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STATUTORY INSTRUMENTS

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**2007 No. 882**

**IMMIGRATION**

**The Immigration (Leave to Remain) (Prescribed  
Forms and Procedures) Regulations 2007**

<i>Made</i>	- - - -	<i>13th March 2007</i>
<i>Laid before Parliament</i>		<i>19th March 2007</i>
<i>Coming into force</i>	- -	<i>2nd April 2007</i>

The Secretary of State, in exercise of the powers conferred upon him by section 31A of the Immigration Act 1971(1) makes the following Regulations:

**Citation, commencement and interpretation**

1. These Regulations may be cited as the Immigration (Leave to Remain) (Prescribed Forms and Procedures) Regulations 2007 and shall come into force on 2nd April 2007.

2. In these Regulations:

“asylum claimant” means a person making a claim for asylum which has not been determined or has been granted;

“claim for asylum” has the meaning given in section 94(1) of the Immigration and Asylum Act 1999(2), and a claim for asylum is taken to be determined—

- (a) on the day on which the Secretary of State notifies the claimant of his decision on the claim,
- (b) if the claimant has appealed against the Secretary of State’s decision, on the day on which the appeal is disposed of, or
- (c) if the claimant has brought an in-country appeal against an immigration decision under section 82 of the Nationality, Immigration and Asylum Act 2002(3) or section 2 of the Special Immigration Appeals Commission Act 1997(4), on the day on which the appeal is disposed of;

“dependant”, in respect of a person, means—

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(1) 1971 c. 77. Section 31A was inserted by section 165 of the Immigration and Asylum Act 1999 (c. 33) and amended by section 121 of the Nationality, Immigration and Asylum Act 2002 (c. 41). Section 31A has been repealed by the Immigration, Asylum and Nationality Act 2006 (c. 13) from a date to be appointed.

(2) 1999 c. 33.

(3) 2002 c. 41.

(4) 1997 c. 68.

- (a) the spouse, civil partner, unmarried partner or same sex partner, or
  - (b) a child under the age of eighteen,
- of that person; and
- “public enquiry office” means a public enquiry office of the Border and Immigration Agency of the Home Office.

### **Prescribed Forms**

**3.—**(1) Subject to paragraph (2), the form set out in Schedule 1 is prescribed for an application for limited or indefinite leave to remain in the United Kingdom as:

- (a) a business person,
- (b) a sole representative,
- (c) a retired person of independent means,
- (d) an investor, or
- (e) an innovator,

for the purposes of the immigration rules.

(2) Paragraph (1) does not apply to an application for limited or indefinite leave to remain in the United Kingdom as a business person where the application is made under the terms of a European Community Association Agreement.

**4.** The form set out in Schedule 2 is prescribed for an application for limited leave to remain in the United Kingdom:

- (a) for work permit employment,
- (b) as a seasonal agricultural worker,
- (c) for the purpose of employment under the Sectors-Based Scheme, or
- (d) for Home Office approved training or work experience,

for the purposes of the immigration rules.

**5.** The form set out in Schedule 3 is prescribed for an application for limited leave to remain in the United Kingdom as a highly skilled migrant for the purposes of the immigration rules.

**6.** The form set out in Schedule 4 is prescribed for an application for limited leave to remain in the United Kingdom as:

- (a) the spouse or civil partner of a person present and settled in the United Kingdom, or
- (b) the unmarried partner or same sex partner of a person present and settled in the United Kingdom,

for the purposes of the immigration rules.

**7.** The form set out in Schedule 5 is prescribed for an application for limited leave to remain in the United Kingdom:

- (a) as a student,
- (b) as a student nurse,
- (c) to re-sit an examination,
- (d) to write up a thesis,
- (e) as a student union sabbatical officer, or
- (f) as a prospective student,

for the purposes of the immigration rules.

**8.** The form set out in Schedule 6 is prescribed for an application for limited leave to remain in the United Kingdom as a participant in the Science and Engineering Graduates Scheme for the purposes of the immigration rules.

**9.** The form set out in Schedule 7 is prescribed for an application for limited leave to remain in the United Kingdom as a participant in the Fresh Talent: Working in Scotland Scheme for the purposes of the immigration rules.

**10.—(1)** The form set out in Schedule 8 is prescribed for an application for limited leave to remain in the United Kingdom as:

- (a) a visitor,
- (b) a visitor seeking to undergo or continue private medical treatment,
- (c) a postgraduate doctor or dentist or a trainee general practitioner,
- (d) an au pair,
- (e) a teacher or language assistant under an approved exchange scheme,
- (f) a representative of an overseas newspaper, news agency or broadcasting organisation,
- (g) a private servant in a diplomatic household,
- (h) a domestic worker in a private household,
- (i) an overseas government employee,
- (j) a minister of religion, missionary or member of a religious order,
- (k) a visiting religious worker or a religious worker in a non-pastoral role,
- (l) a member of the operational ground staff of an overseas-owned airline,
- (m) a person with United Kingdom ancestry,
- (n) a writer, composer or artist,
- (o) an overseas qualified nurse or midwife, or
- (p) the spouse, civil partner or child of an armed forces member who is exempt from immigration control under section 8(4) of the Immigration Act 1971,

for the purposes of the immigration rules.

(2) Subject to paragraph (3), the form set out in Schedule 8 is prescribed for an application for limited leave to remain in the United Kingdom for any other reason or purpose for which provision is made in the immigration rules but which is not covered by the forms prescribed by regulations 3 to 9.

(3) Paragraph (2) does not apply to an application for limited leave to remain in the United Kingdom where:

- (a) the application is made under the terms of a European Community Association Agreement, or
- (b) the basis on which the application is made is that the applicant is an asylum claimant or a dependant of an asylum claimant.

**11.** The form set out in Schedule 9 is prescribed for an application for indefinite leave to remain in the United Kingdom as:

- (a) the spouse or civil partner of a person present and settled in the United Kingdom, or
- (b) the unmarried partner or same sex partner of a person present and settled in the United Kingdom,

for the purposes of the immigration rules.

**12.** The form set out in Schedule 10 is prescribed for an application for indefinite leave to remain in the United Kingdom as:

- (a) the child under the age of eighteen of a parent, parents or relative present and settled in the United Kingdom,
- (b) the adopted child under the age of eighteen of a parent or parents present and settled in the United Kingdom, or
- (c) the parent, grandparent or other dependent relative of a person present and settled in the United Kingdom,

for the purposes of the immigration rules.

**13.** The form set out in Schedule 11 is prescribed for an application for indefinite leave to remain in the United Kingdom as a victim of domestic violence.

**14.—(1)** The form set out in Schedule 12 is prescribed for an application for indefinite leave to remain in the United Kingdom:

- (a) as a work permit holder,
- (b) as a highly skilled migrant,
- (c) as a representative of an overseas newspaper, news agency or broadcasting organisation,
- (d) as a private servant in a diplomatic household,
- (e) as a domestic worker in a private household,
- (f) as an overseas government employee,
- (g) as a minister of religion, missionary or member of a religious order,
- (h) as a member of the operational ground staff of an overseas-owned airline,
- (i) as a person with United Kingdom ancestry,
- (j) as a writer, composer or artist,
- (k) on the basis of long residence in the United Kingdom, or
- (l) as a foreign or Commonwealth citizen discharged from HM Forces,

for the purposes of the immigration rules.

(2) Subject to paragraph (3), the form set out in Schedule 12 is prescribed for an application for indefinite leave to remain in the United Kingdom for any other reason or purpose for which provision is made in the immigration rules but which is not covered by the forms prescribed by regulations 11, 12 or 13.

(3) Paragraph (2) does not apply to an application for indefinite leave to remain in the United Kingdom where:

- (a) the application is made under the terms of a European Community Association Agreement,
- (b) the basis on which the application is made is that the applicant is an asylum claimant or a dependant of an asylum claimant.

**15.** An application for leave to remain in the United Kingdom which is made by a person (“the main applicant”) on a form prescribed by any of the regulations 3 to 14 above may include an application in respect of any person applying for leave to remain in the United Kingdom as a dependant of the main applicant.

### **Prescribed procedures**

**16.—(1)** The following procedures are prescribed in relation to an application for which a form is prescribed by regulations 3 to 14:

- (a) the form shall be signed and dated by the applicant, save that where the applicant is under the age of eighteen, the form may be signed and dated by the parent or legal guardian of the applicant on behalf of the applicant;
  - (b) the application shall be accompanied by such documents and photographs as specified in the form; and
  - (c) each part of the form shall be completed as specified in the form.
- (2) The following procedures are prescribed in relation to delivery of an application for which a form is prescribed:
- (a) in relation to an application for which a form is prescribed by regulation 3, the application shall be sent by prepaid post or by courier to the Border and Immigration Agency of the Home Office; it may not be submitted in person at a public enquiry office,
  - (b) in relation to an application for which a form is prescribed by regulation 4, the application shall be:
    - (i) sent by prepaid post or by courier to Work Permits (UK) at the Border and Immigration Agency of the Home Office, or
    - (ii) submitted in person at the Croydon public enquiry office (but no other public enquiry office),
  - (c) in relation to an application for which a form is prescribed by regulation 5, the application shall be sent by prepaid post or by courier to Work Permits (UK) at the Border and Immigration Agency of the Home Office, and may not be submitted in person at a public enquiry office,
  - (d) in relation to an application for which a form is prescribed by regulations 6 to 12 and regulation 14, the application shall be:
    - (i) sent by prepaid post to the Border and Immigration Agency of the Home Office, or
    - (ii) submitted in person at a public enquiry office,
  - (e) in relation to an application for which a form is prescribed by regulation 13, the application shall be sent by prepaid post to the Border and Immigration Agency of the Home Office; it may not be submitted in person at a public enquiry office.
- 17.—(1)** A failure to comply with any of the requirements of regulation 16(1) to any extent will only invalidate an application if:
- (a) the applicant does not provide, when making the application, an explanation for the failure which the Secretary of State considers to be satisfactory,
  - (b) the Secretary of State notifies the applicant, or the person who appears to the Secretary of State to represent the applicant, of the failure within 28 days of the date on which the application is made, and
  - (c) the applicant does not comply with the requirements within a reasonable time, and in any event within 28 days, of being notified by the Secretary of State of the failure.
- (2) For the purposes of this regulation, the date on which the application is made is:
- (a) in the case of an application sent by post, the date of posting,
  - (b) in the case of an application submitted in person, the date on which the application is delivered to, and accepted by, a public enquiry office, and
  - (c) in the case of an application sent by courier, the date on which the application is delivered to Work Permits (UK) at the Border and Immigration Agency of the Home Office.

### **Revocation and transitional provision**

**18.**—(1) Subject to paragraph (3), the Regulations referred to in paragraph (2) are revoked.

(2) Those Regulations are:

- (a) the Immigration (Leave to Remain) (Prescribed Forms and Procedures) Regulations 2006<sup>(5)</sup>;
- (b) the Immigration (Leave to Remain) (Prescribed Forms and Procedures) (Amendment) Regulations 2006<sup>(6)</sup>; and
- (c) the Immigration (Leave to Remain) (Prescribed Forms and Procedures) (Amendment No. 2) Regulations 2006<sup>(7)</sup>.

(3) An application made on a form prescribed by the Immigration (Leave to Remain) (Prescribed Forms and Procedures) Regulations 2006 shall be deemed to have been made on the corresponding form prescribed by these Regulations if made within 21 days of these Regulations coming into force for the purposes of section 31A of the Immigration Act 1971.

Home Office  
13th March 2007

*Liam Byrne*  
Minister of State

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<sup>(5)</sup> S.I.2006/1421, amended by S.I. 2006/1548, 2006/2899.

<sup>(6)</sup> S.I. 2006/1548.

<sup>(7)</sup> S.I. 2006/2899.

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SCHEDULE 1

Regulation 3



BORDER AND IMMIGRATION AGENCY

SECTION 1 - APPLICANT'S DETAILS

Attach two identical photographs of you (the applicant) here with a staple or paper clip. Do not use glue or other sticky adhesive.

1.1 Your title - please tick Mr Mrs Miss Ms Other

If other, what is your title?

1.2 Your date of birth (Day, Month, Year) and Your gender (Male, Female)

1.3 Your full name as in your passport or travel document

1.4 Surname or family name

1.5 Any other name(s) by which you are or have been known

1.6 Nationality

1.7 Passport or travel document number and 1.8 Home Office reference if you have one

1.9 National insurance number if you have one

1.10 Your UK address - please inform us immediately if this changes. Post code

1.11 Your daytime telephone number and Your mobile telephone number if you have one

1.12 Your e-mail address if you have one

1.13 Name & address for returning documents and letters about your application if different from 1.10. Post code

1.14 If you have completed 1.13 and the address is that of your immigration adviser, please state their Office of the Immigration Services Commissioner (OISC) number

BUS

Version 04/2007

Application for an extension of stay or indefinite leave to remain in the UK in one of the following categories:

Business person

Sole representative

Retired person of independent means

Investor

Innovator

This form is valid only for applications made on or after 2 April 2007

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## SECTION 2 - DEPENDANTS INCLUDED IN YOUR APPLICATION

If you have a partner and/or any children under 18 living in the UK and they are applying for an extension of stay or indefinite leave to remain in the UK as your dependants, this is where you give their details. Unless otherwise stated, the word "partner" in this form means your spouse, civil partner, unmarried or same sex partner. If more than 3 children are applying, please give their details, with photographs, on a copy of this page and enclose it with this form.

Attach two identical photographs of your partner here with a staple or paper clip  <b>Do not use glue or other sticky adhesive</b>	Your partner's full name																																																											
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Relationship to you - please tick										<input type="checkbox"/> Spouse		<input type="checkbox"/> Civil partner		<input type="checkbox"/> Unmarried partner		<input type="checkbox"/> Same sex partner																																												

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### SECTION 3 - WHICH CATEGORY?

Please tick a box below to show us the category in which you are applying and whether you are applying for an extension of stay or indefinite leave to remain in the UK.

	Extension of stay		Indefinite leave to remain	
Business person	<input type="checkbox"/>	Complete all sections except sections 4 and 6	<input type="checkbox"/>	Complete all sections
Sole representative	<input type="checkbox"/>	Complete all sections except sections 4 and 6	<input type="checkbox"/>	Complete all sections
Retired person of independent means	<input type="checkbox"/>	Complete all sections except sections 4 and 6	<input type="checkbox"/>	Complete all sections
Investor	<input type="checkbox"/>	Complete all sections except sections 4 and 6	<input type="checkbox"/>	Complete all sections
Innovator	<input type="checkbox"/>	Complete all sections except sections 4 and 6	<input type="checkbox"/>	Complete all sections

### SECTION 4 - KNOWLEDGE OF LANGUAGE AND LIFE IN THE UK

**Do not complete this section if you are applying for an extension of stay.**

**This section is about the new requirements concerning knowledge of language and life in the UK which you and any dependants have to satisfy to qualify for indefinite leave to remain if you are aged 18-64. If you have not already done so, you should read the information about these requirements in the separate guidance notes.**

**4.1** Are you under 18 or aged 65 or over? Yes  No   
 If you have answered **no**, continue below. If you have answered **yes**, continue below only if your partner is included in the application, otherwise go to section 5.

