

# Certificate of Sponsorship: Essential Requirement for UK Work Visa Applications

A **certificate of sponsorship** is a mandatory requirement for most UK work visa categories under the points-based immigration system. It is not a physical document but an electronic record issued by a UK-licensed sponsor confirming that a job offer has been made to a migrant worker. Without this reference number, a work visa application cannot proceed. Employers must hold a valid sponsor licence to assign this certificate to eligible candidates. Visa Simple assists both employers and employees in understanding the compliance obligations linked to a certificate of sponsorship, ensuring that applications meet Home Office standards from the outset.



## What Is a Certificate of Sponsorship?

### Purpose and Function

The [certificate of sponsorship](#) confirms that a UK employer is sponsoring a foreign national for a specific job role that meets the required skill and salary thresholds. It contains important information such as the applicant's personal details, job description, salary, start date, and sponsor licence number.

Visa Simple provides advisory services to ensure that sponsors assign the correct type of certificate and that job roles align with the appropriate occupation codes. Accuracy at this stage is essential, as incorrect information may result in visa refusal.

## Types of Certificate of Sponsorship

There are two primary types of **certificate of sponsorship**: Defined and Undefined. A Defined certificate is generally required for applicants applying from outside the UK under the Skilled Worker route. An Undefined certificate is typically assigned to applicants switching visa categories within the UK or applying under certain other work routes.

Visa Simple supports employers by advising on which type is required based on the worker's location and visa category. Correct classification avoids unnecessary processing delays.

## Employer Responsibilities

### Sponsor Licence Requirement

Only UK employers holding a valid sponsor licence can issue a **certificate of sponsorship**. To obtain a licence, employers must demonstrate genuine business operations and compliance systems that meet Home Office expectations.

Visa Simple assists companies with sponsor licence applications, helping them prepare documentation that proves trading presence, HR systems, and compliance capability. Proper preparation reduces the risk of refusal or compliance concerns.

### Compliance and Record-Keeping

After assigning a **certificate of sponsorship**, employers must fulfil ongoing duties, including maintaining accurate employee records and reporting changes in employment circumstances. Failure to meet sponsor duties may lead to licence suspension or revocation.

Visa Simple advises sponsors on maintaining compliant HR practices and internal monitoring systems. This ensures that both the employer and sponsored worker remain protected under immigration regulations.

## Employee Considerations

### Linking the Certificate to a Visa Application

Once a **certificate of sponsorship** is assigned, the applicant receives a unique reference number. This number must be included in the online visa application form. The certificate

remains valid for a limited period, and the visa application must be submitted within that timeframe.

Visa Simple works closely with applicants to verify that all details on the certificate match the visa application and supporting documents. Consistency is critical for approval.

## Meeting Salary and Skill Requirements

The job role specified in the [certificate of sponsorship](#) must meet the minimum salary threshold and skill level required under immigration rules. If the salary does not meet the required level, the visa application may be refused.

Visa Simple reviews employment contracts and salary details to confirm compliance before submission, ensuring that all requirements are satisfied.

## Conclusion

The **certificate of sponsorship** plays a central role in the UK work visa system. It confirms a genuine job offer from a licensed employer and forms the foundation of a successful visa application. Accuracy, compliance, and proper record-keeping are essential at every stage of the process.

With structured guidance from Visa Simple, employers and applicants receive professional support in licence applications, certificate assignment, and visa submission. Ensuring that the certificate of sponsorship is issued correctly and aligns with Home Office requirements significantly improves the likelihood of approval.

Phone Number +44 (0) 203 640 6663

Email: [contact@visasimple.com](mailto:contact@visasimple.com)

Web: <https://www.visasimple.com/>