

EMPLOYER CHECKLIST

The Visa Sponsorship *Employer Checklist*

Sponsorship is a project with a legal core, a budget, a timeline and a nervous person at the other end of it. Run it like one.

WHAT'S INSIDE

- Are you ready to sponsor? A 12-point assessment
- The five phases, and who owns each
- Cost lines to budget
- A timeline you can promise a candidate
- Candidate communication that prevents withdrawals
- The relocation package builder

What this is, and what it is not

This checklist describes how sponsorship works as a process, in the terms that are common to nearly every skilled-worker system: the employer qualifies, the role qualifies, the employer files for the person, the person applies, the person arrives with conditions attached. It is written so you can budget, plan and communicate.

It is not immigration advice. Visa classes, salary thresholds, fees and timelines differ by country and change often; your immigration counsel and the official government pages decide what applies to a specific hire. EnRoute's Visa Cockpit shows you each applicant's stated work authorisation and relocation readiness so you know what a hire involves before you shortlist; nothing is filed on your behalf.

Visa-sponsored roles are their own category on EnRoute, with a relocation score that rewards confirmed sponsorship, an itemised package and family provisions. There are 25 live today; the ones that state their process clearly get the applicants who have their documents ready.

THE THREE NUMBERS TO KNOW BEFORE YOU POST

The salary threshold for the visa class and occupation.

The all-in cost per sponsored hire (section 3).

The lead time from signed offer to start date (section 4).

01

Are you ready to sponsor?

Twelve questions. A "no" is not a blocker; it is the next task.

#	QUESTION	YES	NO	OWNER / NEXT STEP
1	Do we hold, or can we obtain, the status the destination requires of sponsoring employers (sponsor licence, recognised-sponsor registration, or simply a registered entity able to file)?	☐	☐	
2	Does the role meet the skill level and occupation requirements of the visa class we intend to use?	☐	☐	
3	Does the salary meet the threshold for that class and occupation, including any going-rate test?	☐	☐	
4	Have we identified the visa class by name, and confirmed it with counsel?	☐	☐	
5	Do we know whether a labour-market test or advertising requirement applies, and have we met it?	☐	☐	
6	Have we budgeted the all-in cost (section 3), including dependants?	☐	☐	
7	Do we have immigration counsel, or a provider, with the capacity to file within two weeks of an accepted offer?	☐	☐	
8	Do we have a relocation policy, or will we write one (section 6) before we make an offer?	☐	☐	
9	Does payroll and HR know the compliance duties that come with sponsored staff (reporting changes, record keeping, minimum salary maintenance)?	☐	☐	
10	Is the hiring manager briefed that the start date will be months, not weeks, and has the team plan absorbed that?	☐	☐	
11	Do we have a named person the candidate can contact throughout, who will answer within two working days?	☐	☐	
12	Have we sponsored before? If not, have we spoken to someone who has, in this country?	☐	☐	

02 The five phases, and who owns each

- 1 Qualify the employer and the role.**
Owner: HR with counsel. Sponsor status, occupation and salary thresholds, any labour-market test. Do this before the listing goes live; a listing marked "sponsorship confirmed" should be true.
- 2 Recruit and offer, conditional on visa.**
Owner: hiring manager and HR. The offer letter names the visa class, states that the offer is conditional on approval, and sets out the relocation package. The candidate signs; the clock starts.
- 3 File the sponsorship.**
Owner: counsel. Certificate of sponsorship, nomination, petition or equivalent. Costs land here. So does most of the delay if the candidate's documents are not ready, which is why the offer pack tells them what to gather.
- 4 The candidate applies.**
Owner: the candidate, supported by counsel. Biometrics, documents, sometimes a medical or a language test. Government processing follows; it is the least controllable stage, and the one to be honest about.
- 5 Arrival and compliance.**
Owner: HR. Right-to-work check on arrival, registration, payroll, and the ongoing duties: reporting changes in role or salary, keeping records, maintaining the threshold. Sponsored staff are the ones an audit looks at first.

PHASE	OWNER	STARTED	DONE	BLOCKERS
1. Qualify				
2. Offer				
3. File				
4. Candidate applies				
5. Arrival and compliance				

03

Cost lines to budget

Fill in for the destination and visa class. Counsel will give you the government figures; the rest is yours.

LINE	TYPICAL SHAPE	OUR FIGURE	PAID BY
Sponsor licence or registration (one-off, if new)	Hundreds to low thousands		
Sponsorship filing fee (certificate, nomination, petition)	Per hire		
Skills or training levy, where it exists	Per hire, often per year of visa		
Visa application fee (main applicant)	Per hire		
Visa application fees (each dependant)	Per dependant		
Health surcharge or insurance requirement	Often per year, per person		
Immigration counsel	Per hire, or a retainer		
Priority or fast-track processing	Optional		
Document legalisation, translations, degree recognition	Hundreds		
Relocation package (section 6)	Often 1 month's salary or more		
Temporary housing	2–8 weeks		
Internal time: HR, hiring manager, payroll	Days, not hours		
All-in cost per sponsored hire			
Per hire with two dependants			

ON CHARGING THE CANDIDATE

Some systems prohibit passing certain fees to the sponsored worker; all systems make it look bad. The listing field "sponsorship fees covered" is read by every candidate. Cover them, and say so.

