



04 July 2019

Dear Colleague

I am writing to provide clarity on the agreed position of the University with regard to support for Visa costs.

The general position that we have agreed is that a School may fund the visa cost. It is acknowledged that those in surplus will use available budget, and those in deficit will return an increased deficit in order to meet these costs.

The University will meet the costs of a standard application.

Recruitment

Where a candidate is joining the University we will meet the visa cost for them and any dependants who will travel to the UK with them as part of the relocation allowance.

Relocation advice can be found at the following link:

<https://www.sussex.ac.uk/webteam/gateway/file.php?name=removalexpenditures.pdf&site=302>

Please note that visa related fees are not allowed by HMRC as a qualifying relocation expense – and will therefore be subject to Income Tax and National Insurance deductions.

Normally the maximum amount that would be covered under the relocation allowance is £2,500 however this can be increased with the discretion of the Head of School to meet visa fees and the Immigration Health Surcharge.

Visa Renewals

Where an employee is the holder of a visa that requires renewal, we will meet the cost for them and any dependant for whom we originally provided support.

Immigration Health Surcharge

This cost, which allows access to health services, is a personal cost and should be met by the employee. Currently this cost is £200 per person, per year.

Legal fees

Should an individual need to seek legal advice / support this will be at their own cost and this will not be supported by the University.

Advice

General visa advice is available from the International HR team. InternationalHR@sussex.ac.uk

Kind regards

Mark Elmore
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