



New Starter Checklist – Skilled Worker visa

Prior to Arrival	To Consider	Point of Contact
<input type="checkbox"/> Receive Offer Pack	<ul style="list-style-type: none"> • Offer Letter • Acceptance of Post form • Appendix • Terms & Conditions 	HR Hub Adviser (please refer to your Offer Pack email or Offer Letter)
<input type="checkbox"/> Return completed <i>Acceptance of Post</i> form and photo for staff card	Form can be found in your offer pack.	HR Hub Adviser (please refer to your Offer Pack email or Offer Letter)
<input type="checkbox"/> Return <i>Medical Questionnaire</i> , if applicable	If required, this will be mentioned in your offer letter and found in the <i>Appendix</i> of your offer pack.	Occupational Health (occhealth@qub.ac.uk)
<input type="checkbox"/> Review Skilled Worker visa guidance	Ensure you are able to prove your knowledge of English and have tuberculosis test results and ATAS certificate , if applicable.	International Staff Support (internationalstaff@qub.ac.uk)
<input type="checkbox"/> Receive <i>research statement</i> and submit ATAS application , if applicable	ATAS applies to all international researchers (apart from exempt nationalities) who are intending to research at postgraduate level in certain sensitive subjects. Where ATAS applies, International Staff Support will reach out to the School to obtain a research statement. Use the instructions in the research statement when submitting the application.	International Staff Support (internationalstaff@qub.ac.uk)
<input type="checkbox"/> Agree start date	Discuss the start date with your Line Manager and advise the Hub of the agreed date. Bear in mind the ATAS/visa processing times, in addition to any additional time required to relocate.	HR Hub Adviser (please refer to your Offer Pack email or Offer Letter)
<input type="checkbox"/> Receive and return completed <i>CoS Form</i>	If ATAS is not required, we will aim to return the assigned CoS within 5 working days.	International Staff Support (internationalstaff@qub.ac.uk)
<input type="checkbox"/> Apply for staff accommodation	If Queen's accommodation is not available to suit your requirements or arrival date, staff may help you find accommodation in the private sector in the University area.	Staff Accommodation (https://hoswebvm.ads.qub.ac.uk/KxStaff/)
<input type="checkbox"/> Review guidelines for relocation expenses , if applicable	Your offer letter will indicate if you are eligible for relocation expenses.	Finance Directorate (relocation@qub.ac.uk)
<input type="checkbox"/> Arrange childcare/schooling, if applicable	The University operates a quality childcare service . You can also choose to use other crèche facilities .	Childcare: Queen's crèche Schools: The Education Authority
<input type="checkbox"/> Request an international staff buddy	The aim of the international staff buddy scheme is to provide a friendly welcome for new international staff by pairing them with a colleague who has made the same transition.	iRise (irise@qub.ac.uk)
<input type="checkbox"/> Receive and forward ATAS decision, if applicable	We will aim to return the assigned CoS within 5 working days.	International Staff Support (internationalstaff@qub.ac.uk)
<input type="checkbox"/> Receive assigned Certificate of Sponsorship (CoS)	Let us know if any details on the CoS need to be amended ahead of your visa application, including changes to your start date.	International Staff Support (internationalstaff@qub.ac.uk)
<input type="checkbox"/> Complete and submit Skilled Worker visa application	Ensure you have included all required documentation.	International Staff Support (internationalstaff@qub.ac.uk)

<input type="checkbox"/> Receive Skilled Worker visa decision	Please contact International Staff Support if you are experiencing any delays outside the UKVI customer service standards or any issues with your application.	UK Visas and Immigration
<input type="checkbox"/> Get access to your eVisa	To get access to your eVisa you need to create a UKVI account. If you used the 'UK Immigration: ID Check' app when applying for your visa, you will automatically be given access to your eVisa upon receipt of your decision. Ensure all details on your eVisa are correct.	UK Visas and Immigration Report an error with your eVisa
<input type="checkbox"/> Schedule Right to Work (RTW) check	Once you have accessed your eVisa, ensure that you provide the International Staff Support team with a share code to prove RTW and your date of birth.	International Staff Support (internationalstaff@qub.ac.uk)
<input type="checkbox"/> Attend RTW check	International Staff Support will liaise with your HR Hub Adviser following the completed check. Your HR Hub Adviser will then be able to prepare your confirmation of start date letter.	International Staff Support (internationalstaff@qub.ac.uk)
<input type="checkbox"/> Book travel to Belfast	Please do not make any non-refundable travel arrangements until you have received your visa. As there is no physical border between the Republic of Ireland (ROI) and Northern Ireland you will not pass through UK immigration control if arriving to Belfast through Dublin. As such, your passport will not be endorsed with a UK entry stamp. This may affect your ability to evidence your date of entry to the UK. Note that the ROI also has separate visa requirements .	Chosen carrier
<input type="checkbox"/> Communicate any changes in start date, if applicable	You must advise immediately if you are unable to take up post on the date indicated on your CoS, e.g. if your flights are delayed or you have to move your start date for any other reason indicated on your CoS.	International Staff Support (internationalstaff@qub.ac.uk) HR Hub Adviser (please refer to your Offer Pack email or Offer Letter) Line Manager / PI
<input type="checkbox"/> Research how to get to accommodation	Translink operate coach, bus and train services connecting cities, towns and villages throughout Northern Ireland and some cross border routes. Value Cabs is the approved taxi provider of the University. Other taxi providers are available.	Translink Value Cabs
On Arrival		
<input type="checkbox"/> Check in to accommodation	Confirm your postal address with your HR Hub Adviser .	Chosen accommodation provider
<input type="checkbox"/> Open a UK bank account	You can request a letter confirming your employment from International Staff Support. We will need to know your preferred bank and your NI address.	Make an appointment with your preferred bank (The bank can advise which documents you will need to bring)
<input type="checkbox"/> Register with a doctor	Your practice (or "surgery") will assign a doctor, known as a General Practitioner (GP), who will oversee your routine medical care.	Register with your nearest health centre or the University Health Centre at Queen's
First day(s) of Employment		
<input type="checkbox"/> Collect staff card and computer logon	Staff cards should be available to collect on your first day. Your staff card will allow standard building access. If needed, additional access may be granted by your department's Building Liaison Officer (BLO). Logon credentials will be sent to your personal email address prior to your start date.	People & Culture Reception or HR Hub Adviser (hrhub@qub.ac.uk) BLO Department