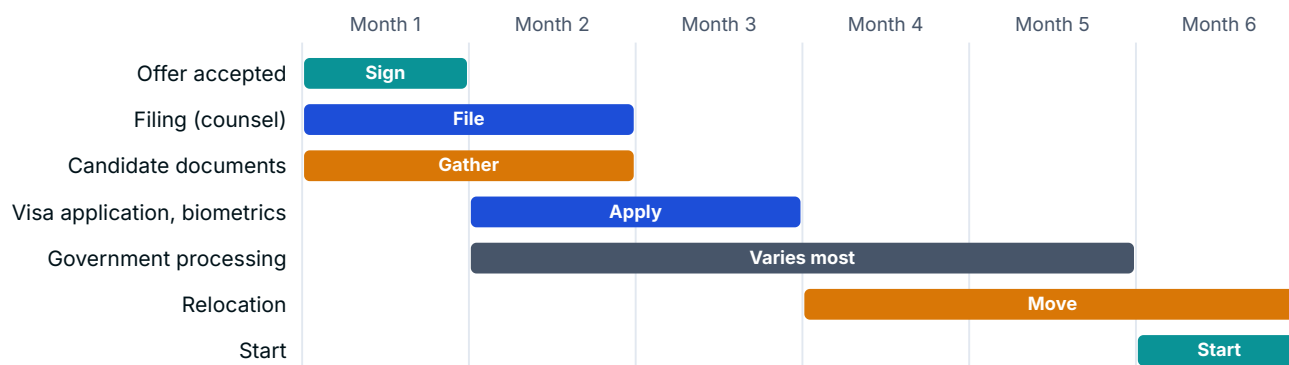
04

A timeline you can promise

Give the candidate a range, not a date, and update it at every stage.

Typical sponsored hire, months from signed offer

Ranges overlap because stages run in parallel. Government processing is the stage that varies most, from two weeks (some fast-tracks) to five months (lottery systems, backlogs).



What shortens it

- Counsel engaged before the offer, ready to file within days
- A candidate document list in the offer pack
- A fast-track route where one exists
- Degree recognition started at offer, not at filing
- One named contact who chases

What lengthens it

- Police certificates from several countries
- Degree evaluation or apostilles
- A lottery or cap (the US H-1B)
- A labour-market test not yet run
- Dependants applying separately and later

Our earliest realistic start for this hire _____ Our latest _____ Date promised to candidate _____

05

Candidate communication

Sponsored candidates withdraw when they stop hearing from you. Silence reads as doubt.

A sponsored hire is, from the candidate's side, a decision to move their life on the strength of your process. Every week without an update is a week they wonder whether to keep the other offer warm. The fix is a cadence, a contact, and honesty about what you do not control.

WHEN	SEND	DONE
With the offer	The visa class; that the offer is conditional; the relocation package; a document list; the name and email of their contact; the first timeline range.	☐
On filing	"We filed on [date]. The next step is yours: [application, biometrics]. Counsel will contact you within [n] days."	☐
Every two weeks during processing	Even if nothing has changed: "No decision yet; typical processing is [n] weeks; we are at week [n]." This is the message most employers skip and most candidates need.	☐
On approval	Congratulations, the start date, the relocation next steps, who is booking what, and the first-week plan.	☐
Two weeks before arrival	Address of temporary housing, airport pick-up, day-one agenda, what to bring for registration.	☐
On arrival	Right-to-work check, registration appointments, bank, payroll details, and a person to have lunch with.	☐

Named contact for this hire _____ Response commitment (working days) _____

DATE	UPDATE SENT	BY	CANDIDATE REPLY / CONCERNS

06 The relocation package builder

Write the policy once. Negotiate exceptions, not the whole thing.

ITEM	STANDARD	SENIOR / SCARCE	OUR POLICY (AMOUNT OR TERMS)
Visa and legal fees, main applicant	☐	☐	
Visa fees, dependants	☐	☐	
Flights (one-way, family)	☐	☐	
Pre-move house-hunting trip	☐	☐	
Temporary housing (weeks)	☐	☐	
Relocation allowance (lump sum; grossed up?)	☐	☐	
Shipping or storage	☐	☐	
Rental deposit loan or guarantee	☐	☐	
Settling-in agency (registration, bank, schools)	☐	☐	
Language lessons	☐	☐	
Partner career support	☐	☐	
Home leave (flights per year, first two years)	☐	☐	
Permanent-residence legal support when eligible	☐	☐	
Clawback: pro-rated over [n] months; void if we terminate	☐	☐	

ITEMISE IT IN THE LISTING

The relocation score on a visa-sponsored listing rises with an itemised package and with family provisions. "Relocation assistance provided" scores as a maybe; "flights for you and your family, six weeks of housing, a €5,000 allowance and a settling-in agency" scores as what it is.

The candidate is not asking for a favour. They are helping you execute a decision you already made when you marked the listing as sponsored.

EnRoute Jobs

Post a sponsored role.

Visa-sponsored roles are their own category on EnRoute, with a relocation score, a Visa Cockpit on every applicant, and human review before publishing. Your first post is free.

POST A JOB

enroutejobs.com/employers

VISA-SPONSORED JOBS
ON ENROUTE

enroutejobs.com/visa-sponsored-jobs

EMPLOYER RESOURCES

enroutejobs.com/employer/resources

MORE FROM THE LIBRARY

- The Geo-Flexible Hiring Playbook
- The Job Post Template Pack
- The Visa-Sponsored Job Playbook (what your candidates read)
- The Remote Interview Scorecard Kit
- The Hiring Pipeline Tracker

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