Modern Language Assistant Hosts Lifecycle

BRITISH COUNCIL

Applications

Applications open
- **26 February - 30 April**
- Applications to host an MLA will be open from 26 February until 30 April.

Application Acknowledgement
- **Early May**
- Hosts will receive an email to confirm we have received their application.

Information Webinar
- **May**
- Hosts will attend an information webinar to find out more about the programme and next steps.

Matching and Allocation

Matching
- **May**
- The British Council will work with overseas partner organisations to allocate a suitable MLA to hosts.

Receive dossier and guidance
- **June**
- Hosts will receive their MLA's dossier and make contact with them.

Send offer letter
- **June/July**
- Hosts will send an offer letter to their MLA so they can begin their visa application.

Visa and Pre-arrival

Visa application
- **July - September**
- Once they receive their offer letter, MLAs will apply for their visa when instructed by the British Council.

Keep in touch before arrival
- **June - October**
- Hosts must keep in touch with their MLA to check they have received their visa and provide information.

Pre-arrival
- **August - October**
- MLAs will receive a pre-arrival induction video and attend pre-arrival webinars.

Visa and Pre-arrival

Arrival and Right to Work check
- **August - November**
- Hosts must complete the Arrival and Right to Work checks survey at the start of employment.

UK Criminal Record check and other admin
- **August - November**
- Hosts will apply for a criminal record check for their MLA and carry out other administrative steps.

Check-in email
- **Early December**
- Hosts will receive a check-in email with guidance about the placement.