

United Kingdom

Online Application Form Sample for
Skilled Worker Category

(Main applicant and Dependent)

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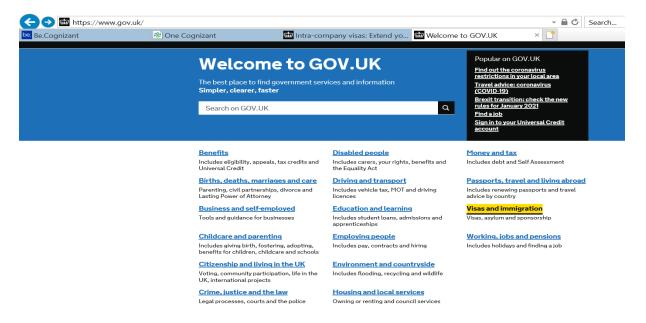


Instructions to fill up the application form – Main Applicant.

Step 1 - Finding the application form

Please Log on to www.gov.uk

Please scroll down to Visa and Immigration

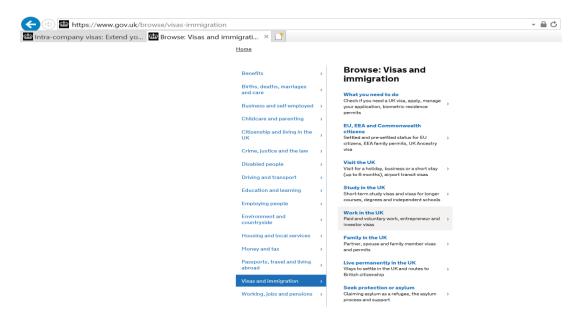


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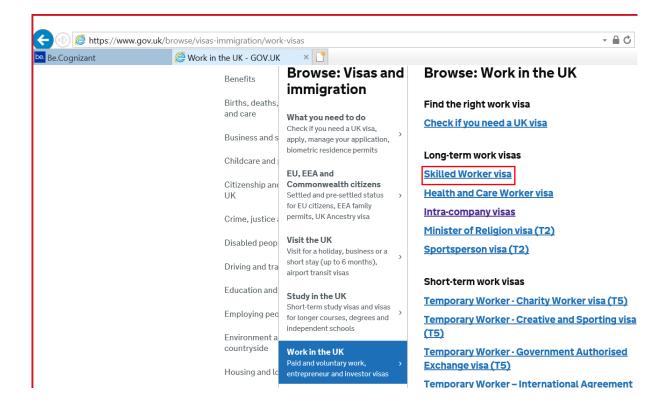
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Step 2 - Please select the link work in the UK



Step 3 - Please select the link - Skilled Worker visa



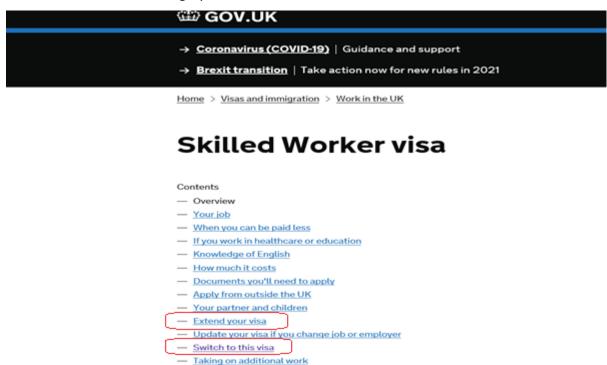
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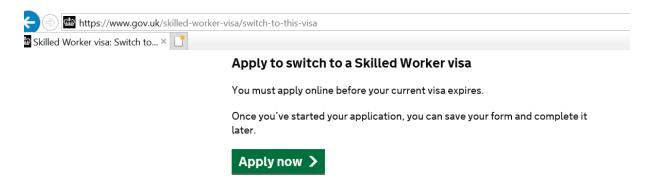
Step 4 - Please select the applicable option for your visa

Extend your visa – Applicable when your current visa permission is Tier 2 General/Skilled worker and need to extend further.

Switch to Visa – Applicable when your current visa permission is Tier 2 ICT/Dependant and need to switch to Skilled Worker category.



Step 5 - Please scroll down and click on 'Apply now'



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Step 6 - Please update the relevant option and click on continue

Are you intending to live in one of the Crown Dependencies of the United Kingdom?