**4.2** If your partner is included in the application, is he or she under 18 or aged 65 or over? Yes  No   
 If you have answered **no**, continue below. If you have answered **yes**, or if a partner is not included in the application, continue below only if you have answered **no** in reply to **4.1**, otherwise go to section 5.

**4.3** Have you and/or a partner included in this application obtained one of the relevant qualifications listed below to show that you have sufficient knowledge of the English language and life in the UK? Please tick below and see **Note 1**.

Relevant qualifications		You		Your partner	
A pass in the test known as the <b>Life in the UK test</b> ; or one of the following English for Speakers of Other Languages (ESOL) qualifications:  <b>An ESOL "Skills for Life" qualification in speaking and listening at Entry Level</b> or  <b>Two ESOL Units at Access Level</b> under the Scottish Credit and Qualifications Framework approved by the Scottish Qualifications Authority.		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**4.4** If you have answered **yes** to **4.3**, tick one or more of the boxes opposite to show which qualification(s) (ie Life in the UK test or either of the two relevant ESOL qualifications) you and/or your partner have obtained.

Life in the UK test	ESOL qualification	Life in the UK test	ESOL qualification
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**4.5** If you and/or your partner have answered **no** to question **4.3**, are you claiming exemption from this requirement because a physical or other condition prevents you from taking the Life in the UK test or doing an ESOL course? See **Note 1** below.

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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**Note 1** If you are aged 18-64 and have answered "no" to questions 4.3 and 4.5, you should not be applying for indefinite leave to remain. Please see the separate guidance notes.

If your partner is aged 18-64 and has answered "no" to questions 4.3 and 4.5, his/her application will be refused even if your application is successful. Please see the separate guidance notes.

If you and/or your partner have answered "no" to question 4.3 but "yes" to question 4.5, you must provide a doctor's letter or similar evidence confirming that you and/or they are unable to take the test or do an ESOL course.

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**SECTION 5 - YOUR HOME AND YOUR FINANCES**

- 5.1** Is your home in the UK: a) owned by you?  b) rented from a local authority by you?  c) privately rented by you?  d) owned or rented by a relative or friend?  e) other - please give details below

- 5.2** Do you or your partner, or both, pay any rent or mortgage for your home? **Yes**  **No**  If so, how much do you pay each month? £
- 5.3** Are you working in the UK? **Yes**  **No**  If so, what is your pay each month after income tax and other deductions? £
- 5.4** Is your partner working in the UK? **Yes**  **No**  If so, what is his/her pay each month after income tax and other deductions? £
- 5.5** Does a relative or friend of you or your partner, or both of you, regularly give you money? **Yes**  **No**  If so, how much do you receive each month? £
- 5.6** Are you receiving any public funds? **Yes**  **No**

**The public funds which are relevant for the purposes of the Immigration Rules are listed below. If you have answered yes to question 5.6, you must tick the relevant box(es) to show which of these are being received.**

- |                                    |                          |                             |                          |                                    |                          |                      |                          |
|------------------------------------|--------------------------|-----------------------------|--------------------------|------------------------------------|--------------------------|----------------------|--------------------------|
| Housing or Homelessness assistance | <input type="checkbox"/> | Disability Living Allowance | <input type="checkbox"/> | Council Tax Benefit                | <input type="checkbox"/> | State Pension Credit | <input type="checkbox"/> |
| Attendance Allowance               | <input type="checkbox"/> | Income Support              | <input type="checkbox"/> | Child Benefit                      | <input type="checkbox"/> | Child Tax Credit     | <input type="checkbox"/> |
| Severe Disablement Allowance       | <input type="checkbox"/> | Working Tax Credit          | <input type="checkbox"/> | Income based Jobseeker's Allowance | <input type="checkbox"/> |                      |                          |
| Carer's Allowance                  | <input type="checkbox"/> | Social Fund payment         | <input type="checkbox"/> | Housing Benefit                    | <input type="checkbox"/> |                      |                          |

**SECTION 6 - ABSENCES FROM THE UK**

**This section must only be completed by applicants applying for indefinite leave to remain.**

- 6.1** When did you (the main applicant) first enter the UK? This refers to the date of your first entry into the UK at the beginning of the 5-year period of stay on which this application is based.
- Day                      Month                      Year
- 

- 6.2** Since then have you had any absence(s) from the UK? If **yes**, give the dates of and reason(s) for the absences in the spaces below. List all absences, however short, including all of 3 months or more. **Yes**  **No**

Dates of absence(s)	Reason(s) for absence(s)



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**SECTION 7 - PERSONAL HISTORY(continued)**

**7.7** Have you or any dependants included in this application ever engaged in any other activities which might indicate that you may not be considered to be persons of good character? Yes  No

If you have answered **yes** to question **7.2, 7.3, 7.4, 7.5, 7.6** or **7.7** above please give further details in the space provided below. If you need more space, continue on a separate sheet.

**REHABILITATION OF OFFENDERS ACT 1974**

The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or ignored after a 'rehabilitation period'. The length of the rehabilitation period depends on the sentence given. For a custodial (prison) sentence the rehabilitation period is decided by the original sentence, not the time served. Prison sentences of more than two and a half years can never become spent and should always be disclosed. Further information on rehabilitation periods can be found at Nacro's Resettlement Plus Helpline on **020 7840 6464** or by obtaining a free copy of their leaflet on **020 7840 6427**.

**DEFINITIONS**

For the purposes of answering questions **7.3** to **7.7**, the following information provides guidance on actions which may constitute war crimes, crimes against humanity, genocide, or terrorist activities.

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at [www.opsi.gov.uk/acts/acts2001/20010017.htm](http://www.opsi.gov.uk/acts/acts2001/20010017.htm) or purchased from The Stationery Office (telephone **0870 600 5522**). It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately on behalf of yourself and any dependants included in the application.

**War crimes**

Grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict. The types of acts that may constitute a war crime include wilful killing, torture, extensive destruction of property not justified by military necessity, unlawful deportation, the intentional targeting of civilians and the taking of hostages.

**Crimes against humanity**

Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons.

**Genocide**

Acts committed with intent to destroy, in whole or in part, a national, ethnical, racial or religious group.

**Terrorist activities**

Any act committed, or the threat of action, designed to influence a government or intimidate the public and made for the purposes of advancing a political, religious or ideological cause and that involves serious violence against a person; that may endanger another person's life; creates a serious risk to the health or safety of the public; involves serious damage to property; is designed to seriously disrupt or interfere with an electronic system.

**Organisations concerned in terrorism**

An organisation is concerned in terrorism if it commits or participates in acts of terrorism; prepares for terrorism; promotes or encourages terrorism (including the unlawful glorification of terrorism); or is otherwise concerned in terrorism.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

## SECTION 8 - DOCUMENTS AND PHOTOGRAPHS

For your application to be valid and complete, you must provide the documents and photographs listed in this section which are relevant to your application. Tick the boxes next to the relevant items to show the documents and photographs you are providing. Attach the photographs to the spaces in sections 1 and 2 as instructed there.

### 8A All categories - extension of stay or indefinite leave to remain

- Two recent passport-size photographs of yourself** with your name on the back of each photograph. Please see the separate guidance notes for information on what types of photograph are acceptable.
- Two recent passport-size photographs of each dependant** included in section 2 and applying for an extension of stay or indefinite leave to remain in the UK with you, with their name on the back of each photograph.
- Your current passport or travel document.** If you last entered the UK on a previous passport or travel document, please also provide this document if you have it.
- Current passport(s) or travel document(s) for each dependant** included in section 2 and applying for an extension of stay or indefinite leave to remain in the UK with you. If they last entered the UK on previous passport(s) or travel document(s), please also provide these documents if you have them.
- Your police registration certificate** if you have been asked to register with the police.
- The police registration certificate(s) of each dependant** included in section 2 and applying for an extension of stay or indefinite leave to remain in the UK with you if they have been asked to register with the police.
- Evidence of your finances.** Bank statements, building society savings book(s), pay slips or other formal documents as evidence of your ability to maintain and accommodate yourself and any dependants without recourse to public funds. **If a relative or friend is supporting you,** please provide a letter from him/her confirming this together with bank statements or other documents of the kind described above as evidence of their financial situation. See **Note 3** below.

**Note 3** The documents showing the finances available to you and/or to the person supporting you should cover at least the last 3 months. We do not accept internet or cashpoint statements as evidence of finances.

**Knowledge of language and life in the UK** If you have to complete section 4 and you and/or a partner included in the application are aged 18-64, you must provide one of the following documents for each of you.

- A Life in the UK test** pass notification letter or a relevant **ESOL** qualification.
- or
- A medical certificate** or similar document if you and/or your partner are claiming exemption from taking the Life in the UK test or doing an ESOL course because of a medical or other condition.

### 8B Business Person (Extension Of Stay)

To apply for an extension of stay as a business person, you must provide the following documents:

- Audited accounts for the period of your leave so far.** These should show the precise financial position of the business in which you are concerned and confirm that you have directly invested at least £200,000 of your own money in the business and maintained that investment (see **Note 4**).

**Note 4** Audited accounts are required by the immigration rules in all cases, regardless of the size of a business. If you are unable to provide audited accounts at this stage, draft or management accounts should be provided along with an explanation as to why audited accounts are not yet available.

- If the amount of your investment is unclear from your accounts, **other evidence that you have directly invested at least £200,000 of your own money in the business and maintained that investment.**
- Evidence that you have commenced trading and created at least two new paid full-time jobs for persons already settled here.** In each case please give their name, position, salary, hours of work, date they started/ended (where applicable) and evidence of their immigration status, ie a copy of their birth certificate or passport (uncertified copies are acceptable in this instance).
- Evidence that your share of the profits of the business is sufficient to maintain and accommodate yourself** and any dependants without recourse to employment (other than your work for the business) or public funds.

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

## SECTION 8 - DOCUMENTS AND PHOTOGRAPHS (continued)

### 8C Business Person (Indefinite Leave To Remain)

If you have completed, or have nearly completed, five years' continuous stay in the UK as a business person and you are applying for indefinite leave you must provide the following documents:

- Audited accounts for the first four years of trading and management accounts for the fifth year** (see **Note 5**).
- Note 5** *If you are unable to provide management accounts for the fifth year as required by the immigration rules, draft accounts should be provided along with an explanation as to why management accounts are not available.*
- Evidence to show that you have invested not less than £200,000 of your own money in the business throughout the five year period.**
  - Evidence that you have maintained new paid full-time employment for at least two people settled in the UK throughout the five year period.** In each case please give their name, position, salary, hours of work, date they started/ended (where applicable) and evidence of their immigration status, ie a copy of their birth certificate or passport (uncertified copies are acceptable in this instance).
  - Evidence that your share of the profits of the business is sufficient to maintain and accommodate yourself** and any dependants without recourse to employment (other than your own business) or public funds.
  - All the passports you have held during the five year period,** together with a list of your movements in and out of the UK since you first entered as a business person.

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### 8D Sole Representative (Extension Of Stay)

To apply for an extension of stay as a sole representative, you must provide the following documents:

- Confirmation from the parent company that their centre of operations remains outside the UK and that they wish to continue to employ you as previously.**
- Evidence that either a registered branch or wholly-owned subsidiary has been established in the UK.** In the case of a registered branch this evidence should be provided by means of a Companies House Certificate of Registration. In the case of a wholly-owned subsidiary this evidence should be provided by means of a Companies House Certificate of Incorporation, together with either a copy of the share register or a letter from the company accountants confirming that all shares are held by the parent company.
- Evidence that you are employed full-time as a sole representative.** This is best provided in the form of documents such as a P60 and pay slips for the last three months.
- Evidence that the UK operation is active.** Such evidence may take different forms according to the nature of the business. If there are accounts for the business, you should provide these; you should also provide copy invoices, contracts and business letters.

### 8E Sole Representative - Indefinite Leave to Remain

If you have completed, or have nearly completed, five years' continuous stay in the UK as a sole representative and you are applying for indefinite leave you must provide the following documents:

- Confirmation from the parent company that their centre of operations remains outside the UK and that they wish to continue to employ you as previously.**
- Evidence that a registered branch or wholly-owned subsidiary has been established in the UK and is still in existence.** This is best provided in the form of a letter or documents from Companies House confirming that the structure of the UK operation has not changed.
- Evidence that you have been employed full-time as a sole representative for a continuous period of 5 years.** This is best provided in the form of documents such as P60s for the past 5 years and pay slips for the last 3 months.
- All the passports you have held during the five year period,** together with a list of your movements in and out of the UK since you first entered as a sole representative.
- Evidence that the UK operation is active.** Such evidence may take different forms according to the nature of the business. If there are accounts for the business, you should provide these; you should also provide copy invoices, contracts and business letters.

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## SECTION 8 - DOCUMENTS AND PHOTOGRAPHS (continued)

### 8F Retired Person Of Independent Means - Extension of Stay

To apply for an extension of stay as a retired person of independent means you must provide the following documents:

Evidence that you have made the UK your main home since you were given leave to enter or remain in the UK as a retired person of independent means. This is best provided in the form of all the passports you have held during this initial period. You should also provide a list of your movements in and out of the country during this period.

Evidence that you have under your control and disposable in the UK an income of your own of not less than £25,000 each year.

### 8G Retired Person Of Independent Means - Indefinite Leave to Remain

If you have completed, or have nearly completed, 5 years' continuous stay in the UK as a retired person of independent means and you are applying for indefinite leave you must provide the following documents:

Evidence that you have made the UK your main home since you were given leave to enter or remain in the UK as a retired person of independent means. This is best provided in the form of all the passports you have held during this initial period. You should also provide a list of your movements in and out of the country during this period.

Evidence that for a continuous period of 5 years, you have had under your control and disposable in the UK an income of your own of not less than £25,000 each year.

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### 8H Investor - Extension of Stay

To apply for an extension of stay as an investor, you must provide the following documents:

Evidence that you have not less than £1 million of your own money under your control in the UK ; or that you own personal assets, taking into account any liabilities to which you are subject, which have a value exceeding £2 million and that you have not less than £1 million in money in your control.

Evidence that you have invested not less than £750,000 of your capital in the UK.

Evidence that you have made the UK your main home since you were given leave to enter or remain in the UK as an investor. This is best provided in the form of all the passports you have held during this initial period. You should also provide a list of your movements in and out of the country during this period.

### 8I Investor - Indefinite Leave to Remain

If you have completed, or have nearly completed, 5 years' continuous stay in the UK as an investor and you are applying for indefinite leave you must provide the following documents:

Evidence that you have made the UK your main home since you were given leave to enter or remain in the UK as an investor. This is best provided in the form of all the passports that you have held during the five year period. You should also provide a list of your movements in and out of the country during this period.

Evidence that you have maintained not less than £1 million of your own money under your control in the UK for a continuous period of five years; or that you own personal assets, taking into account any liabilities to which you are subject, which have a value exceeding £2 million.

