**Application for the reimbursement of**

**Visa & Immigration Health Surcharge (IHS) Fees**

This form should be completed by employees who wish to make a claim for the reimbursement of their applicable visa and immigration health surcharge costs under the new enhanced scheme **applicable from 1st December 2023 only.**

**Please refer to the** [Visa Reimbursement Scheme - Durham University](https://www.durham.ac.uk/job-vacancies/international/visas-immigration/visa-reimbursement-scheme/) **for further information**

Please complete relevant sections and submit with your applicable UKVI receipts to [hr.ukvi@durham.ac.uk](mailto:hr.ukvi@durham.ac.uk).

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| **SECTION ONE: to be completed by the applicant.** | |
| **PERSONAL INFORMATION** | |
| **Title:** |  |
| **First Name:** |  |
| **Surname:** |  |
| **Employee Number:** |  |
| **Email address:** |  |
| **Current Address:**  **Please check/update via**  [Oracle Fusion Self-Service Portal (sharepoint.com)](https://durhamuniversity.sharepoint.com/teams/Recruitment2/SitePages/Oracle-Fusion-Self-Service-Portal.aspx) |  |
| **Previous Address:** |  |
| **DURHAM UNIVERSITY EMPLOYMENT INFORMATION** | |
| **Job title:** |  |
| **Department/School:** |  |
| **Employment start date:**  **(the date you first started at the University)** |  |

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| **SECTION TWO: CLAIM CATEGORY DETAILS** |
| 1. **NEW STAFF MEMBER FROM 1st DECEMBER 2023**  * Initial visa reimbursement to include the cost of the visa and the full immigration health surcharge for year 1; and * A subsequent £500 payment to be made in the anniversary month of your start date towards the cost of the Immigration Health Surcharge for as long as you hold this visa. |
| 1. **CURRENT STAFF MEMBER - VISA EXTENSION FROM 1st DECEMBER 2023**  * Initial visa reimbursement; and * A subsequent £500 payment to be made in the anniversary month of your start date for as long as you hold this visa. |
| 1. **CURRENT STAFF MEMBER - IHS CONTRIBUTION FROM 1st DECEMBER 2023**  * A £500 payment will be made in the anniversary month of your start date each year for as long as you hold this visa. * A new form is to be submitted for further reimbursements when renewing your existing visa if applicable. |
| **Please note only standard visa costs are eligible for reimbursement. Additional fees for the premium/priority service options will also be the responsibility of the applicant.**  In all cases we will check the eligibility criteria and reimbursements will be made in accordance with this. |

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| **CLAIM CATEGORY**  **(Please circle)** | **A** | **B** | **C** |

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| **SECTION THREE: CLAIM FEES - to be completed by the applicant.** | | | | |
| **VISA CATEOGORY** | **VISA DURATION** | **VISA APPLICATION LOCATION \* DELETE AS APPLICABLE** | **VISA FEE £(GBP) if applicable** | **IHS FEE £(GBP)** |
| **SKILLED WORKER** |  | **IN/OUTSIDE** |  |  |
| **GLOBAL TALENT** |  | **IN/OUTSIDE** |  |  |
| **GRADUATE** |  | **IN/OUTSIDE** |  |  |

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| **SECTION FOUR: UK TAX ASSESSMENT** | |
| The University will cover the amount of any tax which is applicable to your reimbursement for your visa and immigration health surcharge. You will therefore receive the amounts in full.  Note: Visa payments will be paid as per HMRC ‘Gross up’ payment method, based on individual circumstances, we will increase the amount ensure the net amount (after tax) equals the amount you are expecting to receive. Durham University must also deduct tax & national insurance from the increased amount.  I understand that the University may need to disclose this information to the UK tax authorities. | |
| **SECTION FIVE: SIGNED APPLICANT DECLARATION** | |
| I understand that if I resign or my employment is terminated within 24 months of the reimbursement, I may be required to repay a proportion of the visa reimbursement and the appropriate immigration health surcharge received. | |
| **Signature:** |  |
| **Date:** |  |