The Crown Dependencies are Jersey, Guernsey and the Isle of Man

Yes

No

Continue

Step 7 - Please update the relevant option and click on continue

Do you have a current EU, EEA or Swiss passport?

passp	JI L:
The EEA incl	udes the EU countries and Iceland, Liechtenstein and Norway
Yes	No
Continue	

► Should I apply to the EU Settlement Scheme instead?

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Step 8 - Please update the relevant option and click on continue

Do you have a UK biometric residence permit (BRP)?

You will need your BRP to confirm your identity. If you have lost your BRP, select No.

Yes No

Continue

Step 9 - Please update the relevant option and click on continue

Are you 17 years old or younger?

Yes No

Step 10 - Please update the relevant option and if the option is **YES**, then you can follow 10 a) screenshot and if **NO** follow 10 b) screen shot.

Do you have any children applying with you?

A child is either of the following:

- your child under 18, including if they were born in the UK during your stay
- your child over 18 if they're currently in the UK as your dependant

Check the $\underline{\mathsf{guidance}}$ on who is classed as a dependant child

Yes No

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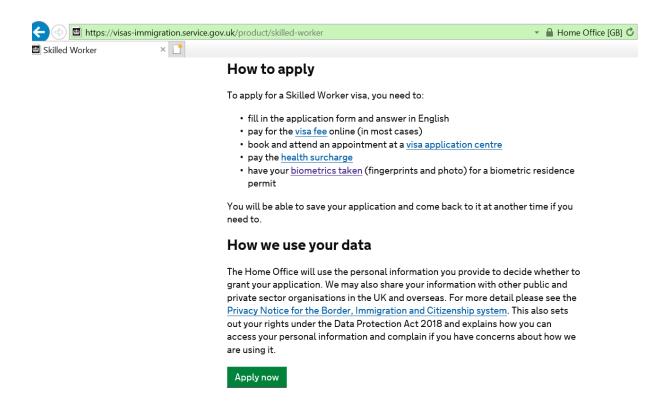
Continue

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Step 10 a - Please scroll down and click on 'Apply now' and follow step 11.



Step 10 b - Please update the relevant option and click on continue, to follow step 12.

Is your name on your biometric residence permit the same as on your current passport?



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Step 11 - Please click on Start a new application and follow Step 14 onwards.

Do you want to start a new application?



You already have another application open in your browser. You can only work on one application at a time.

If you start a new application, we will save and exit you from the other application you are working on.

Start a new application

Open my other application

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C3: Protected 8 of 34 **Step 12** - Please select **"I do not have a phone that can use the app"** option as highlighted below. This is due to the fact that our corporate card (AMEX) merchant is not recognized and approved by the new mobile app option and therefore we will have to continue to use the biometric method.

Check you can use the app

You can use the app on:

- an iPhone 7 or newer models
- an Android phone with near-field communication (NFC)

Check the phone's settings to see if it has NFC. The phone has NFC if you can use it to make contactless payments.

If you do not have a phone

Ask a friend or family member if you can use their phone. No information is stored on the app or phone after you close it.

You do not have to apply on the phone - you can do the rest of your application on your computer or another device.

We will send your decision letter by email – this can be your email or someone else's. You do not use your decision letter to prove your status.

Continue

I do not have a phone that can use the app

I am applying in the UK and I cannot receive my decision letter by email

Step 13 - Please click on continue and follow step 10 a and 11.

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If you do not have a phone or cannot receive your decision letter by email

You cannot use the app to prove your identity and you will have to apply a different way.

You will need to book an appointment to have your fingerprints and photo taken after you apply

If you are applying outside the UK

Your appointment will be at a visa application centre.

Check if there is a <u>visa application centre</u> near you. Visa application centres are not available in all countries. You may also need to pay for some services.

If you are applying in the UK

Your appointment will be at a <u>UK Visa and Citizenship Application Services</u> (UKVCAS) service point.

We will also send your decision letter by post.