Evidence that you have invested not less than £750,000 of your capital in the UK for a continuous period of 5 years.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**SECTION 8 - DOCUMENTS AND PHOTOGRAPHS (continued)**

**8J Innovator - Extension of Stay**

To apply for an extension of stay as an innovator, you must provide the following documents:

- Evidence that you have set up a business that will create full-time paid employment for at least two persons already settled in the UK.** In each case please give their name, position, salary, hours of work, date they started/ended (where applicable) and evidence of their immigration status ie a copy of their birth certificate or passport (uncertified copies are acceptable in this instance).
- Evidence that you have maintained a minimum 5% shareholding of the equity capital.**
- A detailed summary of the business's activity during the first 2 years.**
- Statutory accounts during the first 2 years of trading.**
- Evidence that you are able to maintain and accommodate yourself and any dependants without recourse to public funds or other employment.**

**8K Innovator - Indefinite Leave to Remain**

If you have completed, or have nearly completed, five years' continuous stay in the UK as an innovator and you are applying for indefinite leave, you must provide the following documents:

- Statutory accounts for the last 4 years and management accounts for the final year.**
- Evidence that you have maintained new paid full-time employment for at least two people settled in the UK throughout the five year period.** In each case please give their name, position, salary, hours of work, date they started/ended (where applicable) and evidence of their immigration status, ie a copy of their birth certificate or passport (uncertified copies are acceptable in this instance).
- Evidence that you have maintained a minimum 5% shareholding of the equity capital for a continuous period of 5 years.**

**SECTION 9 - DECLARATION**

**You must now read the declaration below and sign it. It must be signed by you (the applicant) and not by a representative or other person acting on your behalf.**

I hereby apply for an extension of stay\*/indefinite leave to remain (**\*please delete as applicable**) in the UK for myself and any dependants listed in this form. The information I have given in this form is complete and is true to the best of my knowledge. I also declare that the photographs submitted with this form are a true likeness of myself and any dependants included in the application, as named on the back of each photograph.

I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available I will inform the Home Office.

I understand that all information provided by me to the Home Office will be treated in confidence but that it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions.

I understand that documents provided in support of this application will be checked for authenticity. False documents will be retained and may result in my application being refused and my case being referred to the UK Immigration Service and other relevant authorities for the purposes of my prosecution and subsequent removal from the United Kingdom.

I understand that the Home Office may also use the information provided by me for training purposes.

**I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in execution of any of those Acts a statement or representation which I know to be false or do not believe to be true, or to obtain or to seek to obtain leave to remain in the United Kingdom by means which include deception.**

Signed

Date



SCHEDULE 2

Regulation 4

<b>Form</b> <b>FLR(IED)</b> <small>Version 04/2007</small>	 <b>Border &amp; Immigration Agency</b>	<b>Form</b> <b>FLR(IED)</b> <small>Version 04/2007</small>
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**This form is valid only for applications made on or after 2 April 2007**

**Application for an extension of stay (limited leave to remain) in the United Kingdom for Work Permit, Seasonal Agricultural Workers' Scheme, Sectors-Based Scheme or Training or Work Experience Scheme employment.**

**To be completed by the applicant in English, BLOCK capitals and BLACK ink**

**Section 1: Type of Application**

1. Is this application to be:      Paid for <input type="checkbox"/> Exempt from payment <input type="checkbox"/>	
<small>(Please indicate by ticking the relevant box)</small>	
2. Under which category are you applying for an extension of stay in the UK?	
<input type="checkbox"/> Seasonal Agricultural Workers Scheme (SAWS)	Complete Sections 1, 2, 3, 5, 6, 7, 8 &, if applicable, 9
<input type="checkbox"/> Sectors-Based Scheme (SBS)	Complete Sections 1, 2, 3, 5, 6, 7, 8 &, if applicable, 9
<input type="checkbox"/> Training or Work Experience (TWES)	Complete Sections 1, 2, 3, 4, 5, 6, 7, 8 &, if applicable, 9
<input type="checkbox"/> Work permit arrangements (WP)	Complete Sections 1, 2, 3, 4, 5, 6, 7, 8 &, if applicable, 9
<small>If you are in the UK on a Multiple Entry Work Permit (MEWP) you should not use this application form.</small>	

**Section 2: Personal Details of Applicant**

3. Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state) <input style="width: 100px;" type="text"/>
4. Surname/family name	<input style="width: 100%;" type="text"/>
5. Surname/family name at birth (if different)	<input style="width: 100%;" type="text"/>
6. First names	<input style="width: 100%;" type="text"/>
7. Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
8. Date of birth	<input style="width: 30px;" type="text"/> Day <input style="width: 30px;" type="text"/> Month <input style="width: 30px;" type="text"/> Year
9. Nationality	<input style="width: 100%;" type="text"/>
10. Passport number	<input style="width: 100%;" type="text"/>
11. Address in the UK, including post code <small>(Please let us know immediately if this changes)</small>	<input style="width: 100%; height: 30px;" type="text"/>
12. Your daytime telephone number (if you have one)	<input style="width: 100%;" type="text"/>
13. Your email address (if you have one)	<input style="width: 100%;" type="text"/>
14. Name of your employer	<input style="width: 100%;" type="text"/>
15. SAWS applicants, please also state the name of your operator.	<input style="width: 100%;" type="text"/>
16. Your job title	<input style="width: 100%;" type="text"/>
17. Your WP, SBS, or TWES reference number or SAWS work card number	<input style="width: 100%;" type="text"/>
18. Your Home Office reference number (if you have one)	<input style="width: 100%;" type="text"/>

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**Section 3: Immigration Status**

19. From which British Diplomatic post overseas did you obtain entry clearance and/or a visa?

20. What is your current immigration status in the UK?

**Please check Section 2 of the Guidance Notes to ensure that you can change your immigration status.**

21. When does your leave expire?  Day  Month  Year

**Section 4: Details of your family (for TWES and WP only)**

**Please note that this section does not apply to SAWS and SBS participants. Individuals entering the UK under these schemes cannot bring other family members with them as dependants.**

22. If you have a partner and/or children under the age of 18 **currently living with you in the UK** and you are applying on their behalf for an extension of stay as your dependants, please give their details below.

Name	Date of birth	Nationality	Passport number	Relationship to you

**Section 5: Your Home, Finances and Sponsorship**

23. Is your home in the UK:  Owned by you?  
 Rented from a local authority by you?  
 If so, please give details   
 Privately rented by you?  
 Owned or rented by a relative or friend?  
 Other (please give details)

24. Do you or your partner (or both) pay any mortgage or rent for your home? No  Yes   
 If you have answered yes, how much do you or your partner (or both) pay each month? £

25. Are you receiving any public funds? No  Yes   
 (See Section 8 of the Guidance Notes for a definition of public funds under the Immigration Rules)  
 If you have answered yes, which are you receiving?

26. Are you working in the UK? No  Yes   
 If you have answered yes, what is your net pay each month? £

27. Does a relative or friend regularly give you money? No  Yes   
 If you have answered yes, how much money do you receive each month? £

28. If you are currently in the UK as a student, student nurse, overseas qualified nurse or midwife, postgraduate doctor, postgraduate dentist or a Fresh Talent: Working in Scotland scheme participant, are you receiving, or have you received for your recent studies in the UK, sponsorship from the British Government, any other government, or an international scholarship agency? No  Yes   
 If you have answered yes, provide written confirmation from your sponsor giving consent to this employment.

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**Section 6: Personal History**

You must answer all the questions in this section on behalf of yourself and any dependants included in this application. It is an offence under Section 26(1)(c) of the Immigration Act 1971 to make a statement or representation which you know to be false or do not believe to be true. **Information given will be checked with other agencies.**

**29.** Do you or any dependants included in this application have any criminal convictions in the UK Yes  No  or any other country (including traffic offences) or any civil judgments made against you?

If you have answered **Yes** to question 29 above please give details below for each criminal conviction and/or civil judgment, starting with the most recent one - but first see **Note 1** about criminal convictions. If you or any dependants included in this application have received more than two sentences and/or civil judgments, give details on a copy of this page and enclose it with this form.

**Note 1** Convictions spent under the Rehabilitation of Offenders Act 1974 need not be disclosed. More information about this Act is given towards the end of this section.

**Conviction(s)**

Name of person convicted or against whom a civil judgment was made	<input type="text"/>
Nature of the criminal offence or the civil action (give details on a separate sheet and enclose it with this form if you need more space)	<input type="text"/>
Date of sentence/judgment	<input type="text"/>
Details of the sentence or civil judgment (give details on a separate sheet if you need more space)	<input type="text"/>
Country where the sentence was passed or the civil judgment was made	<input type="text"/>

  

Name of person convicted or against whom a civil judgment was made	<input type="text"/>
Nature of the criminal offence or the civil action (give details on a separate sheet and enclose it with this form if you need more space)	<input type="text"/>
Date of sentence/judgment	<input type="text"/>
Details of the sentence or civil judgment (give details on a separate sheet if you need more space)	<input type="text"/>
Country where the sentence was passed or the civil judgment was made	<input type="text"/>

**For help in answering the questions below, please see the definitions on the next page.**

**30.** Have you or any dependants included in this application ever been charged in any country with a criminal offence for which you have not yet been tried in court? Yes  No

**31.** In times of either peace or war have you or any dependants included in this application ever been involved, or suspected of involvement, in war crimes, crimes against humanity or genocide? Yes  No

**32.** Have you or any dependants included in this application ever been involved in, supported or encouraged terrorist activities in any country? Yes  No

**33.** Have you or any dependants included in this application ever been a member of, or given support to, an organisation which has been concerned in terrorism? Yes  No

**34.** Have you or any dependants included in this application ever, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to terrorist acts or other serious criminal acts? Yes  No

**35.** Have you or any dependants included in this application ever engaged in any other activities which might indicate that you may not be considered to be persons of good character? Yes  No

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**Section 6: Personal History (continued)**

36. If you have answered **Yes** to question 30, 31, 32, 33, 34 or 35 above please give further details in the space provided below. If you need more space, continue on a separate sheet.

**REHABILITATION OF OFFENDERS ACT 1974**

The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or ignored after a 'rehabilitation period'. The length of the rehabilitation period depends on the sentence given. For a custodial (prison) sentence the rehabilitation period is decided by the original sentence, not the time served. Prison sentences of more than two and a half years can never become spent and should always be disclosed. Further information on rehabilitation periods can be found at Nacro's Resettlement Plus Helpline on **0207 840 6464** or by obtaining a free copy of their leaflet on **0207 840 6427**.

**DEFINITIONS**

For the purposes of answering questions 31 and 32, the following information provides guidance on actions which may constitute war crimes, crimes against humanity, genocide or terrorist activities.

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at [www.opsi.gov.uk/acts/acts2001/20010017.htm](http://www.opsi.gov.uk/acts/acts2001/20010017.htm) or purchased from The Stationery Office (telephone **0870 600 5522**). It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately on behalf of yourself and any dependants included in this application.

**War crimes**

Grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict. The types of acts that may constitute a war crime include wilful killing, torture, extensive destruction of property not justified by military necessity, unlawful deportation, the intentional targeting of civilians and the taking of hostages.

**Crimes against humanity**

Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons.

**Genocide**

Acts committed with intent to destroy, in whole or in part, a national, ethnical, racial or religious group.

**Terrorist activities**

Any act committed, or the threat of action, designed to influence a government or intimidate the public and made for the purposes of advancing a political, religious or ideological cause and that involves serious violence against a person; that may endanger another person's life; creates a serious risk to the health and safety of the public; involves serious damage to property; is designed to seriously disrupt or interfere with an electronic system.

**Organisations concerned in terrorism**

An organisation is concerned in terrorism if it commits or participates in acts of terrorism; prepares for terrorism; promotes or encourages terrorism (included the unlawful glorification of terrorism); or is otherwise concerned in terrorism.

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**Section 7: Documentary Evidence**

- **The documents and photographs required in support of your application, as well as those of any dependants included in the application, are listed below.**
- **You only have to provide those that are relevant to your application.**
- **Tick the boxes next to the relevant items to show the documents and photographs you are sending.**

Please see the guidance notes to check if you need to send any other information with your application.

**For all applications:**

- Two recent passport-sized photographs of yourself with your name written on the back of each photograph.
- Your current passport or travel document – if you last entered the UK on a previous passport or travel document, please also provide this document if you have it.
- Your police registration certificate (if you have been asked to register with the police).
- Evidence that you have the funds to maintain and accommodate yourself and any dependants without recourse to public funds. The evidence must be formal documents such as bank statements, a building society passbook, or wage slips (but do not send us cheques, traveller cheques or credit cards). If a relative or friend is supporting you, the evidence should be a letter from him/her confirming this together with formal documents showing their financial situation. (The documents provided should cover at least the last 3 months.)

**For TWES and WP applications only:**

- Two recent passport-sized photographs of each dependant applying for an extension of stay in the UK included on this application, with each dependant's name written on the back of the photograph.
- Current passport(s) or travel document(s) for each dependant applying for an extension of stay in the UK included on this application – if they last entered the UK on a previous passport(s) or travel document(s), please also provide these documents if you have them.
- The police registration certificate(s) of each dependant applying for an extension of stay in the UK with you (if they have been asked to register with the police) included on this application form.
- A full birth certificate (ie one that shows the parents' name) for each dependant child whom you are applying for an extension of stay in the UK included on this application form.
- Your marriage certificate/civil partnership document if you are applying for an extension of stay in the UK for your spouse/civil partner.
- If you are not married or in a civil partnership and you are applying for an extension of stay in the UK for a partner (opposite-sex or same-sex), you should provide document(s) showing that you and your partner have been living together in a relationship akin to marriage or civil partnership, which has subsisted for 2 years or more.
- If you are changing your immigration category from that of a student, you should send your original degree certificate.
- If you have answered yes to question 28, you should send written confirmation from your sponsor giving consent to you remaining in the UK to undertake this employment.

**For SAWS applications only:**

- Please provide a letter from your operator confirming your employment has been extended.

If you are unable at present to send us any documentation or photographs specified above, please explain your reasons:

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**Section 8: Applicant's Declaration**

You must now read the declaration below and sign it. It must be signed by you (the applicant) and not by a representative or other person acting on your behalf.

- I hereby apply for an extension of stay in the UK for myself, and any dependants listed in this form.
- The information I have given in this form is complete and is true to the best of my knowledge.
- I declare that the photographs submitted with this form are a true likeness of myself and any dependants included in the application, as named on the back of each photograph.
- I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform Work Permits (UK).
- I understand that all the information provided by me to the Home Office will be treated in confidence but that it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions.
- I understand that the Border and Immigration Agency may also use the information provided by me for training purposes.
- I agree to co-operate with Work Permits (UK) officials, or any other officials charged by the Secretary of State for the Home Department, with conducting pre issue and post issue checks on compliance with the immigration employment document application.
- I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in execution of any of those Acts a statement or representation which I know to be false or do not believe to be true, or to obtain or seek to obtain leave to remain in the United Kingdom by means which include deception.
- If this leave to remain application is linked to a Training or Work Experience, Seasonal Agricultural Workers' Scheme or Sectors Based Scheme application, I understand and accept that I must return overseas at the end of the employment period.
- I am aware that the rules and regulations governing leave applications may change in the future and I do not assume that the requirements covering any future applications will be the same.

