

Visa Reimbursement Scheme Application Form

Please complete this form and return it by email along with the accompanying receipts to:

- New employees to the University: hr-recruitment-admin@bath.ac.uk (HR Recruitment Administrator)
- For existing employees applying to extend or switch visa types (including Indefinite Leave to Remain applications): hr-visas@bath.ac.uk (The Staff Immigration Team)

If you require this document in an alternative format, please contact hr-visas@bath.ac.uk.

Please refer to the University's Data Protection Statement for more information on how we use your data.

Employee Name	
Payroll Number Where do I find my Payroll Number?	
PersonID (Internally known as RES NO) Where do I find my PersonID?	
Job Title	
Department	
Start Date at University	
Contract Type	

Employee Declaration	
<ol style="list-style-type: none"> 1. I accept the terms and conditions of the visa reimbursement as detailed in the Visa Reimbursement Scheme and confirm that I meet the eligibility requirements. 2. I confirm that the information that I have provided is accurate and that I must submit copies of all my receipts in support of my application. 3. I understand that, as the reimbursement of visa fees is classed as earnings by HMRC, the University must deduct tax and National Insurance contributions, where appropriate. I may therefore receive less back from the University than I have paid to the Home Office. 4. I understand that the University may need to disclose information in relation to my visa reimbursement claim to HMRC. 5. I understand and agree that if I resign or am dismissed from my employment contract at the University within three years of my visa reimbursement claim that I will be required to repay the reimbursement on a pro rata basis. The outstanding balance will be deducted from my final monthly salary and if this is insufficient by direct payment before the last date of my employment at the University. 6. I understand that the University reserves the right to refuse a visa reimbursement to an individual at its discretion. 	
Signature	

Date	
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UK Tax Assessment

Please answer the following questions to help us determine whether your expenses can be reimbursed to you free of tax and National Insurance contributions.

Please note that the tax year runs from 6 April to 5 April.

If you do not provide the following information, the University will deduct UK tax and National Insurance contributions from the total sum claimed and you will need to contact HMRC to recover any tax you should not have paid.

Please note that tax and NI contributions will be applied to all claims arising from an application for ILR, and any claim related to an extension application

1. Did you submit your visa application from inside or outside of the UK?	
2. Which application type applies to you (please select from the options provided)	
3. If you have switched into your new visa category, which visa type did you hold before the switch to your current visa (please select from the options provided?)	
4. If you've selected 'other' above, please detail the visa type you switched from	
5. Have you ever been reimbursed the cost of any visa, endorsement or IHS fees previously?	
6. If you answered 'yes' to the question above, who reimbursed these to you (please select from the options provided)	

Visa Expense Details

Type of expense	Please select expense type	Total Cost*
Global Talent Visa – Endorsement Fee	<input type="checkbox"/>	£
Global Talent Visa – Application Fee	<input type="checkbox"/>	£
Skilled Worker Visa – Application Fee	<input type="checkbox"/>	£
Immigration Health Surcharge	<input type="checkbox"/>	£
Indefinite Leave to Remain (ILR) – Application Fee	<input type="checkbox"/>	£

*Please note only standard Home Office fees are eligible for reimbursement.

University Loans

Do you have an outstanding Interest-Free Loan for Home Office Application Fees from the University of Bath?	If yes, please provide details below:
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Additional Information

Employees can access their own payroll number through [Employee Self Service \(ESS\)](#). It can be found either on a payslip, or in 'my profile'.

How do I find the payroll number on my payslip?

- To find your previous payslips, log into ESS and click on the 'my pay' option in the menu on the left-hand side of the screen.
- From this page you can view or download your payslips.
- On your payslip your payroll number is referred to as 'Reference No'. You will find this near the top of the payslip under your name.

How do I find my payroll number in 'my profile'?

- Log into ESS and click on the button called 'view profile'. You can find this in the top left hand corner.
- At the top of the screen, it will say 'my profile'. Below this you will see two options 'personal' and 'employment'.
- Click on 'employment'. Your employment history at the University will appear.
- Click on your current position. Your payroll number can be found in the box titled 'payroll reference'.

How do I find my RES NO number for any HR forms?

1. Go to [Person Finder](#)
2. Enter your name and click search
3. Under 'Personal Information', on the right-hand side of the table, you will see 'PersonId'

Human Resources Use			
Product	P-RQC-00	Account	4283
Cost code to be charged	CA-PE3VIS (Default)	Total authorised for payment	
Cost code of research grant (if applicable)			
Authorising signature		Date	