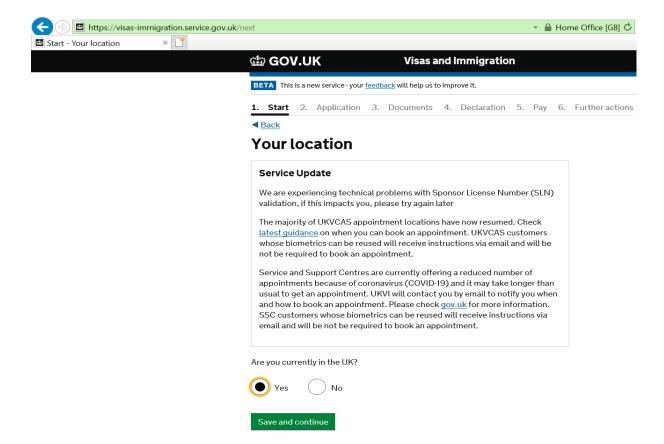
Continue

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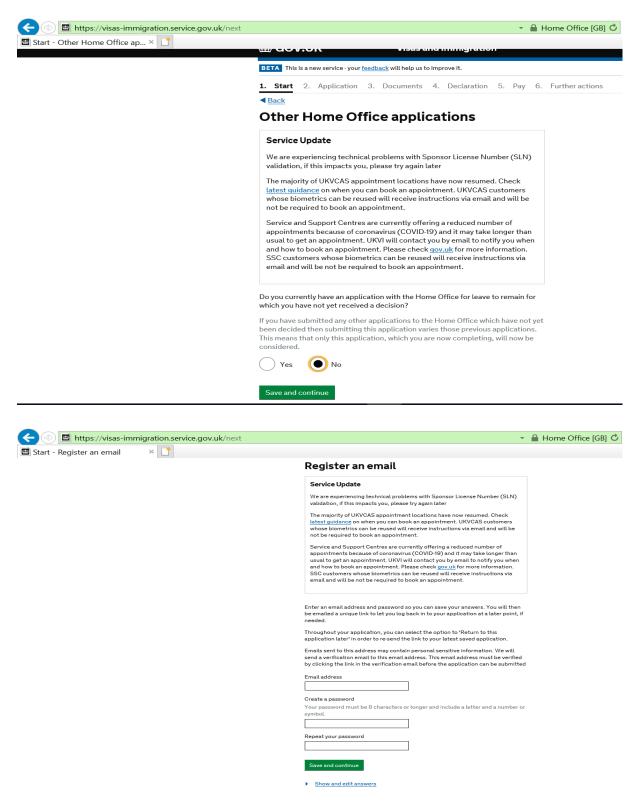


Step 14 - Registering your application form



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Please enter your personal cognizant email address – XXX@cognizant.com and please use the following passport Cog@123456

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You will now receive an email from noreply@visas-immigration.service.gov.uk with the link to your application form. Please forward this link with your password to lmmigration.uk&ireland@cognizant.com.

a) Please click on Save and Continue

A verification email has been sent

Service Update

We are experiencing technical problems with Sponsor License Number (SLN) validation, if this impacts you, please try again later

The majority of UKVCAS appointment locations have now resumed. Check <u>latest guidance</u> on when you can book an appointment. UKVCAS customers whose biometrics can be reused will receive instructions via email and will be not be required to book an appointment.

Service and Support Centres are currently offering a reduced number of appointments because of coronavirus (COVID-19) and it may take longer than usual to get an appointment. UKVI will contact you by email to notify you when and how to book an appointment. Please check gov.uk for more information. SSC customers whose biometrics can be reused will receive instructions via email and will be not be required to book an appointment.

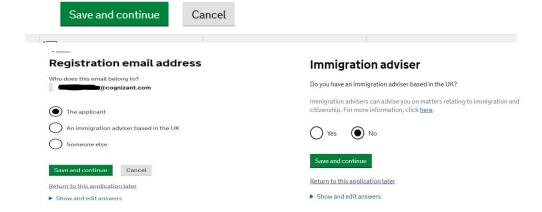
We have sent a verification email to:

@cognizant.com

This email address must be verified by clicking the link in the email before the application can be submitted.

Change email address

Resend verification email

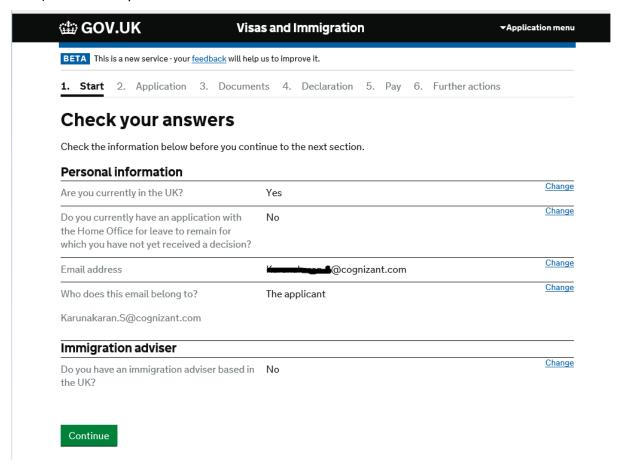


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b) Please verify the details and click on Continue



