**Reimbursement of Visa Fees - Request Form**

This form should be completed by employees whose start date or extension is **up to and including 30th November 2023 to** apply for the reimbursement of the costs they incurred when securing their visa.

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

Please complete in **BLOCK** letters and submit, along with your visa fee 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** | |
| 1. **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:** |  |
| 1. **DURHAM UNIVERSITY EMPLOYMENT INFORMATION** | |
| **Job title:** |  |
| **Department/School:** |  |
| **Employment start date:**  **(the date you first started at the University)** |  |

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| 1. **VISA EXPENSE DETAILS**   **Please note only standard visa costs are eligible for reimbursement.**  \*Costs incurred for the Immigration Health Surcharge, the Biometric appointment fee or the additional costs for English Language Tests or NARIC statements cannot be claimed under the Visa Reimbursement Scheme. **Additional fees for the premium/priority service options will also be the responsibility of the applicant.**  **From 1st December 2023 the university will offer an enhanced reimbursement scheme. You will be eligible as follow is:**   * 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.   **This contribution will be made to you automatically in the anniversary month of your start date.** |
| **CLAIM FEES – TO BE COMPLETED BY THE APPLICANT** |

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| **VISA CATEGORY** | **VISA DURATION** | | **VISA APPLICATION LOCATION \*DELETE AS APPLICABLE** | **VISA FEE £(GBP)** | **IHS FEE £(GBP)**  **See note above** |
| **SKILLED WORKER** |  | |  |  |  |
| **GLOBAL TALENT** |  | |  |  |  |
| **GRADUATE** |  | |  |  |  |
| 1. **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. | | | | | |
| 1. **SIGNED 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:** | |  | | | |