

## Basic Guide to acquiring a sponsor licence

Please note that we cannot provide definitive guidance on UKBA processes. To ensure that you correctly understand UKBA requirements please contact UKBA directly. You may be required to undertake a UKBA visit as part of the sponsor application process.

Please ensure you read all relevant criteria before starting this process. If your application for any stage of this process fails you may not be able to receive a refund on application fees for that stage or previous stages.

1. Go to UKBA website - <http://www.ukba.homeoffice.gov.uk/employers/points/sponsoringmigrants/> - read guidance about 'How do I sponsor a migrant' and specifically <http://www.ukba.homeoffice.gov.uk/employers/points/sponsoringmigrants/applyforlicence/> on 'Applying for a Licence'
2. Register as a sponsor <https://www.points.homeoffice.gov.uk/gui-sponsor-jsf/Register/SponsorRegister.faces>
3. This will give you a username and password
4. Complete the online sponsor licence application form. Ensure that you apply for the correct Tier - **Tier 2 Sport First Class Counties - Tier 5 Sport Non First Class Clubs**.
5. You should then be sent a letter/e-mail setting out what documentation you need to send to UKBA and the address you need to send it to. This will include a requirement for Governing Body Endorsement (GBE) from ECB.
6. Go to ECB website [www.ecb.co.uk/managedmigration](http://www.ecb.co.uk/managedmigration) and download our GBE requirement document and application forms. Complete application form for GBE in the relevant Tier (Tier 2 or Tier 5) and send to ECB at the address on the form together with supporting documentation listed on the application form and cheque for correct amount payable to ECB.
7. If criteria are met you will receive a Governing Body Endorsement document from ECB. Once received send this document together with other required documentation, to UKBA at the address provided by UKBA.
8. Sponsor Licence to be sent.