Step 15 - Completing your application form



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Please select No and click on Save and continue	Do you have a Certificate of Sponsorship (CoS) reference number? Yes No This application requires a valid Certificate of Sponsorship (CoS) number. If you do not provide one, your application is likely to be refused.
	Save and continue Cancel
Please enter all personal details as mentioned in your passport.	Enter your name, as shown in your current passport or travel document. Your given name is usually your first name. Your family name is the surname that is shared by your family. If you have middle names, include these with your given name. If you have as a suffix (e.g., Ir), include this with your given name. If you have a patronymic name include it with your given names. You must tell us all your given names. I cannot enter my name using a current passport or travel document Title Mr All given names Family name I do not have both a given name and a family name
If you have any other name you can update Yes, otherwise select No and click on Save and continue	In addition to the names already provided, are you now or have you ever been known by another name? You must provide all your names. For example, if you changed your name after marriage or have a different name that you use for professional purposes. Yes No
	Save and continue Return to this application later Show and edit answers

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Please select yes and click on	Tier 2 (Intra-Company Transfer): Long Term staff leave to remain Miss X Cognizant
Save and	Part complete
continue	X Cognizant's contact email
	Can we use this email address to contact you?
	@cognizant.com
	If possible, we will use this email as your correspondence address. We will use this to contact you about your application and may use it to contact you about your immigration status after your application has been decided. Emails may go to your spam, junk or trash folders.
	You must notify us immediately if your email changes. <u>Find out how to change your details here</u> .
	Yes
	Save and continue Cancel
	Return to this application later
	► Show and edit answers
Please enter	Provide your telephone number Only include numbers, and for international numbers include the country code. We
your personal telephone number and	may contact you by telephone if we have any further questions about your application, or about your immigration status after your application has been decided. This may be a home, work or mobile number.
Select For use whilst in the UK.	You must notify us immediately if the contact telephone number you provide as part of this application changes. Find out how to change your details here.
willist ill the ok.	+44
	I cannot be contacted by telephone
	Where do you use this telephone number?
	You can select more than one option
	For use whilst in the UK
	For use whilst out of the UK
	Save and continue
	Return to this application later
	▶ Show and edit answers

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You will asked to	Provide your postal address
input your postal address. Please update your UK	We may use this address to send sensitive personal information and important documents such as your biometric residence permit. If we can't contact you by email, we will use this postal address. We may use this address for correspondence about your application and may use you to contact you about your immigration status after your application has been decided.
home address and when	You must notify us immediately if your postal address changes. Find out how to update your details here
you moved into this address.	Enter a UK postcode Find UK address
	Enter address manually Is this where you live?
	Yes No
	When did you start living at this address? Enter the date format in MM/YYYY Month Year
	Save and continue Cancel
	Return to this application later
Please Select appropriate	About this property Select which option applies to your home:
option and click on Save and continue	I own it
	Other
	Save and continue Return to this application later

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Please	Your gender and relationship status
complete	What is your gender, as shown in your passport or travel document? Male
your	• Female
gender and	Unspecified
relationship	What is your relationship status? Single
status and	► I am unsure of my current relationship status
click save	Save and continue Cancel
and	Return to this application later Show and edit answers
continue.	

Please complete Your nationality, country and date of birth 'Your nationality, country and Country of nationality date of birth' as If you have previous or additional nationalities, you will be able to add these later in the application. per your India passport. Please ensure the data Country of birth you provide is India the data found on your Place of birth passport. Enter your place of birth (for example, the city or province), as shown on your passport or travel document. Date of birth Enter date in the format DD MM YYYY Month Year Day Save and continue Cancel Return to this application later ► Show and edit answers

