KivoHR

FREE TEMPLATE

Sponsor duties checklist

Before anyone starts

☐ Check their right to work before their employment starts: an online check with a share code for anyone with an eVisa or other digital status; a manual or certified identity provider check for British and Irish citizens.

☐ Keep a dated copy of each check for as long as they work for you, and for 2 years after.

☐ Put a follow-up check in the diary before any time-limited permission ends.

Changes about a sponsored worker: report on the SMS within 10 working days

☐ They did not start work within 28 days of when they were expected to.

☐ They have been absent without your permission for more than 10 working days in a row.

☐ They have had more than four weeks of unpaid or reduced-pay leave in a year.

☐ Their salary has dropped below the level on their certificate of sponsorship.

☐ Their job has changed significantly: role, title, duties, or a promotion.

☐ They work somewhere else now, including a new branch or working entirely from home.

☐ You have stopped sponsoring them, for example because they resigned or their contract ended early.

Changes about your organisation

☐ Within 20 working days: a change of name or address, a new branch, a merger or takeover, insolvency, or stopping trading.

☐ Straight away: a new Authorising Officer or key contact.

Your Sponsor Management System users

☐ You have an Authorising Officer and at least one Level 1 user at all times.

☐ No new Level 2 users can be added since 9 September 2026. By 8 March 2027, add each Level 2 user

who still needs access as a Level 1 user, then deactivate their Level 2 account; any left are deactivated after that date.

☐ Two-step login (multi-factor authentication) is being switched on for every sponsor from 3 September 2026: each user's email address, and each Level 1 user's mobile number and date of birth, are correct on the SMS.

☐ Nobody shares an SMS password or a one-time passcode: that is a reason the Home Office can revoke a licence.

☐ Every user signs in at least once a year: an account unused for 12 months can be deactivated.

Records

☐ The documents Appendix D lists are on file for every worker you sponsor, including their right to work evidence, contact details, and absence and salary records.

☐ Each sponsored worker's home address, phone number and any personal email are current, not the ones from their application.

☐ You keep them while you sponsor the worker, then until one year after the sponsorship ends or a compliance officer has examined and approved them, whichever comes first.

☐ You keep the documents you sent with your licence application for as long as you hold the licence.

Ready for a visit

☐ You can find any sponsored worker's file, and the date of each report you made, within minutes, with or without notice of a visit.

Sources

A summary, not legal advice: the Home Office guidance is the authority and changes often. Checked against GOV.UK on 8 November 2026.

- Workers and Temporary Workers: guidance for sponsors, part 1 (apply for a licence), version 08/26: https://www.gov.uk/government/publications/workers-and-temporary-workers-guidance-for-sponsors-part-1-apply-for-a-licence
- Workers and Temporary Workers: guidance for sponsors, part 3 (sponsor duties and compliance), version 08/26: https://www.gov.uk/government/publications/workers-and-temporary-workers-guidance-for-sponsors-part-3-sponsor-duties-and-compliance
- Multi-factor authentication for UK visa sponsors: SMS manual 13: https://www.gov.uk/government/publications/multi-factor-authentication-for-uk-visa-sponsors-sms-

manual-13

- Appendix D: guidance for sponsors on keeping documents: https://www.gov.uk/government/publications/keep-records-for-sponsorship-appendix-d
- An employer's guide to right to work checks: https://www.gov.uk/government/publications/right-to-work-checks-employers-guide