**SPONSORSHIP REPORTING FORM**

During the sponsorship of trainees rotating throughout England, UK Visas & Immigration (UKVI) must be informed of certain activity. By not complying with the guidance, a sponsor can be issued with a civil penalty and, in some circumstances, have their licence revoked.

Please could you therefore complete the relevant sections of this form to inform HEE of any of the activities detailed below. All relevant activity must be reported **immediately and within a maximum of 5 working days of the event/change occurring.** Please send completed forms to: [sponsorship@hee.nhs.uk](mailto:sponsorship@hee.nhs.uk)

*This form only needs to be completed to inform the national HEE Overseas Sponsorship Team and UKVI of the issues/activities detailed below. If you do not have any issues, then you are not required to complete this form.*

|  |  |
| --- | --- |
| **CURRENT DETAILS:** | |
| **Name of doctor:** |  |
| **GMC/GDC number:** |  |
| **Speciality:** |  |
| **Grade:** |  |
| **Region:** |  |
| **Trust name:** |  |
| **Submitted by:** |  |
| **Date submitted:** |  |

Please select the appropriate description from the list below and provide supporting details.

|  |  |
| --- | --- |
| **CHANGE OF CIRCUMSTANCES:** | |
| **REPORTING ACTIVITY** | Choose an item. |
| **START DATE OF ACTIVITY** |  |
| **END DATE OF ACTIVITY** |  |
| **FURTHER DETAILS e.g., new specialty, hours, type of OOP etc. (if applicable)** |  |
| **WILL THIS CHANGE AFFECT YOUR SALARY?\*** | Choose an item. |
| \* Changes to your salary must still meet the minimum salary requirement for Skilled Worker/Tier 2 or be a listed exemption. For further details please contact the Overseas Sponsorship Team. | |

**Change of Personal Details**

If you need to change your personal contact details (such as home address or telephone contact numbers), you will need to contact your local HEE Office so that the Trainee Information System (TIS) can be updated.

You will also need to update the Home Office using the following form: <https://visa-address-update.service.gov.uk/>

If you require any further information regarding your Sponsorship, please contact: [sponsorship@hee.nhs.uk](mailto:sponsorship@hee.nhs.uk) who will assist with your enquiry.