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Please select Yes and Update the Your passport (India) details as per Do you have a valid passport? passport and Use your passport to complete this section. If you cannot supply your current and click on save and valid passport as part of your application, select No. continue. Passport number Issuing authority On your passport this could also be referred to as 'country of issue' or 'place of issue'. Issue date For example, 31 3 2020 Day Month Year Expiry date For example, 31 3 2020 Month Year Confirm you can provide this passport I can provide this passport if required **Please Select** appropriate Your identity card (India) option and click on Save and Do you have a valid national identity card? continue This includes identity cards, issued from non-UK governments. This does not include driving licences. If you have an internal passport, provide the details here. Save and continue Return to this application later

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If you have any Your other nationalities other nationalities Do you currently hold, or have you ever held, any other nationality or citizensh please list these You must provide all the nationalities that you currently hold or have ever held here, otherwise please Select no and Save and Continue. Save and continue Return to this application later Show and edit answers 'Do you Your current UK immigration status currently have a visa or leave to remain?' please Do you have a current UK visa, entry clearance or grant of leave? select yes and update the visa This is also known as 'permission to be in the UK' category as per your passport/ Νo BRP card. What UK visa, entry clearance or grant of leave do you have? This will usually be in your passport or on your biometric residence permit. Tier 2 ICT Long Term Save and continue Return to this application later

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Please enter details of your current visa or leave to remain. Please ensure this data is take from your most Recent Biometrics Residence Permit.	Your visa or leave to enter or remain What is the end date of your most recent visa, leave to enter or remain or other permission to be in the UK? Enter date in the format DD MM YYYY Day Month Year Save and continue Return to this application later
Please update the duration and click on Save and Continue	Time in the UK How long have you lived in the UK? Year(s) Month(s) Save and continue
	Return to this application later

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Please update appropriate	
details and Click on Save and	Ab and name final manage
	About your first parent
Continue	You must give details about both parents if you know them. If you only have some of your parents' details, you should fill in as much as you can.
	What if I do not have my parents' details?
	What is this person's relationship to you?
	Mother
	Father
	Stepmother
	Stepfather
	Title
	Given names
	Facility of the second of the
	Family name
	If they do not have both a given and family name, enter their name(s) in the Given names field.
	Date of birth
	Enter date in the format DD MM YYYY Day Month Year
	Country of Nationality
	Have they always had the same nationality?
	Yes
	○ No
	Don't know
	Save and continue
	Return to this application later
If you do not know any of your	-
parents details please click on	
the check box and update the	About your first parent
reason and then click on Save	Variable day and the second was been dear the second of th
and continue	You must give details about both parents if you know them. If you only have some of your parents' details, you should fill in as much as you can.
and continue	■ What if I do not have my parents' details?
	✓ I do not know any details about my parents
	Why do you not have your parents' details?
	500 characters remaining of 500 characters
	Save and continue Cancel
	Return to this application later

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Please enter your Biometrics Biometric residence permit (BRP) Residence Permit details. Do you have a biometric residence permit? This is a card with your name, nationality and picture. It describes your en to be in the UK. Yes, I have a biometric residence permit Enter your permit number No, I had a biometric residence permit for my most recent leave, bu not have it now No, I did not have a biometric residence permit for my most recent l Save and continue Return to this application later Show and edit answers Please enter your National Insurance number. If you do not National Insurance number have a permanent, National Do you have a National Insurance number? Insurance number please select Check what a <u>National Insurance number</u> is - it is on your National Insurance card, benefit letter, payslip or P60. 'No' and click on Save and continue Yes No The Department of Work and Pensions will use this information to check your The number will be on your biometric residence permit. What is your National Insurance number? For example, 'QQ 12 34 56 C'. How we will use your data Check the $\underline{\text{Department of Work and Pensions privacy policy}}$ to find out more about how your data will be used. Save and continue Cancel Return to this application later

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Please update Yes and enter Licence Number, if you do not have Driving Licence please select No and click on Save and **Driving licence** continue Do you have a UK driving licence? No Enter your licence number, if you know it Save and continue Return to this application later Please Select appropriate option World travel history and click on Save and continue Have you been to any other countries in the past 10 years? Do not include visits to the UK, USA, Canada, Australia, New Zealand, Switzerland or the European Economic Area. Which countries are part of the European Economic Area (EEA)? Austria • Greece Norway Belgium
 Bulgaria PolandPortugal Hungary Iceland • Croatia • Ireland Republic of Cyprus
 Czech Republic ItalyLatvia Slovakia Slovenia • Denmark · Liechtenstein · Spain • Estonia • Lithuania Sweden Finland LuxembourgMalta • France Netherlands Germany Cancel Return to this application later