Please tick this box if you do not wish to receive further information and publicity from the Home Office.

Your signature  Date

Name (CAPITALS please)

Would you like correspondence and documents relating to this application to be sent to the employer, representative, or in the case of SAWS, your operator? Yes  No

**If you answer yes please get them to complete the declaration on the next page.**

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**Section 9: Representative Declarations**

If a representative or your employer is dealing with this application on your behalf, please complete the details below.

Name of the employer or representative company

Address (including post code)

Name of contact (if different from below)

Telephone number

Fax number

Email address

This declaration **MUST** be signed by an employer or representative.

- I have been appointed by the applicant to make this application.
- I confirm that the applicant has completed and signed the application, and that the application is, to the best of my knowledge and belief, true and complete.
- Once the application is decided I will provide the applicant with all correspondence from you relating to your decision.
- I declare that I am permitted to provide immigration advice and immigration services by section 84 of the Immigration and Asylum Act 1999.
- I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to do an act which facilitates the commission of a breach of immigration law by an individual who is not a citizen of the European Union, knowing or having reasonable cause to believe that the act has this effect.
- I am (tick as appropriate)

Registered or exempted by the Office of Immigration Service Commissioner (OISC)

My OISC number is:

Authorised to practice by a designated professional body or supervised by such a person

- The Law Society
- The Law Society of Scotland
- The Law Society of Northern Ireland
- The Institute of Legal Executives
- The General Council of the Bar
- The Faculty of Advocates
- The General Council of the Bar of Northern Ireland

Designated professional body is:

My supervisor is (if appropriate):

Registered with or authorised by an EEA body responsible for regulation of the provision of legal advice in that EEA state; or employed or supervised by the person registered as defined in section 84(2) (d), (e) and (f).

The registered or authorised EEA body is:

My supervisor is (if appropriate):

Within a category of person specified in an Order made by the Secretary of State under subsection 84(4)(d) of the Immigration and Asylum Act 1999.

Please tick this box if you do not wish to receive further information and publicity from the Home Office.

Signed  Date

Name (CAPITALS please)

Position

For and on behalf of (the representative/employer)

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

SCHEDULE 3

Regulation 5

Form <b>FLR(HSMP)</b> Version 04/2007	 <b>Border &amp; Immigration Agency</b> Home Office	Form <b>FLR(HSMP)</b> Version 04/2007
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**This form is valid only for applications made on or after 2 April 2007**

**Application for an extension of stay (limited leave to remain) in the UK as a Highly Skilled Migrant Programme (HSMP) participant**

**This application should be completed in English using BLOCK CAPITALS and BLACK INK.**

**Section 1: Type of Application – ALL applicants must complete this section.**

1. Is this application to be:      Paid for <input type="checkbox"/> Exempt from payment <input type="checkbox"/> (Please indicate by ticking relevant box)
2. Please indicate by ticking the relevant box, whether you are:
a) Currently in the UK within an immigration category other than HSMP and seeking an initial period of leave as an HSMP participant. <span style="float: right;"><input type="checkbox"/></span>
If so, you will need to complete the following sections of this application form: 1, 2, 3, 4 (if applicable), 5, 6, 11, 12, 13 (if applicable), 14 and 15.
b) Already in the UK as an HSMP participant and seeking to extend your leave in this category. <span style="float: right;"><input type="checkbox"/></span>
If so, you will need to complete the following sections of this application form: 1, 2, 3, 4 (if applicable), 5, 6, 7, 8 (if applicable), 9, 10, 11, 12, 13 (if applicable), 14 and 15.

**Section 2: Personal Details of Applicant – ALL applicants must complete this section.**

3. Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state) <input style="width: 100px;" type="text"/>
4. Surname/family name	<input style="width: 100%;" type="text"/>
5. Surname/family name at birth (if different)	<input style="width: 100%;" type="text"/>
6. First names	<input style="width: 100%;" type="text"/>
7. Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
8. Date of birth	<input style="width: 30px;" type="text"/> Day <input style="width: 60px;" type="text"/> Month <input style="width: 30px;" type="text"/> Year
9. Nationality	<input style="width: 100%;" type="text"/>
10. Passport number	<input style="width: 100%;" type="text"/>
11. Address in the UK, including postcode (Please let us know immediately if this changes)	<input style="width: 100%; height: 30px;" type="text"/>
12. Your daytime telephone number (if you have one)	<input style="width: 100%;" type="text"/>
13. Your email address (if you have one)	<input style="width: 100%;" type="text"/>
14. Name of your employer (if applicable)	<input style="width: 100%;" type="text"/>
15. Your job title	<input style="width: 100%;" type="text"/>
16. Your HSMP reference number	<input style="width: 100%;" type="text"/>
17. Your Home Office reference number (if you have one)	<input style="width: 100%;" type="text"/>



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**Section 3: Immigration Status – ALL applicants must complete this section.**

18. From which British Diplomatic post overseas did you obtain entry clearance and/or a visa?

19. What is your current immigration status in the UK?

**(If you are currently in the UK within an immigration category other than HSMP, please check Section 1 of the Guidance Notes to ensure that you can change your immigration status)**

20. When does your current leave expire?  Day  Month  Year

**Section 4: Details of your family – Applicants must complete this section where applicable.**

21. If you have a partner and/or children under the age of 18 **currently living with you in the UK** and you are applying on their behalf for an extension of stay as your dependants, please give their details below.

Name	Date of birth (dd/mm/yyyy)	Nationality	Passport number	Relationship to you

**Section 5: Your Home and Finances and Sponsorship**

22. Is your home in the UK:  Owned by you?  
 Rented from a local authority by you?  
 If so, please give details   
 Privately rented by you?  
 Owned or rented by a relative or friend?  
 Other (please give details)

23. Do you or your partner (or both) pay any mortgage or rent for your home? No  Yes   
 If you have answered yes, how much do you or your partner (or both) pay **each month**? £

24. Are you receiving any public funds? No  Yes   
 (See Section 3 of the Guidance Notes for a definition of public funds under the Immigration Rules)  
 If you have answered yes, what are you receiving?

25. Are you working in the UK? No  Yes   
 If you have answered yes, what is your **net pay** each month? £

26. Does a relative or friend regularly give you money? No  Yes   
 If you have answered yes, how much money do you receive each month? £

27. If you are currently in the UK as a student, postgraduate doctor, postgraduate dentist or a Fresh Talent: Working in Scotland scheme participant, are you receiving, or have you received for your recent studies in the UK, sponsorship from the British Government, any other government, or an international scholarship agency? No  Yes   
 If you have answered yes, provide written confirmation from your sponsor giving consent to this employment.

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**Section 6: Personal History – ALL applicants must complete this section.**

You must answer all the questions in this section on behalf of yourself and any dependants included in this application. It is an offence under Section 26(1)(c) of the Immigration Act 1971 to make a statement or representation which you know to be false or do not believe to be true. **Information given will be checked with other agencies.**

**28.** Do you or any dependants included in this application have any criminal convictions in the UK or any other country (including traffic offences) or any civil judgments made against you? Yes  No

If you have answered **Yes** to question 28 above please give details below for each criminal conviction and/or civil judgment, starting with the most recent one - but first see **Note 1** about criminal convictions. If you or any dependants included in this application have received more than two sentences and/or civil judgments, give details on a copy of this page and enclose it with this form.

**Note 1** Convictions spent under the Rehabilitation of Offenders Act 1974 need not be disclosed. More information about this Act is given towards the end of this section.

Name of person convicted or against whom a civil judgment was made	<input type="text"/>
Nature of the criminal offence or the civil action (give details on a separate sheet and enclose it with this form if you need more space)	<input type="text"/>
Date of sentence/judgment	<input type="text"/>
Details of the sentence or civil judgment (give details on a separate sheet if you need more space)	<input type="text"/>
Country where the sentence was passed or the civil judgment was made	<input type="text"/>

  

Name of person convicted or against whom a civil judgment was made	<input type="text"/>
Nature of the criminal offence or the civil action (give details on a separate sheet and enclose it with this form if you need more space)	<input type="text"/>
Date of sentence/judgment	<input type="text"/>
Details of the sentence or civil judgment (give details on a separate sheet if you need more space)	<input type="text"/>
Country where the sentence was passed or the civil judgment was made	<input type="text"/>

**For help in answering the questions below, please see the definitions on the next page.**

**29.** Have you or any dependants included in this application ever been charged in any country with a criminal offence for which you have not yet been tried in court? Yes  No

**30.** In times of either peace or war have you or any dependants included in this application ever been involved, or suspected of involvement, in war crimes, crimes against humanity or genocide? Yes  No

**31.** Have you or any dependants included in this application ever been involved in, supported or encouraged terrorist activities in any country? Yes  No

**32.** Have you or any dependants included in this application ever been a member of, or given support to, an organisation which has been concerned in terrorism? Yes  No

**33.** Have you or any dependants included in this application ever, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to terrorist acts or other serious criminal acts? Yes  No

**34.** Have you or any dependants included in this application ever engaged in any other activities which might indicate that you may not be considered to be persons of good character? Yes  No

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**Section 6: Personal History (continued)**

35. If you have answered **Yes** to question 29, 30, 31, 32, 33 or 34 above please give further details in the space provided below. If you need more space, continue on a separate sheet.

**REHABILITATION OF OFFENDERS ACT 1974**

The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or ignored after a 'rehabilitation period'. The length of the rehabilitation period depends on the sentence given. For a custodial (prison) sentence the rehabilitation period is decided by the original sentence, not the time served. Prison sentences of more than two and a half years can never become spent and should always be disclosed. Further information on rehabilitation periods can be found at Nacro's Resettlement Plus Helpline on **0207 840 6464** or by obtaining a free copy of their leaflet on **0207 840 6427**.

**DEFINITIONS**

For the purposes of answering questions 33 and 34, the following information provides guidance on actions which may constitute war crimes, crimes against humanity, genocide or terrorist activities.

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at [www.opsi.gov.uk/acts/acts2001/20010017.htm](http://www.opsi.gov.uk/acts/acts2001/20010017.htm) or purchased from The Stationery Office (telephone **0870 600 5522**). It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately on behalf of yourself and any dependants included in this application.

**War crimes**

Grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict. The types of acts that may constitute a war crime include wilful killing, torture, extensive destruction of property not justified by military necessity, unlawful deportation, the intentional targeting of civilians and the taking of hostages.

**Crimes against humanity**

Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons.

**Genocide**

Acts committed with intent to destroy, in whole or in part, a national, ethnical, racial or religious group.

**Terrorist activities**

Any act committed, or the threat of action, designed to influence a government or intimidate the public and made for the purposes of advancing a political, religious or ideological cause and that involves serious violence against a person; that may endanger another person's life; creates a serious risk to the health and safety of the public; involves serious damage to property; is designed to seriously disrupt or interfere with an electronic system.

**Organisations concerned in terrorism**

An organisation is concerned in terrorism if it commits or participates in acts of terrorism; prepares for terrorism; promotes or encourages terrorism (included the unlawful glorification of terrorism); or is otherwise concerned in terrorism.

**If you are currently in the UK within an immigration category other than HSMP, please go to Section 11. If you are already an HSMP participant and are seeking to extend your leave in this category, please continue to the next section.**

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**Section 7: Points Scoring Assessment (Only complete this section if you are already in the UK as an HSMP participant and are seeking to extend your leave within this category)**

Before an extension of your limited leave to enter/remain in the UK under the Highly Skilled Migrant Programme can be granted, *in addition to meeting all the other immigration requirements for a grant of leave in this category*, you will need to establish that you qualify for the award of a minimum of **75 points** under the Points Scoring criteria associated with HSMP extensions. This section of the application form requires you to state the number of points you are claiming under each of the available points scoring areas, and to specify the documentation submitted with your application as evidence that you qualify for the award of the points claimed.

If your initial HSMP approval was granted under either the MBA Provision of HSMP, or under the GP Priority Application category, you will need to meet the full point scoring assessment at extension. (Further advice on this point can be found in Section 3 of the guidance notes that accompany this application form).

When completing this part of the application form, you should refer to Annex B of the accompanying guidance notes for applicants.

Please note, you must submit the documentation specified on the application form in respect of any points being claimed. Documents submitted must be original. We may seek to verify the documents provided. If this is not possible it may lead to refusal of the application.

If you have previously sent in evidence to gain points for your HSMP status approval, it is not necessary for you to re-submit that information for any subsequent HSMP applications. If you have gained higher qualifications or have evidence which may enable you to claim more points when applying for an extension to your leave, you may submit fresh examples of the required evidence.

**QUALIFICATIONS**

**Points Claimed:**

You can claim points for the highest level educational qualification that you hold. This qualification must be equivalent to the recognised standard of UK Bachelors, Masters or PhD.

36. Please tick one box only to indicate the points being claimed in this area:

PhD*	50 points	<input type="checkbox"/>
Masters*	35 points	<input type="checkbox"/>
Bachelors*	30 points	<input type="checkbox"/>

(\* or equivalent vocational or professional qualification)

37. Please provide details of your higher education, vocational or professional qualifications for which you wish to claim points:

Qualification	Subject	Date of Award	Awarding Body

**Evidence Provided:**

You must provide your original degree certificate or original professional/vocational award certificate in support of points claimed. Where you are claiming points for an equivalent professional or vocational qualification, you must also provide evidence from the appropriate UK professional body to confirm its equivalence to a UK qualification

If you are applying to extend existing leave under HSMP and have previously submitted an original document in support of an earlier HSMP application, you will not need to provide this document again.

If you are already here under HSMP and have gained a higher qualification than previously submitted for which you wish to claim points, you must provide your original degree certificate or original professional award certificate in support of your claim.

Questions continue on next page

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**38.** Please tick the relevant boxes to indicate what evidence you have supplied:

Original Certificate	<input type="checkbox"/>	Letter from UK professional body confirming equivalency of professional/vocational qualification	<input type="checkbox"/>
Evidence not included as original certificate provided with previous HSMP application	<input type="checkbox"/>		

**39. Exceptional circumstances:** If your certificate has yet to be issued, or if you have other compelling reasons for being unable to submit your award certificate please state your reasons in the box below. You must also provide evidence to support your request for exceptional consideration.

If you are unable to submit your award certificate and you have explained your reasons above, you must provide:

For academic qualifications both pieces of evidence stated below:

Original academic transcript:	<input type="checkbox"/>	Original letter from institution confirming award:	<input type="checkbox"/>
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For professional qualifications both pieces of evidence stated below:

Original letter from awarding institution:	<input type="checkbox"/>	Letter from UK professional body confirming equivalency of qualification:	<input type="checkbox"/>
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**PREVIOUS EARNINGS FROM YOUR WORK**

**Points Claimed:**

You can claim points for your previous earnings obtained from your work. The period over which your earnings will be assessed will depend upon how long you have already been in the UK under HSMP.

