









## Guidance for Teams: Step by Step Guide to the Sponsor Licence Application Process

In order to bring drivers, coaches and team members from outside the EEA into the UK MSA licensed teams will need to obtain a sponsor licence from the Home Office. To do this they must obtain a Governing Body Endorsement from the MSA BOTH for their sponsor licence and for individual drivers, coaches and team members. For further information on the Points Based Management Migration System, please see the UK Visas and Immigration website.

### Step by Step Guide:

For MSA licensed teams wishing to “employ” the services of a driver, coach or team member, under the Home Office criteria, they must become a Sponsor, hold a Sponsor Licence and issue Certificates of Sponsorship (CoS) for every non-EEA migrant they wish to employ.

The process is as follows:

1. The team or organisation request endorsement as a Sponsor, by completing and returning the MSA Sponsor Licence Governing Body Endorsement (GBE) Application.  

2. Once the team or organisation has satisfied the relevant criteria, the MSA will issue a unique Sponsor Endorsement number.  

3. The team or organisation applies to the Home Office to become registered as an official Sponsor. The application should be completed online and evidence submitted – [view here](#).  

4. The team or organisation obtains a Sponsor Licence from the Home Office with a sponsor licence number.  

5. For each individual to be issued a CoS, the team or organisation must complete an MSA Individual Migrant GBE Application and provide a copy of the contract and any other requested supporting evidence to the MSA.  

6. If the criteria are satisfied, the MSA sends the team or organisation a GBE for that individual (including an endorsement number unique to that individual).  

7. The team or organisation then uses this individual endorsement and enters the details onto the online Sponsor Management System and issues a CoS for each individual. The CoS end date must not exceed the Governing Body Endorsement end date.  

8. The individual then takes their CoS reference number and applies for Entry Clearance/visa via the online visa application system or according to the rules in their country of origin.  

9. Should the team or organisation wish to sponsor an individual beyond the duration of their initial visa, it may be possible to extend the driver or coaches leave to remain in the UK. In this scenario a fresh GBE and CoS will be required. Teams should take immigration advice if this scenario arises.

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*Please note that the MSA cannot provide advice or guidance on immigration routes, processes or an individual's status. Information on aspects of immigration policy and law can be obtained from the Home Office (see Useful Contacts guide/link) or you may wish to seek advice from an OISC registered immigration advisor, or someone who is otherwise exempt from such a registration requirement, for example a qualified solicitor.*

### Important Documents (to be inserted as web links):

- Guidance for Teams: The Government Points Based Immigration System
- Guidance: MSA Governing Body Endorsement Requirements
- Annex 1 Application for Sponsor Licence Endorsement Form (for MSA Licensed Teams)
- Annex 2 Application for Individual Migrant Endorsement – Tier 2 sportsperson
- Annex 5 Application for Individual Migrant Endorsement – Tier 5 sportsperson

### Useful Contacts:

- MSA Governing Body Endorsements: 01753 765000
- Sponsor and Employer Enquiries: 0300 123 4699
- The MSA is not registered to give advice on immigration. Information on all aspects of immigration policy and law can be found on the UK Visas & Immigration website [UK Visas and Immigration website](#)
- Teams and organisations are advised to allow sufficient time for entry clearance to be granted. The time needed to obtain entry clearance may vary depending on where the individual is applying. Service standards for each post are set out on the UK Visas & Immigration website.

### Related links:

- [UK Visas and Immigration website](#)
- [List of registered sponsor organisations](#)
- [How to renew your sponsor licence](#)