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If the answer is 'Yes' for the	
above question – Please update	
your trip details	Details of your world travel history
your trip details	
	What was the reason for your visit?
	Tourism (including visiting family and friends)
	Work
	Study
	Transit (travelling through the country)
	Other - provide details
	Other - provide details
	When did you enter this country?
	Enter date in the format DD MM YYYY
	Day Month Year
	When did you leave this country? Enter date in the format DD MM YYYY
	Day Month Year
	Save and continue
Please select as applicable and	
click on Save and Continue.	
	N 12 14 1 12 11 1112
	Medical treatment in the UK
	Have you ever been given medical treatment in the UK?
	For example, if you visited a doctor, clinic or hospital, this counts as having medical treatment
	Yes No
	0,100
	Save and continue
	Return to this application later

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Please Select 'No' and click on	
Save and continue	
	Government or international scholarship agency sponsorship
	Have you been sponsored by a Government or international scholarship agency within the last 12 months?
	'Sponsorship' in this sense refers to financial support given to overseas students studying in the UK.
	Yes No
	Save and continue
	Return to this application later
Please Select 'No' and click on Save and continue	
	English Language Assessment
	If you are applying as a doctor, dentist, nurse or midwife, have you passed an English Language assessment accepted by the relevant regulated professional body as a requirement for registration?
	You can find this information on your Certificate of Sponsorship (CoS).
	Yes No
	Save and continue
	Return to this application later
Please Select 'No' and click on Save and continue	Previous evidence of English language ability
	Have you provided evidence of your English language ability in a previous application? You must have provided evidence that you either:
	 scored level B1, B2, C1 or C2 on an approved English language test which assessed your reading, writing, speaking and listening skills have a degree which was taught in English have an English GCSE, A level or Scottish National 4 or 5, Higher, or Advanced Higher qualification
	Yes No
	Save and continue

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Please Select 'No' and click on	
Save and continue	English qualification from a UK school
	Do you have an English language or literature qualification from a UK school?
	This must be from a school you attended when you were under 18. You will need to provide your exam certificate.
	You can use a GCSE, A level, National 4 or 5, Higher, or Advanced Higher qualification.
	Yes No
	Save and continue Cancel
	Return to this application later
Please Select 'Yes' and update the Country and click on Save and continue	Degree taught in English
	Do you have a degree equivalent to a UK Bachelor's degree which was taught in English?
	If you have a research degree, your research must have been done in English.
	Yes No
	Country your degree was taught in India
	Save and continue
	Return to this application later
Please Select appropriate option and click on Save and continue	What will you use to prove your degree taught in English?
	If you are unable to prove your degree taught in English, it is unlikely to count towards meeting the English language requirement
	Degree certificate
	Official transcript or letter
	I am not able to provide this
	Save and continue
	Return to this application later

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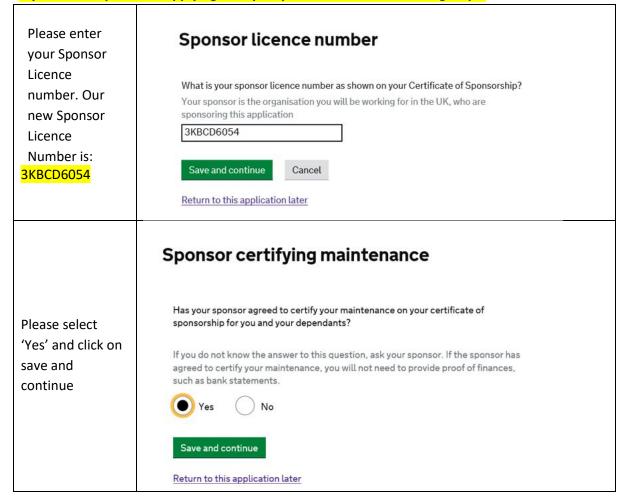
Please Select appropriate option and click on Save and continue	Caruma learner, Signande de la cademic PhD
	Do you have an academic PhD?
	This includes any PhD based on study or research at a university.
	If your PhD is relevant to your job in the UK, we will consider it as part of your application.
	Yes No
	Save and continue
	Return to this application later
Please complete these sections as truthfully as you can. If you select yes for either of these sections, please send an email to immigration.UK&Ireland@cognizant.com Notifying the team of this.	 'Immigration History' 'Breach of UK immigration law' 'Public Funds' 'Convictions and other penalties' 'War Crimes' 'Terrorist activities, organizations and views' 'Extremist organizations and views' 'Person of good character' 'Your employment history'

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If you are a single applicant please don't fill any further details as we the Global Mobility team shall review your form and update the COS and proceed with the next steps accordingly.

