**Skilled Worker Visa Application Event – 25th May 2023 from 1pm**

Prior to attending this training practices will need to register on the Home Office Portal:

[Sponsor application online (points.homeoffice.gov.uk)](https://www.points.homeoffice.gov.uk/gui-sponsor-jsf/Home/SponsorHome.faces)

Practices will need to set up the key contacts, one of which should be a partner whose GMC number you can use. There are 3 roles to fill but can all by done by the PM and one partner if necessary. (One Authorising Officer and two Level 1 users, but the partner can be both.)

Once the above is completed practices will need the following to proceed:

* Organisation details, Authorising Officer, Key Contact, Level 1 user, other users and representatives (these are set up when registered for the portal.)
* The number of certificates needed and your reasons for this number (it is suggested that you apply for one as you can always add more later)
* The names and trading dates of your organisation if it has traded under another name in the last four years
* Your organisation's size and sector (there are 2 different charges depending on the size of the business)
* The name and registration number of any accrediting or governing body (CQC, GMC)
* The name and registration number of any Stock Exchange your organisation is registered with
* Details of any criminal convictions or civil penalties
* Your supporting evidence (eg recent bank statement, Employers Liability Insurance Certificate, CQC registration and HMRC info from payroll. You can only send these once you have paid, at that point you are provided with a link to upload the documents.
* Payment details (card details)