

## Visa Reimbursement Scheme Application Form

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

- [HR Recruitment Co-ordinator](#) for new visa applications
- Staff Immigration Team ([hr-visas@bath.ac.uk](mailto:hr-visas@bath.ac.uk)) for visa extensions and Indefinite Leave to Remain applications

If you require this document in an alternative format, please contact [hr-visas@bath.ac.uk](mailto:hr-visas@bath.ac.uk).

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

<b>Employee Name</b>	
<b>Payroll Number</b> <a href="#">Where do I find my Payroll Number?</a>	
<b>PersonID (Internally known as RES NO)</b> <a href="#">Where do I find my PersonID?</a>	
<b>Job Title</b>	
<b>Department</b>	
<b>Start Date at University</b>	
<b>Contract Type and Duration</b>	

Employee Declaration	
<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>4. I understand that the University may need to disclose information in relation to my visa reimbursement claim to HMRC.</li> <li>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.</li> <li>6. I understand that the University reserves the right to refuse a visa reimbursement to an individual at its discretion.</li> </ol>	
<b>Signature</b>	
<b>Date</b>	

Visa Expense Details		
Type of Expense	Visa Length (if applicable)	Total Cost*
New Skilled Worker / Global Talent Visa application		£
Immigration Health Surcharge fee for new visa application		£
Skilled Worker Visa / Global Talent Visa extension application		£
Immigration Health Surcharge fee for visa extension application		£
Indefinite Leave to Remain (ILR) application	N/A	£
*Please note only <a href="#">standard Home Office fees</a> are eligible for reimbursement.		

UK Tax Assessment	
<p>In order for the expenses to be reimbursed free of tax and National Insurance contributions, you must:</p> <ul style="list-style-type: none"> <li>a. Incur the expense within five years of the date that you first arrived in the UK to work*; and</li> <li>b. Not have been: <ul style="list-style-type: none"> <li>• Present in the UK for any purpose in the two-year period prior to this arrival date*; or</li> <li>• Resident in the UK for tax purposes (e.g. been in paid employment) in either of the two UK tax years prior to your arrival date*.</li> </ul> </li> </ul> <p>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.</p> <p>*For visa extension applications, this is the start date of the new visa.</p>	
1. Date you first arrived in the UK to work	
2. Were you present in the UK for any purpose in the two year period prior to the date you first came to the UK to work (e.g. vacation, conference etc)	Yes/No
3. Were you resident in the UK for tax purposes (i.e. worked in the UK) in either of the two tax years prior to the date you first came to the UK to work	Yes/No
<p>*Please note: you would be considered a resident if you were in the UK for 183 days or more in the relevant tax year.</p>	
<p>If you answered 'yes' to Question 3, please complete the next section below. If you answered 'no', please proceed to the next section.</p>	

Relevant tax year		Dates resident in the UK in the relevant tax year	
From 6 April:	To 5 April:	From:	To:
From 6 April:	To 5 April:	From:	To:
If charging the cost of the visa reimbursement to a research grant, please provide the relevant cost code			

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:

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	

Payroll Use			
Authorising signature		Date	

### Additional Information

Employees are able to 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'.