If you have dependants applying with you, please follow the following steps:



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Please update the details as per your previous Your planned employment in the UK Certificate of Sponsorship (COS) This should be uploaded on What is the title of the job you are coming to the UK to do? This must be work you are doing for your sponsor organisation your VRA. How much will you be paid in GBP per year to do this job? Enter the amount before tax is taken off, including any allowances or bonuses. Enter '0' if you do not receive a salary Save and continue Return to this application later Please select 'No' and click on save and continue Health and Care visa Has your sponsor or employer confirmed you are eligible for the Health and Care If you are not sure if you are eligible, look at the eligibility requirements and check with your sponsor or employer. If you provide incorrect information, your application may be rejected and you will need to re-apply. Save and continue Return to this application later

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Please select 'No' and	
click on save and	
continue	
	Applying as a midwife or nurse
	7,7
	Are you applying as a midwife or nurse?
	Yes No
	Save and continue
	Return to this application later
Please refer your COS and	
update appropriately.	
update appropriately.	
	Shortage occupation list
Is the job on the current shortage occupation list?:	Shortage occupation list
Tick to confirm that the post is at the appropriate skill level as set of the sponsor guidance:	
Tick to certify maintenance for migrant (and dependants, if applicable	Is your job with Cognizant Worldwide Limited on the shortage occupation list?
	Yes No
	THE COLUMN TWO IS NOT
	What is the shortage occupation list?
	Save and continue
	Return to this application later

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Please select '3 years or less' when asked 'what is the length of your Certificate of Certificate of Sponsorship length Sponsorship?' What is the length of your Certificate of Sponsorship (CoS)? Ask your sponsor if you are unsure. 3 years or less more than 3 years Save and continue Return to this application later Please select 'No' and click on save and Academic Technology Approval Scheme continue (ATAS) If you are working in research in certain sensitive subjects, knowledge of which could be used in programmes to develop weapons of mass destruction or their means of delivery, you will need to apply for an ATAS certificate before you can work in the UK. You can find out if you need an ATAS certificate here. Do you need to obtain permission from the ATAS? Save and continue Cancel

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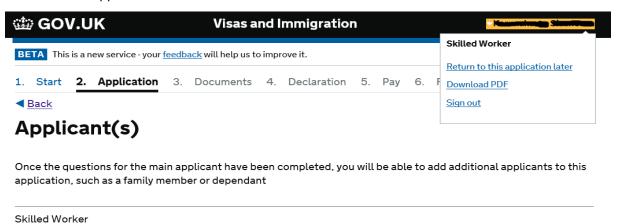
Please review your Applicant(s) details and once you are happy with this Once the questions for the main applicant have been completed, you will be able to add additional applicants to this please select continue application, such as a family member or dependant and you will be redirected to the main Skilled Worker page where you will now be able to add Completed your dependents. Edit responses about this applicant Additional applicant To add another applicant, select their relationship to you. I would like to add a: Add this applicant

Once you have selected Add this applicant, please follow the same steps and complete the section with their personal details. Please ensure you have their passport and BRP card at hand to complete this.

Continue

Step 4: Finalising your application form

Once you have completed the form for you and your dependants, please download the PDF and save on desktop - Click on your name in the right hand corner and select return to this application later to download the Application Link.



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For Associate action - Do not submit the application form but do the following

Step 1: Copy the link and paste it in a word document along with the password as given below in the example.

Example: Link -https://visas-

immigration.service.gov.uk/loginToVerify/727ae047-3e0a-440e-8b3d-1a698a11c106?kev=074dd174-4908-48c4-8d93-9beb7a0e6d

Password: Cog@123456 (Associate ID)

Application saved

Use the link below to return to your application.

https://visas-immigration.service.gov.uk/resume/727ae047-3e0a-440e-8b3d-1a698a11c106

Email this link

Return to your application

@cognizant.com

You must return to your application within 10 weeks, or it will be deleted to protect your privacy.

Download your part-completed application (PDF)

Step 2: Upload the word doc in VRA containing the active link for the team to proceed with your application submission to Home Office, any discrepancies in online application form will further delay your application process.

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