**Please ensure** that you provide contact details for each previous employer. This should include the name and address of each employer, a named contact to confirm the information and the telephone number, fax number and e-mail address of the employer.

If your previous grant of leave to enter/remain under HSMP was for a period of more than 12 months:

You can claim points for previous earnings from your work over a period of 12 months out of the 15 month period directly preceding the date of your application.

If your previous grant of leave to enter/remain under HSMP was for a period of 12 months or less:

You can claim points for previous earnings from your work over a period of 8 months out of the 12 month period directly preceding the date of your application.

**40.** Was your previous grant of leave under HSMP for a period of more than 12 months?  Yes, go to question 41  No, go to Question 44

**41.** Please give details of the period for which you are claiming points (this must be a period of 12 months within the 15 months directly preceding the date of your application.)

Start date of earnings period claimed for:

End date of earnings period claimed for:

Questions continue on next page

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**42.** Please tick one box only to indicate the points being claimed for previous earnings during the above period:

£40,000 +	45 Points	<input type="checkbox"/>	£23,000 - £25,999	20 Points	<input type="checkbox"/>
£35,000 - £39,999	40 Points	<input type="checkbox"/>	£20,000 - £22,999	15 Points	<input type="checkbox"/>
£32,000 - £34,999	35 Points	<input type="checkbox"/>	£18,000 - £19,999	10 Points	<input type="checkbox"/>
£29,000 - £31,999	30 Points	<input type="checkbox"/>	£16,000 - £17,999	5 Points	<input type="checkbox"/>
£26,000 - £28,999	25 Points	<input type="checkbox"/>			

**43.** If any of the earnings for which points are being claimed were earned overseas, please provide a breakdown of overseas and UK earnings, by completing the following boxes:

Previous earnings in the UK: £

Previous earnings overseas: £

(Please note, the earnings detailed in the boxes above must be provided in pounds sterling and should add up to the total earnings for which points are being claimed, as indicated in question 42.)

**(Now go to Question 45 below)**

**44.** Please give details of the period for which you are claiming points (this must be a period of 8 months within the 12 months directly preceding the date of your application.)

Start date of earnings period claimed for:

End date of earnings period claimed for:

**45.** Please tick one box only to indicate the points being claimed for previous earnings during the above period:

£26,500 +	45 Points	<input type="checkbox"/>	£15,300 - £17,299	20 Points	<input type="checkbox"/>
£23,300 - £26,499	40 Points	<input type="checkbox"/>	£13,300 - £15,299	15 Points	<input type="checkbox"/>
£21,300 - £23,299	35 Points	<input type="checkbox"/>	£12,000 - £13,299	10 Points	<input type="checkbox"/>
£19,300 - £21,299	30 Points	<input type="checkbox"/>	£10,650 - £11,999	5 Points	<input type="checkbox"/>
£17,300 - £19,299	25 Points	<input type="checkbox"/>			

**46.** If any of the earnings for which points are being claimed were earned overseas, please provide a breakdown of overseas and UK earnings, by completing the following boxes:

Previous earnings in the UK: £

Previous earnings overseas: £

(Please note, the earnings detailed in the boxes above must be provided in pounds sterling and should add up to the total earnings for which points are being claimed, as indicated in question 45.)

Questions continue on next page

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**Evidence Provided:**

You must provide the documents specified below. Please refer to Annex B of the guidance notes for applicants for further information on claiming points under Previous Earnings.

If you are claiming points for previous earnings where you have had more than one job, several part-time jobs, employment and other business activities etc., you will need to provide the required evidence in respect of each of the jobs/business activities for which you are claiming points.

**Evidence of Salaried-Earnings:**

47. If any of the earnings for which you are claiming points are from salaried employment, you will need to supply your Income Tax Return (P60) and wage slips to cover **the full period** for which you are claiming points.

Please tick the relevant boxes to confirm what evidence you have supplied in respect of salaried earnings covering the period for which points are being claimed:

Original wage slips covering period claimed for:

Income Tax Return covering period claimed for:

48. **Exceptional circumstances:** if you are unable to supply either or both of the documents listed above to cover the full period claimed, and you have compelling reasons for being unable to submit this evidence, please state your reasons in the box below. You must also provide evidence to support your request for exceptional consideration.

49. If you have completed Question 48 above, you must also supply either one of the documents listed below (where you have been able to supply one of the documents listed above) or both of the documents listed below (where you have been able to provide neither of the documents listed above).

Please tick the relevant boxes to indicate what alternative evidence you have supplied in respect of salaried earnings for the period claimed:

Bank statements covering period claimed for:

Letter from your employer stating salary as claimed:

50. If you have been in employment as an **independent contractor**, and you do not have wage slips for the period claimed, you must supply each of the four pieces of evidence listed below, covering the period for which points are being claimed.

Please tick the relevant boxes to confirm that you have supplied each of the documents required below:

Income Tax return covering period claimed for:

Copies of contracts over the period claimed for, showing the full amount of earnings claimed:

Invoices to cover the period claimed for, showing the full amount claimed:

Bank statements to cover the period claimed for, showing the full amount claimed:

**Evidence of Self Employed Earnings:**

51. If any of the earnings for which you are claiming points are the result of business/self employment activities, you must supply both of the following pieces of evidence to cover the full period for which points are claimed:

Please tick the relevant boxes to confirm that you have supplied each of the documents required below:

Applicant's Income Tax Return covering period claimed for:

Applicant's Bank statements covering period claimed for:

Questions continue on next page

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**52.**In addition to the documents required at Question 51 above, to claim points for self employed/business earnings, you must also supply one of the following combinations of documents to cover the full period for which points are claimed. Please tick the relevant box to confirm which of the combinations of documents you have supplied:

**A)**Company audited accounts **and** Company Tax Return (one of these documents should confirm payment of the total amount claimed); or

**B)**Unaudited business/management accounts confirming the total amount that you are claiming **and either:**

- Business bank statements and a business tax return; or
- Copies of contracts totalling the full amount payable and corroborating invoices detailing your payment

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**UK EXPERIENCE**

**Points Claimed:**

You can claim points in this area if you are claiming points under the Previous Earnings points scoring area above. Points will be awarded in the following circumstances:

If your previous grant of leave to enter/remain under HSMP was for a period of more than 12 months:

At least £16,000 of the previous earnings for which you have claimed points in the previous section, were earned in the UK.

If your previous grant of leave to enter/remain under HSMP was for a period of 12 months or less:

At least £10,650 of the previous earnings for which you have claimed points in the previous section, were earned in the UK.

No additional evidence is required in this area. You must however complete Question 53 to claim the points available for UK Experience.

**53.**If you are claiming points for UK Experience, please indicate this by ticking the following box: 5 Points

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**AGE ASSESSMENT**

**Points Claimed:**

You can claim points in this area if you are younger than 34 years of age at the time you submit your valid application to Work Permits (UK).

**54.**Please tick one box only to indicate the points being claimed in this area:

29 or under	20 points	<input type="checkbox"/>
30 or 31	10 points	<input type="checkbox"/>
32 or 33	5 points	<input type="checkbox"/>

**Evidence Provided:**

You are required to submit your current passport or other travel document with your application. This should suffice also as evidence of your age, for the purposes of awarding points in this area.

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**TOTAL POINTS CLAIMED**

**55.**Please complete the following table, to confirm the points being claimed under each of the points scoring attributes:

Attribute	Qualifications	Previous earnings	UK Experience	Age Assessment	Total
Points Claimed					

**IMPORTANT**

- If you have claimed **75 points or more**, do not complete the next section, but go straight to Section 9.
- If you have failed to claim 75 points and are Self Employed, go to Section 8
- If you have failed to claim 75 points and are in employment, do not continue to complete this application form, but refer to Paragraph 100 of the guidance notes for further advice.



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**Section 8: Transitional Arrangements for Self Employed Persons (HSMP extension applications only)**

These arrangements allow for a further period of leave to be granted to applicants who have failed to meet the minimum 75 points required under the Points Scoring Assessment but who are able to demonstrate that they have established themselves in business in the UK during their preceding period of leave under HSMP.

Where an applicant can establish that they meet the requirements laid out in this Section of the application form, this will be accepted in lieu of the points scoring requirement laid out in Section 7 above. Applicants must however, in all cases, complete Section 7 of the application form in addition to Section 8.

**Please note** – Even where the requirements of this Section of the application form are met, the applicant must also satisfy the other immigration requirements for a further grant of limited leave to remain under HSMP. These include a separate mandatory English Language requirement (set out in Section 9 of the application form), which must be satisfied before a further period of leave under HSMP can be granted.

**Please complete the following three questions:**

- 56. Was your last approval under HSMP granted prior to 8 November 2006?  Yes  No
- 57. Are you currently engaged in self employment/business activities in the UK?  Yes  No
- 58. Have you completed Section 7 of this application form and failed to meet 75 points?  Yes  No

- If you have responded YES to each of the above questions you should complete the rest of Section 8.
- If you have not responded YES to each of the above questions, you are not eligible to have your application considered under these transitional arrangements and should refer to paragraphs 99–105 of the guidance notes for further advice.

**Requirements:**

Under this Section of the application, you must provide evidence to establish each of the following:

- You have, during your preceding period of leave under HSMP, set up your own business, either singly or with others; and
- Your business has been established and actively trading for at least the last four months prior to your application; and
- Your business has ongoing contractual/business commitments to cover at least the next six months.

**Evidence Provided:**

- 59. To establish you satisfy the requirements outlined above, you must provide each of the following documents. Please tick the relevant boxes to confirm these documents have been supplied.

Registration documents with HMRC confirming you are registered for tax:

Copies of contracts and invoices for services delivered, covering at least the last four months:

- 60. The following documents must also be provided, where available. Please tick the relevant boxes to indicate whether these documents have been supplied:

Copies of documents establishing contractual/business commitments covering the next six months:

A business plan/business projections covering a period which includes the next six months:

- 61. If the documents detailed at Question 60 above are not available, you may provide the following alternative documentation. Please tick the relevant boxes to indicate whether these documents have been supplied:

Draft management/business accounts:

**Plus two of the following:**

Utility Bills showing the name of your business:

VAT Return:

Company Registration certificate with Companies House:

Copies of any registration documents (such as Local Health Authority Registration):

Lease of Premises for business use:

Insurance documentation for your business:

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**Section 9: English Language Requirement (HSMP extension applications only)**

Before an extension of your limited leave to enter/remain in the UK under the Highly Skilled Migrant Programme can be granted, in addition to meeting all the other immigration requirements for a grant of leave in this category, you will need to establish that you satisfy the mandatory English Language Requirement.

You will need to provide the required evidence of your English Language ability (as set out below) even if you are a national of a country where the main language is English.

Annex D of the FLR(HSMP) Guidance Notes provides further advice on completing this section of the application form.

**Required Qualification**

62. To satisfy the English Language Requirement, you must demonstrate that you possess one of the following English Language qualifications. Please tick the relevant box below to indicate which of these qualifications you possess. (If you do not possess either, please go straight to question 66)

International English Language Testing System (IELTS), Band 6

Bachelors Degree, equivalent to UK Bachelors, taught in English

**Required Evidence**

63. Please tick the relevant box(es) to indicate what evidence you have supplied in respect of your English Language qualification:

International English Language Testing System (IELTS), Band 6

Original IELTS Report Form at Band 6

Bachelors Degree, Equivalent to UK Bachelors, taught in English

Original Degree Certificate  **And** Original letter from awarding body confirming degree was taught in English

**Exceptional Circumstances**

64. If your degree certificate has not yet been issued, or you have other compelling reasons for being unable to submit your degree certificate, please state your reasons in the box below:

65. If you have completed question 64 above, you must provide the following documents. Please tick the appropriate boxes to confirm that you have supplied these documents.

Letter from Awarding Institution confirming award of UK Bachelors level qualification taught in English  **And** Academic Transcript

**Alternative English Language Qualification**

66. If you do not possess either IELTS 6, or a Bachelors degree, equivalent to a UK Bachelors degree, taught in English, but possess an alternative English Language Qualification that is of an equivalent level to IELTS 6, Work Permits (UK) will consider this. Only where UK NARIC is able to confirm that the qualification is of an equivalent level to IELTS 6 will the English Language requirement be considered to have been met.

Please provide details of the alternative English Language qualification supplied below:

Qualification (including level)	Awarding Body	Date of Award

Please tick the following box to confirm that the original certificate issued in respect of the qualification detailed above, has been supplied with your application:

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**Section 9: English Language Requirement (continued)**

**English Language Requirement - Transitional Arrangements**

67.If you do not currently possess an English Language qualification to satisfy the requirements under this Section, but are intending to arrange an IELTS Band 6 test within the next ten weeks, please tick the following box:

**IMPORTANT** – The English Language requirement above is mandatory. If you do not possess a qualification that satisfies this requirement, and have not ticked the box at question 67 above, your application will be refused.

**Section 10: Additional Information (HSMP extension applications only)**

This section of the application form contains a series of questions that relate to economic activities undertaken by you during your period of approved leave to enter/remain in the UK under the Highly Skilled Migrant Programme to date. The questions contained within this section of the form will not be used to assess your application, and are used for monitoring purposes only.

68.What is your current profession?

69.What business sector are you currently working in?  
(please tick one of the following boxes):

- |  |                          |                                   |                          |
|--|--------------------------|-----------------------------------|--------------------------|
| Administration, Business and Management Services | <input type="checkbox"/> | Agricultural Activities           | <input type="checkbox"/> |
| Construction and Land Services                   | <input type="checkbox"/> | Education and Cultural Activities | <input type="checkbox"/> |
| Entertainment and Leisure Services               | <input type="checkbox"/> | Financial Services                | <input type="checkbox"/> |
| Health and Medical Services                      | <input type="checkbox"/> | Hospitality and Catering          | <input type="checkbox"/> |
| Information Technology                           | <input type="checkbox"/> | Law and Related Services          | <input type="checkbox"/> |
| Manufacturing                                    | <input type="checkbox"/> | Public sector/Not-for-profit      | <input type="checkbox"/> |
| Retail and Related Services                      | <input type="checkbox"/> | Science and Engineering           | <input type="checkbox"/> |
| Sporting Activities                              | <input type="checkbox"/> | Telecommunications                | <input type="checkbox"/> |
| Other  | <input type="checkbox"/> |                                   |                          |

70.Are you self-employed?  Yes, go to question 71  No, go to Section 11

71.How many people do you employ in the UK?  (state number)

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**Section 11: Documentary Evidence. ALL applicants must complete this section.**

- The documents and photographs required in support of your application, as well as those of any dependants included in the application, are listed below.
- You only have to provide those that are relevant to your application.
- Tick the boxes next to the relevant items to show the documents and photographs you are sending.

**Please note:** In addition to the documents listed below, if you are already in the UK under HSMP and are seeking to extend your leave in this category, you will need to submit additional documentation to support your claim for points under Section 7 of this application form or (where applicable) to support statements made under Section 8. You will also need to provide the documentation required to establish that you meet the mandatory English Language Requirement laid out at Section 9 of this application form. Please refer to the guidance notes to check what additional documentation you will need to submit with your application for these purposes.

