SINGLE CERTIFICATE OF SPONSORSHIP (CoS) APPLICATION CHECKLIST FOR CME ARTIST SERVICES (please send back in original file format – do not send back as a .pages file)

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| This form is for use for individuals needing a Tier 5 Certificate of Sponsorship (CoS) in music, theatre, film etc. Use this form even if several CoS are needed but each CoS is for a distinct solo act. \*Required fields*Note: When sending us documents by email please send files as attachments. Do not paste images or other files into the body of the email*  |

**1.** [ ]  **CoS Applicant details**

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| --- | --- | --- |
| \*Applicant Name | Stage name (if any)  |  Role (vocals, guitar etc.)\* |
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**2.** [ ]  **Applicant’s Residential Address.**

| Address\* Postcode/zip\* |
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**3.** [ ]  **Applicant's Representation in Country of Residence if applicable** (e.g. Act’s management company and /or agency contact)

| Contact Name | Contact Address (with postcode if applicable) and Company Name (if applicable) | Telephone  | Email address  | Website  |
| --- | --- | --- | --- | --- |
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**4.** [ ] \***Applicant's UK representation** (e.g. record label, booking agent, promotor, venue manager) (see note 1) including contact name, company name (where applicable), full postal address, landline, email, website (if applicable) and, for the Applicant's liaison in the UK, mobile phone number. Will also need a copy of contact’s photo ID (passport or UK or EEA driving licence)

| Contact Name\* | Contact Address with postcode\* (and Company Name if applicable) | Landline Tel.\*  | Mobile Tel. \* | Email address\* | Website (if applicable) |
| --- | --- | --- | --- | --- | --- |
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**5.** [ ] \***Applicant’s UK contact photo ID** (Passport or EEA / UK driving license)

**6.** [ ] \***Event details** If more than one event use Travel Grid (separate attachment). **NOTE: There cannot be more than 14 days between engagements**

| Date\* | Venue Name\* | Address (inc. post code) \* | Telephone\* | Capacity  |
| --- | --- | --- | --- | --- |
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**7.** [ ] \***Accommodation** (e.g. hotel) proof of booking when in the UK (for each day) – emails or screen shots please. For more than one booking please use Travel Grid (separate attachment)

**8.** [ ] \***Arrival and departure proof of travel to and from UK** (see note 3) URLs are not acceptable – emails or screen shots please

**9.** [ ] \***Total Group Fee and Total Performance Hours** Please put in total sum (net) in the currency that group is being paid. Include per diems but do not include any costs covered by Agent and/or Purchaser (e.g. don’t include airfare and hotel costs etc). For performance hours these should equal the total in your contracts. If these are not specified please enter an estimate

| Currency (e.g. £, $ etc)\* | Amount\* | Total Contracted Performance Time (hrs) \* |
| --- | --- | --- |
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**10.** [ ] \***Passport photo page copy** (mobile phone pictures will suffice if clear)

**11.** [ ]  **Travel Grid Attached** (if more than one event and/or multiple accommodation nights). *(see separate attachment*)

**12.** [ ] \***Engagement contract/s signed by Applicant's representation**

**13.** [ ] \***Event Confirmations** These can be venuehire contracts (where applicable) signed by venue representative and Purchaser (or Agent, Promoter as applicable), screenshots of venue’s promotion of the events and/or venue’s ticket links for the event. Show flyers are also acceptable as supplemental evidence but not sufficient without other evidence

**14.** [ ] \***Proof Applicant is internationally established** (e.g. a Wikipedia entry, YouTube clip views and/or SoundCloud track follows showing more than 10,000 and/or Facebook page likes showing more than 10,000, show/album reviews etc.) *(See note 2)*

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**15.** [ ] \***CV / Resume and /or Bio if Applicant is not a performer** (*see note 2*)

**16.** [ ]  **M** [ ]  **S** \***Multiple (M) / Single (S) entry required to the UK during your work period** (tick applicable)

**17.** [ ]  **Y** [ ]  **N** \***Any reason/s that might result in entry refusal to the UK for an applicant must be disclosed if known**\* (e.g. previous entry refusals, criminal convictions).Tick as applicable. If "Yes" please detail separately. NB Failure to disclose this information can default current and future sponsorship.

*(Continued)*

**Payment**

**On receipt of the Invoice Agreement:**

[ ]  CME Agreement Signed, Dated and returned

[ ]  CME Payment, including deposit, made

**For Visa National Groups Only:**

* For visa nationals only: travel costs for CME Artist Representative site visit may need to be covered (see note 4)
* For visa nationals only: we now require a copy of the applicant's Tier 5 visa before they travel. This is to screen for any errors made by the UK visa issuing officers

**Notes:**

1. You need to have UK representation other than a sponsor (unless you are an EU based organisation). This is someone willing to sign a declaration that they will be your tour manager and liable for your welfare and payment while performing in the UK. We can only do this role if a) we booked you or b) you pay us to be your tour manager
2. You need to have been experienced in your profession for at least two years, have performed (or at least sold music) overseas and not just in your country of origin and be prepared to be able to demonstrate this (e.g. selection of past tour dates, press reviews, YouTube, Facebook or other online presence going back two years or more etc.)
3. Visa nationals: Departure from the UK must be within 48 hours of the last work engagement. This is our sponsorship condition for visa nationals and overrides the Tier 5 visa 14 day leave to remain which is invalid once we withdraw sponsorship. Failure to depart within 48 hours will result in our withdrawing sponsorship, invalidating the visa and defaulting to a 5-10 year UK re-entry ban for the individual we withdraw sponsorship from. *Note: For visa nationals we accept that flights might not be booked until visas are secured but the flight confirmations must be made available to us before departure to the UK.*
4. CME Artist Services may need to send a representative if we suspect that the Group is not abiding by UK Immigration Law. These costs need to be borne by the Employer (at most one day travel and one night's accommodation for two representatives of CME Artist Services)
5. CME Artist Services does not provide a visa service nor do we provide a visa application advice service. Visa applications are solely the responsibility of the CoS holder or their appointed representatives
6. Due to UK not having passport control from countries in the Common Travel Area (e.g. Republic of Ireland and Isle of Man) non-visa national entry via the CTA requires the filling in of the Tier 5 concession form (<https://www.gov.uk/government/publications/tier-5-temporary-worker-concession-creative-and-sporting-immigration-clearance-form>) per CoS holder and must be emailed to BFTier5C@homeoffice.gov.uk at least three days before arrival