

Priority Service- Sponsors Licence Applications– changes from 21 June 2023

Version 1.0

Top lines

1. Pre-licence priority requests

- The current pre-licence priority service allows organisations to prioritise their application for a sponsor licence, by requesting priority service by email.
- The priority service offers consideration of a pre-licence application within 10 working days of an eligible request being made rather than the standard service of 8 weeks.
- A maximum of 30 priority service requests are accepted each day and requests for priority service can only be made from 9am Monday to Friday.
- The fee for the service is £500 per request and is only available in eligible routes.
- From 21st June 2023 the process for requesting priority service for pre-licence applications will be incorporated into the on-line form used to apply for a sponsor licence.
- This means that an organisation can request and pay for priority service at the same time as they pay for their sponsor licence application, delivering a more streamlined service for both the applicant and UKVI.
- Organisations will also be able to request and pay for priority service after submitting their application (if it is not under consideration) by accessing their sponsor licence application account and paying the priority service fee. The on-line sponsor application form can be found here: [Apply for a sponsor licence - GOV.UK \(www.gov.uk\)](https://www.gov.uk/apply-for-a-sponsor-licence)
- The pre-licence priority guidance will be updated on 21st June and can be accessed here: [Pre-licence priority service guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/pre-licence-priority-service-guidance)

Q&A

Q1: What routes are eligible for the pre-licence priority service?

A1: The following work and temporary work routes are eligible for the pre-licence priority service:

Eligible routes	Non eligible routes
Skilled Worker GBM- Senior or Specialist Worker GBM- Graduate Trainee Minister of Religion International Sportsperson Charity Worker Creative Worker Religious Worker	GBM UK Expansion Worker GBM Service Supplier GBM Secondment Worker Scale-up Worker Government Authorised Exchange International Agreement Seasonal Worker

Q2: What is the daily limit for requests for the pre-licence priority service?

A2: A maximum of 30 priority service requests are available each day across all eligible routes.

Q3: When is the priority service available?

A3: The priority service is available for eligible applications submitted between 9.00am and 23.59pm Monday to Friday, excluding public holidays

Q4: How do I request priority service?

A4: You can request priority service when you make your application for a sponsor licence and pay the priority service fee with your application fee, subject to the eligibility criteria. You will receive confirmation of your payment on your submission sheet.

Q5: Can I request priority service after I have submitted my application?

A5: You can request priority service after you have submitted your application and paid your application fee, subject to the eligibility criteria and if your application isn't already in progress. To do this, you will need to log back into your sponsor application account using your username and password and select 'Finish incomplete applications'.

It is therefore vital that you make a note of your user ID and password because if you forget it, you will not be able to log back in to make your request for priority service.

Q6: I made my application before the change was introduced. Can I also request priority service?

A6: Yes, you can request priority service even if you submitted your application before the change was introduced, subject to the eligibility criteria and if your application isn't already in progress. To do this, you will need to log back into your sponsor application account using your username and password and select 'Finish incomplete applications'.

Q7: I do not know my username and password for my sponsor application account. How do I request priority service?

A7: You are advised when you register to apply for a sponsor licence application that this is the only time we will give you your user ID and that you must make a note of it. If you have not saved your user ID, you will not be able to request priority service.

Your password is sent to you by e-mail when you register your account. If you have your user ID but have forgotten your password, you can request to reset this when you log into the sponsor application.

Q9: Why isn't the option to request priority service available on my sponsor licence application?

A9: There are several reasons why you may not be presented with the option to request priority service:

- you are applying for an ineligible route
- we have reached our daily limit of requests
- you have submitted your application outside of the service operating times
- your application is already in progress

Q10: I am applying for a licence with both eligible and ineligible routes. Can I request priority service?

A10: If your application includes one or more of the ineligible routes you will not be offered the option to request priority service.

Q11: I want to add a route to my existing licence. Can I request priority service?

A11: Yes. The same process applies to applications to add a route to an existing licence as it does to making an application for a new licence.

Q12: If the priority service request option is not available when I am ready to submit my application should I delay submission until the following day?

A12: No. You should submit your application and log back into your sponsor application account the following day using your username and password.

You can then select 'Finish incomplete applications' and, if the priority service is available, you can request and pay for it separately.

You can continue to follow this process on each working day if your application is not in progress.

Q13: Why are the number of pre-licence priority requests limited to 30 per day across all eligible routes?

A13: The number of pre-licence priority requests is limited to ensure that we can deliver the service to those that are paying for it. We regularly review our capacity to deliver priority services and we will increase the number of requests when we are able to meet demand.