- Two recent passport-sized photographs of yourself with your name written on the back of each photograph.
- Two recent passport-sized photographs of each dependant applying for an extension of stay in the UK included in this application, with their name written on the back of each photograph.
- Your current passport or travel document – if you last entered the UK on a previous passport or travel document please also provide this document if you have it.
- Current passport(s) or travel document(s) for each dependant applying for an extension of stay in the UK and included on this application form – if they last entered the UK on a previous passport(s) or travel document(s), please also provide these documents if you have them.
- Your police registration certificate (if you have been asked to register with the police)
- The police registration certificate(s) of each dependant applying for an extension of stay in the UK (if they have been asked to register with the police) included on this application form.
- A full birth certificate (ie one that shows the parents' name) for each dependant child included on this application, for whom you are applying for an extension of stay in the UK.
- Your marriage certificate/civil partnership document, if you are applying for an extension of stay in the UK for your spouse/civil partner.
- If you are not married or in a civil partnership and you are applying for an extension of stay in the UK for a partner (opposite-sex or same-sex), you should provide document(s) showing that you and your partner have been living together in a relationship akin to marriage or civil partnership, which has subsisted for 2 years or more.
- If you are changing your immigration category from that of a student, you should send your original degree certificate.
- If you have answered yes to question 27, you should send written confirmation from your sponsor giving consent to you remaining in the UK to undertake this employment.
- Evidence that you have the funds to maintain and accommodate yourself and any dependants without recourse to public funds. The evidence must be formal documents such as bank statements, a building society passbook, or wage slips (but do not send us cheques, travellers cheques or credit cards). If a relative or friend is supporting you, the evidence should be a letter from him/her confirming this together with formal documents showing their financial situation. (The documents provided should cover at least the last 3 months.)

If you are unable at present to send us any documentation or photographs specified please explain your reasons below:

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**Section 12: Applicant's Declaration – ALL applicants must complete this section.**

You must now read the declaration below and sign it. It must be signed by you (the applicant) and not by a representative or other person acting on your behalf.

- I hereby apply for an extension of stay in the UK for myself, and any dependants listed in this form.
- The information I have given in this form is complete and is true to the best of my knowledge.
- I declare that the photographs submitted with this form are a true likeness of myself and any dependants included in the application, as named on the back of each photograph.
- I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform Work Permits (UK).
- I understand that all the information provided by me to the Home Office will be treated in confidence but that it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions.
- I understand that the Border and Immigration Agency may also use the information provided by me for training purposes.
- I agree to co-operate with Work Permits (UK) officials, or any other officials charged by the Secretary of State for the Home Department, with conducting pre issue and post issue checks on compliance with the immigration employment document application.
- I am aware that the rules and regulations governing leave applications may change in the future and I do not assume that the requirements covering any future applications will be the same.
- I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in execution of any of those Acts a statement or representation which I know to be false or do not believe to be true, or to obtain or seek to obtain leave to remain in the United Kingdom by means which include deception.

Please tick this box if you do not wish to receive further information and publicity from the Home Office.

Your signature

Date

Name (CAPITALS please)

Would you like correspondence and documents relating to this application to be sent to your employer or representative? Yes  No

**If you answer yes please get them to complete the declaration on the next page.**

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**Section 13: Representative/Employer Declarations**

If a representative or your employer is dealing with this application on your behalf, please complete the details below.

Name of your employer or representative company

Address (including post code)

Name of contact (if different from below)

Telephone number

Fax number

E-mail address

This declaration **MUST** be signed by an employer or representative.

- I have been appointed by the applicant to make this application.
- I confirm that the applicant has completed and signed the application, and that the application is, to the best of my knowledge and belief, true and complete.
- Once the application is decided I will provide the applicant with all correspondence from you relating to your decision.
- I declare that I am permitted to provide immigration advice and immigration services by section 84 of the Immigration and Asylum Act 1999.
- I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to do an act which facilitates the commission of a breach of immigration law by an individual who is not a citizen of the European Union, knowing or having reasonable cause to believe that the act has this effect.
- I am (tick as appropriate)
  - Registered or exempted by the Office of Immigration Service Commissioner (OISC)
 

My OISC number is:
  - Authorised to practice by a designated professional body or supervised by such a person
    - The Law Society
    - The Law Society of Scotland
    - The Law Society of Northern Ireland
    - The Institute of Legal Executives
    - The General Council of the Bar
    - The Faculty of Advocates
    - The General Council of the Bar of Northern Ireland

Designated professional body is:

My supervisor is (if appropriate):
  - Registered with or authorised by an EEA body responsible for regulation of the provision of legal advice in that EEA state; or employed or supervised by the person registered as defined in section 84(2) (d), (e) and (f).
 

The registered or authorised EEA body is:

My supervisor is (if appropriate):
  - Within a category of person specified in an Order made by the Secretary of State under subsection 84(4)(d) of the Immigration and Asylum Act 1999.

Please tick this box if you do not wish to receive further information and publicity from the Home Office.

Signed  Date

Name (CAPITALS please)

Position

For and on behalf of (the representative/employer)

SCHEDULE 4

Regulation 6



BORDER AND IMMIGRATION AGENCY

SECTION 1 - APPLICANT'S DETAILS

Attach two identical photographs of you (the applicant) here with staple or paper clip. Do not use glue or other sticky adhesive

1.1 Your title - please tick Mr Mrs Miss Ms Other

If other, what is your title? [text box]

1.2 Your date of birth (Day, Month, Year) and Your gender (Male, Female)

1.3 Your full name as in your passport or travel document [grid]

1.4 Surname or family name [grid]

1.5 Any other name(s) by which you are or have been known [grid]

1.6 Nationality [grid]

1.7 Passport or travel document number and 1.8 Home Office reference if you have one [grid]

1.9 National insurance number if you have one [grid]

1.10 Your UK address - please inform us immediately if this changes. [grid]

1.11 Your daytime telephone number and Your mobile telephone number if you have one [grid]

1.12 Your e-mail address if you have one [text box]

1.13 Name & address for returning documents and letters about your application if different from 1.10 [grid]

1.14 If you have completed 1.13 and the address is that of your immigration adviser, please state their Office of the Immigration Services Commissioner (OISC) number [grid]

FLR(M) Version 04/2007 Application for an extension of stay in the UK in one of the following categories: Spouse or civil partner of a person present and settled in the UK. Unmarried or same sex partner of a person present and settled in the UK. This form is valid only for applications made on or after 2 April 2007







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**SECTION 5 - YOU AND YOUR PARTNER (continued)**

5.6 Where did you meet?

5.7 When did you decide to marry, form a civil partnership, live together in a relationship akin to marriage, or live together in a relationship akin to a civil partnership?

5.8 When did you start living together?

**SECTION 6 - YOUR HOME AND YOUR FINANCES**

6.1 Is your home in the UK: a) owned by you?  b) rented from a local authority by you?  c) privately rented by you?  d) owned or rented by a relative or friend?  e) other - please give details below

6.2 Do you or your partner, or both, pay any rent or mortgage for your home? Yes  No  If so, how much do you pay each month? £

6.3 Are you working in the UK? Yes  No  If so, what is your pay each month after income tax and other deductions? £

6.4 Is your partner working in the UK? Yes  No  If so, what is his/her pay each month after income tax and other deductions? £

6.5 Does a relative or friend of you or your partner, or both of you, regularly give you money? Yes  No  If so, how much do you receive each month? £

6.6 Are you or your partner receiving any public funds? Yes  No

**The public funds which are relevant for the purposes of the Immigration Rules are listed below. If you have answered yes to question 6.6, you must tick the relevant box(es) to show which of these are being received.**

	You	Your partner		You	Your partner		You	Your partner
Housing or Homelessness assistance	<input type="checkbox"/>	<input type="checkbox"/>	Income Support	<input type="checkbox"/>	<input type="checkbox"/>	Income based Jobseeker's Allowance	<input type="checkbox"/>	<input type="checkbox"/>
Attendance Allowance	<input type="checkbox"/>	<input type="checkbox"/>	Working Tax Credit	<input type="checkbox"/>	<input type="checkbox"/>	Housing Benefit	<input type="checkbox"/>	<input type="checkbox"/>
Severe Disablement Allowance	<input type="checkbox"/>	<input type="checkbox"/>	Social Fund payment	<input type="checkbox"/>	<input type="checkbox"/>	State Pension Credit	<input type="checkbox"/>	<input type="checkbox"/>
Carer's Allowance	<input type="checkbox"/>	<input type="checkbox"/>	Council Tax Benefit	<input type="checkbox"/>	<input type="checkbox"/>	Child Tax Credit	<input type="checkbox"/>	<input type="checkbox"/>
Disability Living Allowance	<input type="checkbox"/>	<input type="checkbox"/>	Child Benefit	<input type="checkbox"/>	<input type="checkbox"/>			



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## SECTION 7 - PERSONAL HISTORY(continued)

**7.7** Have you or any dependants included in this application ever engaged in any other activities which might indicate that you may not be considered to be persons of good character? Yes  No

If you have answered **yes** to question **7.2, 7.3, 7.4, 7.5, 7.6** or **7.7** above please give further details in the space provided below. If you need more space, continue on a separate sheet.

### REHABILITATION OF OFFENDERS ACT 1974

The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or ignored after a 'rehabilitation period'. The length of the rehabilitation period depends on the sentence given. For a custodial (prison) sentence the rehabilitation period is decided by the original sentence, not the time served. Prison sentences of more than two and a half years can never become spent and should always be disclosed. Further information on rehabilitation periods can be found at Nacro's Resettlement Plus Helpline on **020 7840 6464** or by obtaining a free copy of their leaflet on **020 7840 6427**.

### DEFINITIONS

For the purposes of answering questions **7.3** to **7.7**, the following information provides guidance on actions which may constitute war crimes, crimes against humanity, genocide, or terrorist activities..

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at [www.opsi.gov.uk/acts/acts2001/20010017.htm](http://www.opsi.gov.uk/acts/acts2001/20010017.htm) or purchased from The Stationery Office (telephone **0870 600 5522**). It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately on behalf of yourself and any dependants included in the application.

#### **War crimes**

Grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict. The types of acts that may constitute a war crime include wilful killing, torture, extensive destruction of property not justified by military necessity, unlawful deportation, the intentional targeting of civilians and the taking of hostages.

#### **Crimes against humanity**

Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons.

#### **Genocide**

Acts committed with intent to destroy, in whole or in part, a national, ethnical, racial or religious group.

#### **Terrorist activities**

Any act committed, or the threat of action, designed to influence a government or intimidate the public and made for the purposes of advancing a political, religious or ideological cause and that involves serious violence against a person; that may endanger another person's life; creates a serious risk to the health or safety of the public; involves serious damage to property; is designed to seriously disrupt or interfere with an electronic system.

#### **Organisations concerned in terrorism**

An organisation is concerned in terrorism if it commits or participates in acts of terrorism; prepares for terrorism; promotes or encourages terrorism (including the unlawful glorification of terrorism); or is otherwise concerned in terrorism.

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## SECTION 8 - DOCUMENTS AND PHOTOGRAPHS

For your application to be valid and complete, you must provide the documents and photographs listed in this section which are relevant to your application. Tick the boxes next to the relevant items to show the documents and photographs you are providing. Attach the photographs to the spaces in sections 1, 2 and 3 as instructed there.

### 9A All categories

- Two recent passport-size photographs of yourself** with your name written on the back of each photograph. Please see the separate guidance notes for information on what types of photograph are acceptable.
- A recent passport-size photograph of your partner** with their name written on the back of the photograph.
- Two recent passport-size photographs of each dependent child** included in section 3 and applying for an extension of stay in the UK with you, with their name written on the back of the photographs.
- Your current passport or travel document.** If you last entered the UK on a previous passport or travel document, please also provide this document if you have it.
- Current passport(s) or travel document(s)** for each dependent child included in section 3 and applying for an extension of stay in the UK with you. If they last entered the UK on previous passport(s) or travel document(s), please also provide these documents if you have them.
- Your police registration certificate** if you have been asked to register with the police.
- The police registration certificate(s) of each dependent child** included in section 3 and applying for an extension of stay in the UK with you if they have been asked to register with the police.
- A full birth certificate** i.e. one which shows the parents' names for each child under 18 of your present marriage or civil partnership or relationship who is applying for an extension of stay in the UK with you.
- Document(s) showing that your partner is present and settled in the UK** (see **Note 2** below). List any such documents below. Continue on another sheet if necessary.

**Note 2** *The document(s) must be your partner's current passport or travel document; or*

*if your partner is a British citizen without a passport, his/her full birth certificate (showing the parents' names), accompanied by at least one other formal document as evidence of ordinary residence in the UK for the last three years; or*

*if your partner is a non-British citizen without a passport, a Home Office letter or other document showing that he/she has been granted indefinite leave to enter or remain in the UK, accompanied by at least one other formal document as evidence of ordinary residence in the UK for the last three years.*

*The following are examples of formal documents that may be provided as evidence of ordinary residence for the last three years: notice of income tax coding, driving licence, building society savings book(s)/bank statements, National Insurance or National Health Service registration issued by the Department for Work and Pensions or a local health authority.*

- Evidence of your finances.** Bank statements, building society savings book(s), pay slips or other formal documents as evidence of your ability to maintain and accommodate yourself and any dependants without recourse to public funds. **If a relative or friend is supporting you**, please provide a letter from him/her confirming this, together with bank statements or other documents of the kind described above as evidence of their financial situation. See **Note 3** below.

**Note 3** *The documents showing the finances available to you and/or to the person supporting you should cover at least the last 3 months. We do not accept internet or cashpoint statements as evidence of finances.*

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**SECTION 8 - DOCUMENTS AND PHOTOGRAPHS (continued)**

**8 B Spouses and civil partners** If you are applying as a spouse or civil partner, you must provide:

Your civil partnership certificate

If you have have been married or in a civil partnership before, **document(s) showing that you were free to marry your present spouse or to form a civil partnership with your present partner** (see **Note 4**). List any such document(s) below.

If your partner has have been married or in a civil partnership before, **document(s) showing that your partner was free to marry you or to form a civil partnership with you** (see **Note 4** below). List any such document(s) below.

**Note 4** The document(s) must be formal documents such as a decree absolute or final dissolution (or other confirmation of the legal dissolution of the relationship) or a death certificate.

**8 C Unmarried or same sex partners** If you are applying as an unmarried or same sex partner, you must provide:

**20 letters and/or other documents** addressed to you and your partner as evidence that you have been living together during the past 2 years. See **Note 5**.

**Note 5** We need letters or other documents of the kind listed below as evidence that you and your partner are still living together as a couple and have done so during the past two years. Ideally, this evidence should indicate joint commitments in your finances, other responsibilities and social activities spread across the past 2 years/ 24 months.

telephone bills or statements	mortgage statements/agreement	loan/credit card agreements/statements
gas bills or statements	bank statements/correspondence	AA, RAC or similar membership
electricity bills or statements	building society savings books	membership of sports or social club
water rates bills or statements	tenancy agreement(s)	membership of a religious organisation
council tax bills or statements	insurance policies/correspondence	

correspondence from government departments or agencies (eg HM Revenue and Customs, Inland Revenue, Department for Work and Pensions) including evidence that you have declared your relationship to the appropriate government bodies.

correspondence from GP or local health authority (eg: NHS card, correspondence about ante-natal and post-natal treatment, letter confirming dates of visits to the home address by a midwife, letter confirming registration with a dentist, etc - providing these documents show your home address and the date first registered).