<input type="checkbox"/> Submit completed <i>New Staff Appointment Details</i> form	Found in the <i>Appendix</i> of your offer pack.	Salaries (salaries.office@qub.ac.uk)
<input type="checkbox"/> Pension queries	New employees are automatically enrolled into the relevant pension scheme.	Pensions Help Desk (pensionshelpdesk@qub.ac.uk)
<input type="checkbox"/> Local induction	Liaise with your Department so that they may make arrangements ahead of your arrival.	Line Manager / PI (New Staff Welcome, Getting Started with IT)
<input type="checkbox"/> Complete mandatory training courses	Available on the first page of Queen's online (QOL).	QOL (http://www.qub.ac.uk/qol/)
<input type="checkbox"/> Submit claims for relocation expenses, if applicable	Your offer letter will indicate if you are eligible for relocation expenses.	Finance Directorate (relocation@qub.ac.uk)
First month(s) of Employment	To Consider	Point of Contact
<input type="checkbox"/> Attend <i>New Staff Welcome</i>	Learning and Development will contact you directly with an invitation to the most appropriate event for your role and to confirm the date.	Learning and Development People & Culture
<input type="checkbox"/> Probation meeting	Targets/activities/standards must be communicated to you. Academic staff will be assigned a Personal Development Review (PDR) Reviewer by the Head of School (HoS) and must meet the probationer within three months of appointment.	PDR Reviewer / PI
<input type="checkbox"/> End of probation meeting, if non-Academic staff	6 months. If performance is satisfactory, the Line Manager will recommend that you are confirmed in post.	Line Manager / PI
<input type="checkbox"/> PDR meeting	To set objectives and discuss personal development for the year ahead.	PDR Reviewer / PI
Throughout Employment	To Consider	Point of Contact
<input type="checkbox"/> Report changes in circumstances	Update changes in personal information, contact details and emergency contacts through the Employee Self-Service as soon as practicably possible. You must advise People & Culture immediately of any changes to the circumstances listed on your CoS.	Employee Self-Service International Staff Support (internationalstaff@qub.ac.uk)
<input type="checkbox"/> Absence reporting	Confirm procedures for requesting leave with your Line Manager. If you are absent for more than 10 consecutive working days without permission or accumulate more than 4 weeks unpaid leave in any calendar year the University must in certain circumstances stop sponsoring your visa.	Line Manager / PI HR Business Partner (HRBP) International Staff Support (internationalstaff@qub.ac.uk)
<input type="checkbox"/> Regular probation meetings, if Academic staff	Up to 3 years. PDR Reviewer shall meet regularly with Probationer. If performance is satisfactory, the School Probation Committee chaired by the HOS will consider an application to be confirmed in post.	PDR Reviewer HoS Nichola Donnelly People & Culture (n.donnelly@qub.ac.uk , ext. 3176)
<input type="checkbox"/> General HR queries, such as T&Cs, pay, policies or diversity and inclusion	Your first port of call should be the HR Hub.	HR Hub (hrhub@qub.ac.uk , ext. 3000)
<input type="checkbox"/> Join iRise	iRise is Queen's BAME & international staff network. The purpose of iRise is to provide a forum for networking and peer support for BAME & international staff.	iRise (irise@qub.ac.uk)
<input type="checkbox"/> Volunteer to become an international staff buddy	It is expected that new international staff and their buddies will keep in contact as long as they feel it's appropriate and it is up to you to decide the form of contact which suits you best	iRise (irise@qub.ac.uk)

	(e.g. email, face-to-face meetings, etc.).	
<input type="checkbox"/> Maintain UKVI account	Make sure that you link all current travel documents to your eVisa and keep any changes to your personal details updated in your UKVI account.	UK Visas and Immigration Report an error with your eVisa
<input type="checkbox"/> Contract extension	At least 3 months before the end of your current contract, you should arrange to meet with your Line Manager to discuss your intentions and the options available to you.	Line Manager / PI HRBP
<input type="checkbox"/> Visa extension	International Staff Support can issue a new CoS once your reappointment letter has been processed. If required to obtain one, UKVI will need to see a new ATAS certificate as part of your visa application.	International Staff Support (internationalstaff@qub.ac.uk)
<input type="checkbox"/> Indefinite Leave to Remain (ILR)	If you will be applying for ILR , note that you cannot be absent from the UK for more than 180 days in any rolling 12 month period. International Staff Support can provide you with a letter confirming your employment in line with ILR requirements when eligible.	International Staff Support (internationalstaff@qub.ac.uk)
<input type="checkbox"/> Report changes to immigration status	Ensure you present any document or share code that updates your immigration status in the UK to People & Culture, including where you have switched to another visa category before your current visa expires.	International Staff Support (internationalstaff@qub.ac.uk)