

# University of Essex

## Human Resources

Telephone: 01206 873433  
Confidential fax: 01206 873396

## Colchester Campus

Wivenhoe Park  
Colchester CO4 3SQ  
United Kingdom  
Web: [www.essex.ac.uk](http://www.essex.ac.uk)

Our Ref JG/LJ

01 February 2010

### **Private & Confidential**

Professor I Nyoman Sedana  
Banjar Kebonkuri Mangku Kesiman  
Jln. Sedap Malam II No 11  
Depasar 80237  
Bali  
Indonesia

Dear Professor Sedana

### **Confirmation of Certificate of Sponsorship**

UK Points Based System: **Tier 5 (Temporary worker - Creative)**  
Certificate of Sponsorship Reference Number: **C5C8S13319W**  
Sponsor: **University of Essex**

I am pleased to let you know that we have been granted a Certificate of Sponsorship in relation to your employment with the University of Essex. This is a virtual document similar to a database record and has a unique reference number. Your Certificate of Sponsorship reference number is: **C5C8S13319W**

As requested, the University of Essex (as an A-rated sponsor) is prepared to certify your maintenance requirement under **Tier 5 (Temporary worker - Creative)** and a letter to this effect is attached.

I can confirm that, if required, when you commence employment the University will make an advance of salary to you of up to £800 for this purpose.

It is now your responsibility to apply for entry clearance. Please ensure you let me know as soon as your application has been successful.

Please note that once in the UK you should not claim state benefits such as child benefit or housing benefit.

As a sponsor of migrant workers, the University has a number of legal responsibilities. In order to help us with these requirements, please ensure that:

- a) When you first arrive, please provide your passport and immigration clearance document(s) to a member of staff from East 15, who will make copies and send them to Human Resources to keep on file.
- b) Accommodation has been arranged for you by East 15 Acting School at Metal, Chalkwell Hall, Southend on Sea. If your address changes during your stay in the UK please inform us immediately.
- c) Once you have arrived, please ensure you are familiar with the procedure for reporting absence (for example if you are ill). We are obliged to report to the UK Border Agency unauthorised absence from work of sponsored migrants.

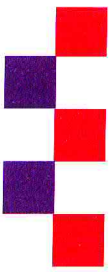
If you have any questions relating to the above, or require any additional information, please let me know. Otherwise, we look forward to your visit to the University of Essex.

Kind regards



**Jo Goodwin**  
**Recruitment Manager**





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To Whom It May Concern

**Name of Migrant: I Nyoman Sedana**  
**UK Points Based System: Tier 5 (Temporary worker - Creative)**  
**Certificate of Sponsorship Reference Number: C5C8S13319W**  
**Name of Sponsor: University of Essex**

### Maintenance Requirement - Sponsor Certification

This letter is to certify that, should it become necessary, the University of Essex (as an A-rated sponsor) will maintain and support the above named migrant during the first month of their employment to a maximum limit of £800.

**Jo Goodwin**  
**Recruitment Manager**

**Official University stamp:**