Please provide 20 items from at least 5 sources of the kind listed above spread evenly over the past 2 years. As many as possible should be addressed jointly in both your names. If you do not have enough items in your joint names, you may provide items addressed to each of you individually if they show the same address and you provide roughly the same number for each of you.

Your application could be delayed or even refused if you do not provide enough evidence of this kind.

Please give an explanation if you cannot provide 20 items and/or if the evidence is not in your joint names and/or it is not spread over the 24 month period. An explanation must also be provided for any periods when you did not live together, as well as evidence in support of the explanation and evidence to show how you maintained contact with each other during this time.

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## SECTION 9 - DECLARATIONS (SPOUSES AND CIVIL PARTNERS)

### Spouses and civil partners

**If you are applying as a spouse or civil partner, you and your spouse or civil partner must now read the declarations below and sign them. They must be signed by you (the applicant) and your spouse or civil partner and not by a representative or other person acting on your behalf.**

#### **By the applicant**

I hereby apply for an extension of stay in the UK for myself and any dependent children listed in this form on the basis of my marriage to, or civil partnership with, the person who has signed the declaration below. I declare that we are still married, that we are living together as husband and wife and intend to do so permanently, or that we are still registered in a civil partnership, that we are living together as civil partners and intend to do so permanently. The information I have given in this form is complete and is true to the best of my knowledge. I also declare that the photographs submitted with this form are a true likeness of myself, my spouse or civil partner and any dependants included in the application, as named on the back of each photograph.

I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the Home Office.

I understand that all information provided by me to the Home Office will be treated in confidence but that it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions.

I understand that documents provided in support of this application will be checked for authenticity. False documents will be retained and may result in my application being refused and my case being referred to the UK Immigration Service and other relevant authorities for the purposes of my prosecution and subsequent removal from the United Kingdom.

I understand that the Home Office may also use the information provided by me for training purposes.

**I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in execution of any of those Acts a statement or representation which I know to be false or do not believe to be true, or to obtain or to seek to obtain leave to remain in the United Kingdom by means which include deception.**

Signed

Date

#### **By the applicant's spouse or civil partner**

I confirm that I am the spouse or civil partner of the applicant. I declare that we are still married and that we are living together as husband and wife and intend to do so permanently, or that we are still the civil partners of one another and that we are living together as civil partners and that we intend to do so permanently.

**I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in execution of any of those Acts a statement or representation which I know to be false or do not believe to be true, or to obtain or to seek to obtain leave to remain in the United Kingdom by means which include deception. I am also aware that it is an offence under that Act (as amended) to do an act which facilitates the commission of a breach of immigration law by an individual who is not a citizen of the European Union, knowing or having reasonable cause to believe that the act has this effect.**

Signed

Date

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**SECTION 9 - DECLARATIONS (UNMARRIED AND SAME SEX PARTNERS)**

**Unmarried and same sex partners**

**If you are applying as an unmarried or same sex partner, you and your unmarried or same sex partner must now read the declarations below and sign them. They must be signed by you (the applicant) and your partner and not by a representative or other person acting on your behalf.**

**By the applicant**

I hereby apply for an extension of stay in the UK for myself and any dependent children listed in this form on the basis of my relationship with the person who has signed the declaration below. I declare that we are still living together in a relationship akin to marriage or a same sex relationship, and that we intend to do so permanently. The information I have given in this form is complete and is true to the best of my knowledge. I also declare that the photographs submitted with this form are a true likeness of myself, my partner and any dependants included in the application, as named on the back of each photograph.

I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the Home Office.

I understand that all information provided by me to the Home Office will be treated in confidence but that it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions.

I understand that documents provided in support of this application will be checked for authenticity. False documents will be retained and may result in my application being refused and my case being referred to the UK Immigration Service and other relevant authorities for the purposes of my prosecution and subsequent removal from the United Kingdom.

I understand that the Home Office may also use the information provided by me for training purposes.

**I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in execution of any of those Acts a statement or representation which I know to be false or do not believe to be true, or to obtain or to seek to obtain leave to remain in the United Kingdom by means which include deception.**

Signed  Date

**By the applicant's unmarried or same sex partner**

I confirm that I am the unmarried or same sex partner of the applicant. I declare that we are still living together in a relationship akin to marriage, or a same sex relationship, and that we intend to do so permanently.

**I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in execution of any of those Acts a statement or representation which I know to be false or do not believe to be true, or to obtain or to seek to obtain leave to remain in the United Kingdom by means which include deception. I am also aware that it is an offence under that Act (as amended) to do an act which facilitates the commission of a breach of immigration law by an individual who is not a citizen of the European Union, knowing or having reasonable cause to believe that the act has this effect.**

Signed  Date





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## SECTION 2 - DEPENDANTS INCLUDED IN YOUR APPLICATION

If you have a spouse or civil partner and/or any children under 18 living in the UK and they are applying for an extension of stay in the UK as your dependants, this is where you give their details. If more than 3 children are applying, please give their details, with photographs, on a copy of this page and enclose it with this form.

Attach two identical photographs of your partner here with a staple or paper clip  <b>Do not use glue or other sticky adhesive</b>	Your partner's full name <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"></table>																				
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## SECTION 3 - WHICH CATEGORY?

Please tick a box below to show us the category in which you are applying.

<b>Student</b>	<input type="checkbox"/>	<b>Student undertaking examination re-sits</b>	<input type="checkbox"/>	<b>Postgraduate student writing up a thesis</b>	<input type="checkbox"/>
<b>Student nurse</b>	<input type="checkbox"/>	<b>Prospective student</b>	<input type="checkbox"/>	<b>Sabbatical officer</b>	<input type="checkbox"/>

Complete all sections but not section 4 if your last period of stay in the UK was granted for a reason other than study.

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### SECTION 4 - YOUR STUDIES UNTIL NOW

You should only complete this section if your previous leave to enter or remain in the UK was as a student.

4.1 When did you begin your studies in the UK?

4.2 Full name of the place of study where you are, or have most recently been, studying? (see **Note 1**).

4.3 Full address of the place of study named above  
  
  
 Post code

**Note 1** We encourage all overseas students to notify us of changes in their planned course of study, especially where this involves moving to a different education institution.

4.4 Please give details below of all the courses (or parts of courses) which you have attended since being granted leave to enter or remain in the UK to study, beginning with the most recent course. Indicate in the "name and level" space whether the course was full-time or part-time. Continue on a separate sheet if you need more space and enclose it with this form.

Name and level of course	Place of study	Qualification achieved	Start/finish dates
			Start Finish
			Start Finish
			Start Finish
			Start Finish
			Start Finish

4.5 **Your attendance during your current or most recent course.** Your place of study should complete the details specified below or provide the same information in a letter or other document.

Student's full name

Name of course

Date course started  Day  Month  Year  Date course finished  Day  Month  Year

Possible number of attendances  Actual number of attendances  If any absences, give the reason(s) below. Continue on a separate sheet if necessary

Administrator's name  Place of study stamp if there is one

Administrator's signature  Date



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### SECTION 5 - YOUR PROPOSED STUDIES (continued)

**5.10** If you are applying for an extension of stay as a prospective student, have you previously been granted leave to enter or remain in the UK as a prospective student? Yes  No

If so, when were you granted such leave?

**5.11** If you are applying for an extension of stay as a sabbatical officer, have you previously been granted leave to enter or remain in the UK as a sabbatical officer? Yes  No

If so, when were you granted such leave?

### SECTION 6 - YOUR ACCOMMODATION AND YOUR FINANCES

**6.1** Is your accommodation in the UK:

- |  |  |  |
|--|--|--|
| a) owned by you? <input type="checkbox"/>  | c) privately rented by you ? <input type="checkbox"/>                | e) provided by your place of study? <input type="checkbox"/> |
| b) rented from a local authority (ie city, town or borough council) by you? <input type="checkbox"/> | d) owned or rented by a relative or friend? <input type="checkbox"/> | f) other (please give details) <input type="checkbox"/>      |

**6.2** Do you or your partner pay any rent or mortgage for your accommodation? Yes  No  If so, how much do you pay each month? £

**6.3** Are you working in the UK? Yes  No  If so, what is your pay each month after income tax and other deductions? £

**6.4** Do your parents, other relatives or friends give you money, either regularly (for example, each month) or occasionally. If so, how much do you receive and how often? Please give details below, including the total amount you receive for the year? Yes  No

**6.5** Are you receiving, or have you received , sponsorship from your place of study, the British Government, any other government, or an international scholarship agency for your recent studies? Yes  No

**6.6** Are you receiving any public funds? Yes  No

**The public funds which are relevant for the purposes of the Immigration Rules are listed below. If you have answered yes to question 6.6, you must tick the relevant box(es) to show which of these are being received.**

- |   |  |   |   |
|---|--|---|---|
| Housing or Homelessness assistance <input type="checkbox"/> | Disability Living Allowance <input type="checkbox"/> | Council Tax Benefit <input type="checkbox"/>                | State Pension Credit <input type="checkbox"/> |
| Attendance Allowance <input type="checkbox"/>               | Income Support <input type="checkbox"/>              | Child Benefit <input type="checkbox"/>                      | Child Tax Credit <input type="checkbox"/>     |
| Severe Disablement Allowance <input type="checkbox"/>       | Working Tax Credit <input type="checkbox"/>          | Income based Jobseeker's Allowance <input type="checkbox"/> |   |
| Carer's Allowance <input type="checkbox"/>                  | Social Fund payment <input type="checkbox"/>         | Housing Benefit <input type="checkbox"/>                    |   |



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## SECTION 7 - PERSONAL HISTORY(continued)

**7.7** Have you or any dependants included in this application ever engaged in any other activities which might indicate that you may not be considered to be persons of good character? Yes  No

If you have answered **yes** to question **7.2, 7.3, 7.4, 7.5, 7.6** or **7.7** above please give further details in the space provided below. If you need more space, continue on a separate sheet.

### REHABILITATION OF OFFENDERS ACT 1974

The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or ignored after a 'rehabilitation period'. The length of the rehabilitation period depends on the sentence given. For a custodial (prison) sentence the rehabilitation period is decided by the original sentence, not the time served. Prison sentences of more than two and a half years can never become spent and should always be disclosed. Further information on rehabilitation periods can be found at Nacro's Resettlement Plus Helpline on **020 7840 6464** or by obtaining a free copy of their leaflet on **020 7840 6427**.

### DEFINITIONS

For the purposes of answering questions **7.3** to **7.7**, the following information provides guidance on actions which may constitute war crimes, crimes against humanity, genocide, or terrorist activities.

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at [www.opsi.gov.uk/acts/acts2001/20010017.htm](http://www.opsi.gov.uk/acts/acts2001/20010017.htm) or purchased from The Stationery Office (telephone **0870 600 5522**). It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately on behalf of yourself and any dependants included in the application.

#### **War crimes**

Grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict. The types of acts that may constitute a war crime include wilful killing, torture, extensive destruction of property not justified by military necessity, unlawful deportation, the intentional targeting of civilians and the taking of hostages.

#### **Crimes against humanity**

Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons.

#### **Genocide**

Acts committed with intent to destroy, in whole or in part, a national, ethnical, racial or religious group.

#### **Terrorist activities**

Any act committed, or the threat of action, designed to influence a government or intimidate the public and made for the purposes of advancing a political, religious or ideological cause and that involves serious violence against a person; that may endanger another person's life; creates a serious risk to the health or safety of the public; involves serious damage to property; is designed to seriously disrupt or interfere with an electronic system.

#### **Organisations concerned in terrorism**

An organisation is concerned in terrorism if it commits or participates in acts of terrorism; prepares for terrorism; promotes or encourages terrorism (including the unlawful glorification of terrorism); or is otherwise concerned in terrorism.

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## SECTION 8 - DOCUMENTS AND PHOTOGRAPHS

For your application to be valid and complete, you must provide the documents and photographs listed in this section which are relevant to your application. Tick the boxes next to the relevant items to show the documents and photographs you are providing. Attach the photographs to the spaces in sections 1 and 2 as instructed there.

### 8 A All categories

- Two recent passport-size photographs of yourself** with your name written on the back of each photograph. Please see the separate guidance notes for information on what types of photograph are acceptable.
- Two recent passport-size photographs of each dependant** included in section 2 and applying for an extension of stay in the UK with you, with their name written on the back of the photographs.
- Your current passport, travel document or other document.** If you last entered the UK on a previous passport, travel document or other document, please also provide this document if you have it.
- The current passport(s), travel document(s) or other document(s)** of each dependant included in section 2 and applying for an extension of stay in the UK with you. If they last entered the UK on previous passport(s), travel document(s) or other document(s), please also provide these documents if you have them.
- Your police registration certificate** if you have been asked to register with the police.
- The police registration certificate(s)** for each dependant included in section 2 and applying for an extension of stay in the UK with you if they have been asked to register with the police.
- Evidence of enrolment.** Document(s) from your place of study confirming your enrolment on the course for which you are applying for an extension of stay. The confirmation of enrolment should include the name and level of the course, the start and finish dates, and whether the fees have been paid.
- Unconditional offer.** If you have answered yes to question 5.7, document(s) from the place of study confirming that you have received an unconditional offer of a place.
- Acceptance of unconditional offer.** Document(s) showing that you have accepted the unconditional offer made to you.
- Evidence of progress.** If you have to complete section 4, evidence that you have made satisfactory progress on your course(s), such as documents showing examination results or qualifications obtained (see 4.4).
- Evidence of attendance.** If you have to complete section 4 and your place of study has not completed question 4.5, a document from the place of study giving details of your attendance during your current or most recent course.
- Evidence of sponsorship.** If you have answered yes to question 6.5, a document confirming that you are still sponsored for the course of study and the period for which you are applying for an extension of stay, or that a former sponsoring authority consents to you continuing to study in the UK.
- Evidence of your finances.** Documents such as bank statements, building society savings book(s), pay slips or other formal documents as evidence of your ability to meet the costs of your course and to maintain and accommodate yourself and any dependants without taking employment or engaging in business, or having recourse to public funds. **If a relative or friend is supporting you,** please provide a letter from him/her confirming this together with bank statements or other documents of the kind described above as evidence of their financial situation. See **Note 4** below.

**Note 4: The documents showing the finances available to you and/or to the person supporting you should cover at least the last 3 months. We do not accept cashpoint printouts or internet bank statements as evidence of finances.**



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

## SECTION 8 - DOCUMENTS AND PHOTOGRAPHS(continued)

### 8B Student undertaking examination re-sits

A document from the educational institution or independent fee paying school which you attend,or attended in the previous academic year, confirming that you are required to re-sit an examination.

