

Important – read before completing the visa extension application form

Survey link

<https://forms.office.com/e/dGgLzWDW5W>

Who should complete this form

Complete this form only if you are a current NHS Greater Glasgow and Clyde (NHSGGC) employee recruited through a dedicated international recruitment campaign and require a Certificate of Sponsorship (CoS).

Employees recruited by other methods must request a visa extension by emailing ggc.sponsorship@nhs.scot.

What this form is for

The information you provide will be used to:

- assess your eligibility for sponsorship, and
- generate a Certificate of Sponsorship on the UKVI Sponsorship Management System (SMS).

You are responsible for ensuring all details exactly match your official immigration records. Any mismatch will result in delay.

⚠ Accuracy is your responsibility ⚠

You must enter your details exactly as they appear on your official documents, including:

- passport
- current visa / BRP / eVisa
- Home Office records

This includes names, spelling, dates, and document numbers.

If you enter incorrect, inconsistent, or informal information (for example: nicknames, shortened names, incorrect dates, or guessed details), your application will be delayed.

Any errors will only be corrected when capacity allows, and will not be prioritised. NHSGGC will not be responsible for delays caused by incorrect or incomplete information provided by you.

Processing and prioritisation

All requests are triaged and processed in line with organisational priorities and sponsorship capacity.

- Submitting this form does not guarantee immediate action.
- CoS requests are not processed in the order received.
- Urgent or repeated follow-up emails will not accelerate your request.
- You will be contacted only if further information is required or once your CoS has been issued.

Do not chase

Please do not:

- email for progress updates
- submit duplicate forms
- ask for individual timelines

These actions delay processing for everyone, including you.

If your information is correct and complete, your request will remain in the system and will be progressed when it reaches the appropriate stage.

Before you submit

By submitting this form, you confirm that:

- the information provided is accurate and complete
- it matches your official immigration records
- you understand that errors or omissions will cause delays
- you accept that processing is triaged and capacity-led

If you are unsure about any detail, check your official documents before submitting.

The information collected through this form is used only to allow NHS Greater Glasgow and Clyde to generate a Certificate of Sponsorship (CoS) on the UKVI Sponsorship Management System (SMS).

Receiving a CoS does not constitute a visa application.

Once a CoS has been issued, you are solely responsible for:

- submitting your own visa application via the Home Office website, and
- ensuring your application is completed accurately and submitted on time.

Visa application costs

There are no reimbursement arrangements for this process.

You are fully responsible for all costs associated with your visa application, including (but not limited to):

- visa application fees
- Immigration Health Surcharge
- any associated administrative or legal costs

NHSGGC will not reimburse or cover any expenses incurred as part of your visa application.