

GB UK Work Visa (Skilled Worker Route) – Step-by-Step Process

General Guide

Step 1: Initial Consultation and Onboarding

1. **Eligibility Review & Discussion** Consultant and Client discuss work history, education, English proficiency, and field of work (e.g., healthcare, IT, hospitality).
2. **Agreement & Onboarding** Service scope, responsibilities, and refund terms are agreed
3. **Initial Payment.** Client pays **50% of consultancy charges** to initiate the process.

Step 2: Document Collection & Verification

Client Responsibilities:

- Provide authentic documents: Valid Passport, Updated CV (UK format), Educational Certificates, Work Experience Letters, IELTS UKVI (General CEFR Level B1 minimum), Police Clearance Certificate, Proof of Funds (if employer is not certifying maintenance)

Consultant Responsibilities:

- Review documents for accuracy and compliance with UKVI standards.
- Assist in preparing reference letters, CV format, and provide guidance on IELTS.
- Assist with police clearance and translation (if needed).

Step 3: Job Matching & Certificate of Sponsorship (CoS)

Consultant Responsibilities:

- Assist client in applying to **UK Home Office licensed sponsors** and Coordinate interviews and job offers.
- Employer applies for a **Certificate of Sponsorship (CoS)** –for Skilled Worker Visa.

Client Responsibilities: Cooperate in job search and interviews, Provide accurate info to potential employers.

Step 4: Visa Application Preparation

Once CoS is issued, Consultant prepares visa application with the following: CoS reference number , Job offer letter, Salary confirmation (meets minimum threshold) ,IELTS UKVI certificate , Police clearance, TB test (if required – for certain countries), Proof of funds (if applicable)

Step 5: Visa Filing

Consultant Responsibilities:

- Submit visa application via **UK Visas & Immigration (UKVI) portal** , Assist in booking **biometrics appointment** at VAC, Guide on documentation to carry for the appointment.

Client Responsibilities:

- Attend biometrics , Submit original documents if required, Wait for outcome (4–8 weeks typical processing)

Step 6: Visa Outcome & Travel Assistance

- **If Approved:** Consultant assists with UK travel plan, flight booking, and pre-departure brief and Explain UK BRP (Biometric Residence Permit) collection process.
- **If Refused:**
 - Re-application strategy or partial refund as per agreement.

! Refund Policy (Example)

- **Before CoS Issuance:** Partial refund (admin fee deducted)
- **After Visa Submission:** No refund regardless of outcome

✓ Responsibilities Summary

Client Responsibilities:

1. Provide all required authentic and verifiable documents
2. Take UKVI IELTS test
3. Cooperate in job search and interviews
4. Attend biometrics and pay remaining consultancy fee

Consultant Responsibilities:

1. Match job profile with UK employers (Tier 2 sponsors)
2. Assist with CoS and visa application preparation
3. File visa application and track processing
4. Support travel arrangements post-approval

💰 Payment Breakdown Example

Step	Amount Due
Initial Payment (Before Step 2)	50% of total fee
Final Payment (After CoS Issuance)	Remaining 50%
UK Visa Fee (£769 – 3-year stay)	Paid by Client
Immigration Health Surcharge (£1,024/year)	Paid by Client
TB Test Fee (if required)	Paid by Client