sponsorship Portal:
   https://overseassponsorship.hee.nhs.uk/tier2/login-page

2. After logging in to the Portal you will be taken to your 'Dashboard'. From here click 'NHSE/HEE Visa'
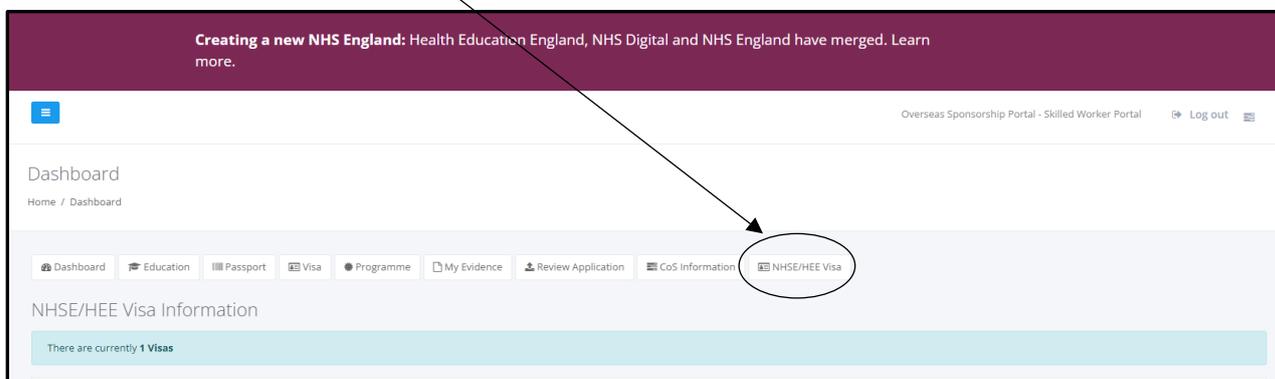
3. You will then be asked to complete the information on your Visa as follows:-

- Visa Number (if you have been issued a visa number enter this here, if not then please enter the Share Code)
- Share Code (if you have a share code, it must start with a W. It isn't necessary to enter BRP details if you have a share code)
- Visa Issue Date
- Visa Expiry Date

When complete press 'Save'

4. The next screen will show a summary of the information you have entered (which you can press 'Edit' if this is incorrect).
- Where you have entered a Share Code you do **not** need to upload a document and you can now log out.
- Where you are uploading a Biometric Resident Permit (BRP), click on 'Upload Evidence' to upload a copy of your BRP. **PLEASE ENSURE YOU UPLOAD BOTH THE FRONT AND BACK OF YOUR BRP IN ONE DOCUMENT**
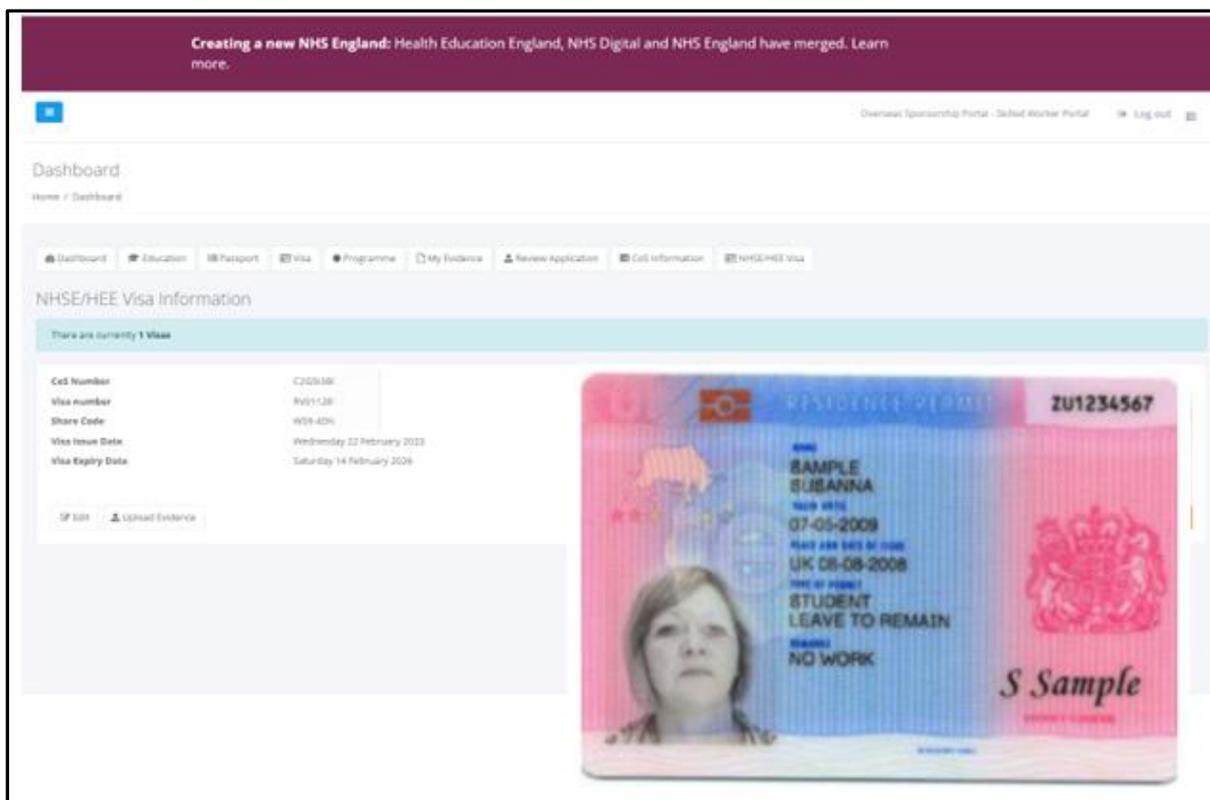
5. The next page will show you a summary of what you have uploaded. You can now log off and there is nothing further you need to complete.

The National Overseas Sponsorship Team will review the visa information and either 'Approve' or 'Reject' the information. If the information is rejected you will receive a note to advise any actions needed for you to update the information and to re-submit.