

Government Authorised Exchange Visitor Responsibilities

The University has sponsored your Government Authorised Exchange (Temporary Work) visa to provide you the right to visit the UK. To retain your visa to allow you to continue to be in the UK at the University, you are responsible for keeping your personal information up-to-date and reporting absences to us. Legislation requires the University to report any changes to your circumstances to UK Visa and Immigration (UKVI) **within 10 working days of the change**, failure to do so will result in your visa being withdrawn and the University terminating your visitor status and work.

Your responsibilities are:

Keeping your contact details up to date on your HR record

You must keep your personal details up-to-date during your visit using, [MyView](#). Update your details promptly when any change occurs:

- Address
- Telephone number
- Personal email address
- All other contact details

Reporting changes in your circumstances

You must inform your line manager and HR (via [ServiceNow](#)) of any changes to your personal circumstances, as soon as you know of the change, including:

- Change of funding (such as amount, duration and the provider)
- Any **amendment to visa status**
- Change of name
- Change to your core **duties** and/or role
- Change of **work location** (UK or overseas) whether short term or long term and including hybrid working
- Anything that suggests a breach in the conditions of your visa

Academic Technology Approval Scheme

If an [ATAS certificate](#) is required for your visa, you **must** notify HR if any of the following change, as you will be required to obtain a new ATAS certificate:

- The content of your research project or scope of research changes.
- Your job title changes.
- Your financial sponsor or conditions of financial sponsorship changes at any time during your research project.

Reporting Absences

All absences need to be approved by your line manager and reported to HR via [ServiceNow](#). A record of your absences will then be stored on your HR record.

If you are unable to fulfil your visitor duties at any time, you must contact your line manager who then needs to inform HR immediately with reasons for the non-attendance. It is important to let your line manager know immediately, as the University is required by law to inform the UKVI of any periods of absence. This could impact your permission to remain in the UK.

Keeping your UKVI account up to date

If you have a UKVI account to access your eVisa, you must ensure that you keep all your personal details up to date. Please review [Update your UK Visas and Immigration account details: Overview - GOV.UK](#) for details.

Visa conditions for Supplementary Work

Individuals sponsored under the Government Authorised Exchange route are permitted to undertake Supplementary Work subject to all the following restrictions:

- Maximum of 20 hours per week (Monday to Sunday); **and**
- Must take place outside of normal working hours for the role for which your Certificate of Sponsorship was assigned; **and**
- You must continue to work in the role which you are being sponsored for; **and**
- The supplementary work is in the same profession and at the same professional level as the work specified in your COS.

You must not undertake supplementary work until all relevant right to work checks have been made. If you wish to undertake supplementary work at the University, you must wait to receive confirmation from the UniWorkforce team for each assignment. If you wish to undertake supplementary work at another employer, you must inform that employer that the work is supplementary and the limitations that apply to your visa.

Notify HR if you leave the University

If you leave the University before the work end date stated on the COS provided to attain your visa, we are required to let the UKVI know within 10 working days of your leaving date. It is important to ensure that HR is informed as soon as possible if you intend to leave the University before the end date stated on the COS. Report this to HR via [ServiceNow](#).

Need help?

If you require further information or have any questions, please contact AskHR on 023 8059 7547 or AskHR@soton.ac.uk

Document version control

Policy/governance	UKVI legislation: Maintenance of Sponsored workers		
Reference	SharePoint / HR Operations Process and Instructions / Right to Work and Visas / Government Authorised Exchange (GAE) / Guidelines on HR Website		
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Document History		
Version	Date	Change
1.0	November 2017	Created
2.0	February 2021	Reviewed and updated. Including reference to Temporary Worker (T5)
3.0	June 2021	Include change of subject area due to ATAS
4.0	October 2021	Include information on Supplementary Work and updated rebranding for route
5.0	April 2023	Include Hybrid Working within change to work location reporting
6.0	June 2023	MyHR to MyView (link update); Removal of 'Tier 5'
7.0	January 2025	BRP removed. Updates made throughout.