

Points Based System (PBS)

Sponsored worker responsibility of recordkeeping (UK Borders Agency)

The University is a licensed sponsor and has a responsibility to ensure that the guidance as stipulated in relation to the UK Borders Agency is followed.

In relation to recordkeeping the UK Borders Agency insist that all contact details are kept up to date and available upon request to their officials.

In order to assist the University comply with this requirement can you please ensure

- Any changes to your contact details, including, residential United Kingdom Address, Telephone Number, Mobile Telephone are notified to the Human Resources Department. Any changes should be submitted using the Personal Details Change form which is available on the HR Intranet.

<http://www.keele.ac.uk/media/keeleuniversity/hr/Change%20in%20personal%20details%20form.doc>

- If you are required to complete an annual documentation check then can you please ensure that you bring a copy of all documentation which indicates your right to work in the UK and also information of your current contact details including residential United Kingdom Address, Telephone Number, Mobile Telephone.

If you have any queries in relation to this requirement please contact the Human Resources Department.

If you require any further information in relation to this requirement please click on the UKBA link below.

<http://www.ukba.homeoffice.gov.uk/business-sponsors/points/sponsoringmigrants/sponsorship-duties/recordkeeping/>