**HEE Overseas Sponsorship Portal (Skilled Workers)
Uploading HEE Visa Information**

Section 1 – Generating a Share Code

Any new starters 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 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 'HEE Visa'

Dashboard
Home / Dashboard

🚗 Dashboard 🏠 Address 🎓 Education 🪪 Passport 🆔 Visa ● Programme 🗋 My Evidence ⬆ Submit Application ☰ CoS Information 🆔 HEE Visa

HEE Visa Information   ✚ HEE Visa

No visa information.
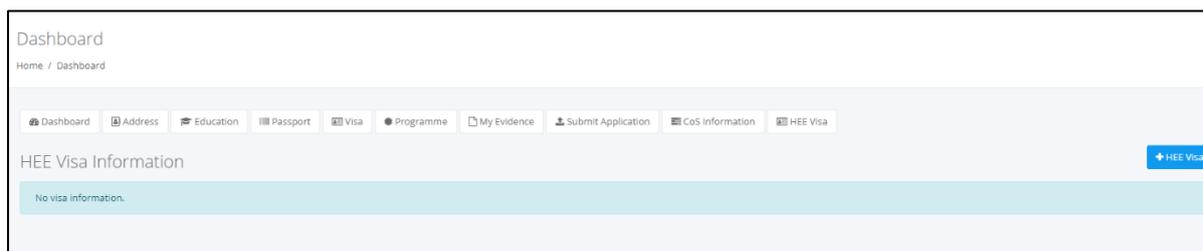
2. You will then be asked to complete the information on your Visa including

   (1) BRP number **OR** Share Code

   (2) Visa issue date and

   (3) Visa expiry date (please note this is NOT the issue and expiry of the Share Code).

When complete press 'Save'

HEE Visa Information

BRP Number or Share Code must be supplied.

BRP Number

Share Code

AYL EEY 23L

Visa Expiry Date

21/12/2022

Visa Issue Date

21/12/2021

💾 Save   ⊘ Cancel

3. The next screen will show a summary of the information you have entered (which you can press 'Edit' if this is incorrect).

HEE Visa Information

There are currently **1 Visas**

CoS Number	C2G2U07296T
BRP Number	
Share Code	AYL EEY 23L
Visa Issue Date	Tuesday 21 December 2021
Visa Expiry Date	Wednesday 21 December 2022

☑ Edit ⬆ Upload Evidence

➢ 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**

4. 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.

HEE Visa Information

There are currently **1 Visas**

CoS Number	
BRP Number	RK0000000
Visa Issue Date	Friday 4 February 2022
Visa Expiry Date	Friday 5 February 2021

☑ Edit ⬆ Upload Evidence

➢ The National HEE Overseas Sponsorship Team will 'Approve' or 'Reject' the information. Should the team have any queries they will 'Reject' and add the reason for rejection on the Portal for you to update.

➢ Where the application is 'rejected' please make the relevant amends and the status will automatically change to 'rejected - resubmitted' alerting the Sponsorship Team to review the change you have made.