### 8C Postgraduate student writing up a thesis

Document(s) showing that you are a postgraduate student enrolled at an educational institution as either a full-time, part-time or writing up student and that your application is supported by the educational institution.

### 8D Prospective student

A document showing that you intend to undertake a course of study within 6 months of your entry to the UK. This evidence may, for example, take the form of a conditional offer of a place on a course of study or a letter inviting you to attend for interview for a place on a proposed course of study.

Evidence that you have the finances without working or recourse to public funds to meet the costs of your intended course and to maintain and accommodate yourself and any dependants while making arrangements to study and during the course of your studies. See **Note 4** and the related item on page 11.

### 8E Sabbatical officer

A document showing that you have been elected to a full-time salaried post as a sabbatical officer at the place of study at which you are registered as a student.

A letter from you confirming that, at the end of your sabbatical post, you intend to complete the course of study you have already begun or you intend to take up a further course of study which has been deferred to enable you to take up the sabbatical post or you intend to leave the UK.

## SECTION 9 - DECLARATION

**You must now read the declaration below and sign it. This must be signed by you (the applicant) and not be a representative or other person acting on your behalf. If you are under 18, your parent or guardian may sign.**

I hereby apply for an extension of stay in the UK for myself and any dependants listed in this form. The information I have given in this form is complete and is true to the best of my knowledge. I also declare that the photographs submitted with this form are a true likeness of myself and any dependants included in the application, as named on the back of each photograph.

I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the Home Office.

I understand that all information provided by me to the Home Office will be treated in confidence but that it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions.

I understand that documents provided in support of this application will be checked for authenticity. False documents will be retained and may result in my application being refused and my case being referred to the UK Immigration Service and other relevant authorities for the purposes of my prosecution and subsequent removal from the United Kingdom.

I understand that the Home Office may also use the information provided by me for training purposes.

I understand that the Home Office may make enquiries of the institution(s) named in sections 4.2 and/or 5.2 of this form in order to establish whether I meet the requirements of the Immigration Rules with regard to satisfactory attendance and progress. I consent to the institution(s) named in those sections disclosing details of my attendance and progress to the Home Office in response to any such enquiries. I also consent to their informing the Home Office on their own initiative if I cease to attend any course of study with them for which I have been granted leave to enter or remain in the UK.

**I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in execution of any of those Acts a statement or representation which I know to be false or do not believe to be true, or to obtain or to seek to obtain leave to remain in the United Kingdom by means which include deception.**

Signed

Date

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

SCHEDULE 6

Regulation 8



BORDER AND IMMIGRATION AGENCY

SECTION 1 - APPLICANT'S DETAILS

Attach two identical photographs of you (the applicant) here with a staple or paper clip. Do not use glue or other sticky adhesive

1.1 Your title - please tick Mr Mrs Miss Ms Other

If other, what is your title? [text box]

1.2 Your date of birth Your gender - please tick

Day Month Year Male Female [input boxes]

1.3 Your full name as in your passport or travel document

[grid for name]

1.4 Surname or family name

[grid for surname]

1.5 Any other name(s) by which you are or have been known

[grid for other names]

1.6 Nationality

[grid for nationality]

1.7 Passport or travel document number

[grid for passport number]

1.8 Home Office reference if you have one

[grid for Home Office reference]

1.9 National insurance number if you have one

[grid for NI number]

1.10 Your UK address - please inform us immediately if this changes

[grid for address]

Post code [grid]

1.11 Your daytime telephone number

[grid for daytime number]

Your mobile telephone number if you have one

[grid for mobile number]

1.12 Your e-mail address if you have one

[text box for email]

1.13 Name & address for returning documents and letters about your application if different from 1.10

[grid for return address]

Post code [grid]

1.14 If you have completed 1.13 and the address is that of your immigration adviser, please state their Office of the Immigration Services Commissioner (OISC) number

[grid for OISC number]

FLR(SEGS)

Version 04/2007

Application for an extension of stay in the UK under the Science and Engineering Graduates Scheme (SEGS)

This form is valid only for applications made on or after 2 April 2007

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

## SECTION 2 - DEPENDANTS INCLUDED IN YOUR APPLICATION

If you have a partner and/or children under 18 living with you in the UK and they are applying for an extension of stay as your dependants, please give their details in this section. If you are including more than 2 children, please give their details, with photographs, on a copy of this page and enclose it with this form. The word "partner" in this form means a spouse, civil partner, unmarried or same sex partner.

Attach two identical photographs of your partner here with a staple or paper clip  <b>Do not use glue or other sticky adhesive</b>	Your partner's full name <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"></table>																				
	Nationality <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"></table>																				
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Day	Month	Year																			
Male	Female																				
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## SECTION 3 - YOUR DEGREE STUDIES IN THE UK

3.1 When did you begin your studies in the UK?

3.2 Full name of the place in the UK where you have been studying for your degree (see **Note 1**)



Full address of the place in the UK where you have been studying for your degree (see **Note 1**)



Post code

**Note 1** The details required here are of the organisation which awarded you the qualification referred to in the separate guidance notes.





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## SECTION 5 - PERSONAL HISTORY(continued)

**5.7** Have you or any dependants included in this application ever engaged in any other activities which might indicate that you may not be considered to be persons of good character? Yes  No

If you have answered **yes** to question **5.2, 5.3, 5.4, 5.5, 5.6** or **5.7** above please give further details in the space provided below. If you need more space, continue on a separate sheet.

### REHABILITATION OF OFFENDERS ACT 1974

The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or ignored after a 'rehabilitation period'. The length of the rehabilitation period depends on the sentence given. For a custodial (prison) sentence the rehabilitation period is decided by the original sentence, not the time served. Prison sentences of more than two and a half years can never become spent and should always be disclosed. Further information on rehabilitation periods can be found at Nacro's Resettlement Plus Helpline on **020 7840 6464** or by obtaining a free copy of their leaflet on **020 7840 6427**.

### DEFINITIONS

For the purposes of answering questions **5.3** to **5.7**, the following information provides guidance on actions which may constitute war crimes, crimes against humanity, genocide, or terrorist activities.

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at [www.opsi.gov.uk/acts/acts2001/20010017.htm](http://www.opsi.gov.uk/acts/acts2001/20010017.htm) or purchased from The Stationery Office (telephone **0870 600 5522**). It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately on behalf of yourself and any dependants included in the application.

#### **War crimes**

Grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict. The types of acts that may constitute a war crime include wilful killing, torture, extensive destruction of property not justified by military necessity, unlawful deportation, the intentional targeting of civilians and the taking of hostages.

#### **Crimes against humanity**

Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons.

#### **Genocide**

Acts committed with intent to destroy, in whole or in part, a national, ethnical, racial or religious group.

#### **Terrorist activities**

Any act committed, or the threat of action, designed to influence a government or intimidate the public and made for the purposes of advancing a political, religious or ideological cause and that involves serious violence against a person; that may endanger another person's life; creates a serious risk to the health or safety of the public; involves serious damage to property; is designed to seriously disrupt or interfere with an electronic system.

#### **Organisations concerned in terrorism**

An organisation is concerned in terrorism if it commits or participates in acts of terrorism; prepares for terrorism; promotes or encourages terrorism (including the unlawful glorification of terrorism); or is otherwise concerned in terrorism.

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## SECTION 6 - DOCUMENTS AND PHOTOGRAPHS

**For your application to be valid and complete, you must provide the documents and photographs listed in this section which are relevant to your application. Tick the boxes next to the relevant items to show the documents and photographs you are providing. Attach the photographs to the spaces in sections 1 and 2 as instructed there.**

- Two recent passport-size photographs of yourself** with your name written on the back of each photograph. Please see the separate guidance notes for information on what types of photograph are acceptable.
- Two recent passport-size photographs of each dependant** included in section 2 and applying for an extension of stay in the UK with you, with their name written on the back of the photographs.
- Your current passport or travel document.** If you last entered the UK on a previous passport or travel document, please also provide this document if you have it.
- Current passport(s) or travel document(s)** for each dependant included in section 2 and applying for an extension of stay in the UK with you. If they last entered the UK on previous passport(s) or travel document(s), please also provide these documents if you have them.
- Your police registration certificate** if you have been asked to register with the police.
- The police registration certificate(s)** for each dependant included in section 2 and applying for an extension of stay in the UK with you if they have been asked to register with the police.
- Evidence of your degree.** Documents showing that you have been awarded at the required level and by a relevant UK institution, a qualification that is on the relevant list of eligible courses. If you have graduated, you must provide your original degree certificate. If you are awaiting graduation, you must provide a signed letter from your personal tutor confirming that you have been awarded a degree at the required level from a UK institution of higher or further education and are awaiting graduation.
- Consent from sponsor.** If you have answered **yes** to question **4.5**, a document confirming that your sponsor or former sponsoring authority consents to your remaining in the UK under SEGS.
- Employment.** Documents showing that you intend to seek and take employment in the UK.
- Evidence of your finances.** Bank statements, building society savings book(s), pay slips or other formal documents as evidence that you have the finances to maintain and accommodate yourself and any dependants without recourse to public funds. If a parent, relative or friend is supporting you, the evidence should be a letter from him/her confirming this, together with formal documents showing their financial situation (see **Note 4**).

**Note 4** The documents showing the finances available to you and/or to the person supporting you should cover at least the last 3 months. We do not accept internet or cashpoint statements as evidence of finances.

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

## SECTION 7 - DECLARATION

**You must now read the declaration below and sign it. This must be signed by you (the applicant) and not be a representative or other person acting on your behalf.**

I hereby apply for an extension of stay the UK for myself and any dependants listed in this form. The information I have given in this form is complete and is true to the best of my knowledge. I also declare that the photographs submitted with this form are a true likeness of myself and any dependants included in the application, as named on the back of each photograph.

I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the Home Office.

I understand that all information provided by me to the Home Office will be treated in confidence but that it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions.

I understand that documents provided in support of this application will be checked for authenticity. False documents will be retained and may result in my application being refused and my case being referred to the UK Immigration Service and other relevant authorities for the purposes of my prosecution and subsequent removal from the United Kingdom.

I understand that the Home Office may also use the information provided by me for training purposes.

**I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in execution of any of those Acts a statement or representation which I know to be false or do not believe to be true, or to obtain or to seek to obtain leave to remain in the United Kingdom by means which include deception.**

Signed

Date



SCHEDULE 7

Regulation 9



BORDER AND IMMIGRATION AGENCY

FLR(FT:WISS)

Version 04/2007

Attach two identical photographs of you (the applicant) here with a staple or paper clip. Do not use glue or other sticky adhesive

SECTION 1 - APPLICANT'S DETAILS

1.1 Your title - please tick Mr Mrs Miss Ms Other

If other, what is your title?

1.2 Your date of birth (Day, Month, Year) and Your gender - please tick Male Female

1.3 Your full name as in your passport or travel document

1.4 Surname or family name

1.5 Any other name(s) by which you are or have been known

1.6 Nationality

1.7 Passport or travel document number and 1.8 Home Office reference if you have one

1.9 National insurance number if you have one

1.10 Your UK address - please inform us immediately if this changes. Post code

1.11 Your daytime telephone number and Your mobile telephone number if you have one

1.12 Your e-mail address if you have one

1.13 Name & address for returning documents and letters about your application if different from 1.10. Post code

1.14 If you have completed 1.13 and the address is that of your immigration adviser, please state their Office of the Immigration Services Commissioner (OISC) number

Application for an extension of stay in the UK under the Fresh Talent: Working in Scotland Scheme (FT:WISS)

This form is valid only for applications made on or after 2 April 2007

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### SECTION 2 - DEPENDANTS INCLUDED IN YOUR APPLICATION

If you have a partner and/or children under 18 living with you in the UK and they are applying for an extension of stay as your dependants, please give their details in this section. If you are including more than 2 children, please give their details, with photographs, on a copy of this page and enclose it with this form. The word "partner" in this form means a spouse, civil partner, unmarried or same sex partner.

Attach two identical photographs of your partner here with a staple or paper clip  <b>Do not use glue or other sticky adhesive</b>	Your partner's full name <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"></table>																				
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### SECTION 3 - YOUR DEGREE STUDIES IN SCOTLAND

3.1 When did you begin your studies in the UK?

3.2 Full name of the place in Scotland where you have been studying for your degree (see **Note 1**)

--

Full address of the place in Scotland where you have been studying for your degree (see **Note 1**)


Post code

**Note 1** The details required here are of the organisation which awarded you the qualification referred to in the separate guidance notes.



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### SECTION 4 - YOUR HOME AND YOUR FINANCES

**4.1** Is your home in the UK:

- a) owned by you?  c) privately rented by you ?  e) other (please give details below)
- b) rented from a local authority by you?  d) owned or rented by a relative or friend?

**4.2** Do you or your partner pay any rent or mortgage for your accommodation? **Yes**  **No**  If so, how much do you pay each month?

**4.3** Are you working in the UK? **Yes**  **No**  If so, what is your pay each month after income tax and other deductions?

**4.4** Do you intend to seek and take employment in Scotland if you are granted leave as a FT:WISS participant? **Yes**  **No**

**4.5** Are you receiving, or have you received sponsorship from your place of study, the Scottish Executive, the British Government, any other government, or an international scholarship agency for your recent studies in Scotland? **Yes**  **No**

**4.6** Are you receiving any public funds? **Yes**  **No**

**The public funds which are relevant for the purposes of the Immigration Rules are listed below. If you have answered yes to question 4.6, you must tick the relevant box(es) to show which of these are being received.**

- |                                    |                          |                                    |                          |
|------------------------------------|--------------------------|------------------------------------|--------------------------|
| Housing or homelessness assistance | <input type="checkbox"/> | Social Fund payment                | <input type="checkbox"/> |
| Attendance Allowance               | <input type="checkbox"/> | Council Tax Benefit                | <input type="checkbox"/> |
| Severe Disablement Allowance       | <input type="checkbox"/> | Child Benefit                      | <input type="checkbox"/> |
| Carer's Allowance                  | <input type="checkbox"/> | Income based Jobseeker's Allowance | <input type="checkbox"/> |
| Disability Living Allowance        | <input type="checkbox"/> | Housing Benefit                    | <input type="checkbox"/> |
| Income Support                     | <input type="checkbox"/> | State Pension Credit               | <input type="checkbox"/> |
| Working Tax Credit                 | <input type="checkbox"/> | Child Tax Credit                   | <input type="checkbox"/> |



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**SECTION 5 - PERSONAL HISTORY(continued)**

**5.7** Have you or any dependants included in this application ever engaged in any other activities which might indicate that you may not be considered to be persons of good character? Yes  No

If you have answered **yes** to question **5.2, 5.3, 5.4, 5.5, 5.6** or **5.7** above please give further details in the space provided below. If you need more space, continue on a separate sheet.

**REHABILITATION OF OFFENDERS ACT 1974**

The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or ignored after a 'rehabilitation period'. The length of the rehabilitation period depends on the sentence given. For a custodial (prison) sentence the rehabilitation period is decided by the original sentence, not the time served. Prison sentences of more than two and a half years can never become spent and should always be disclosed. Further information on rehabilitation periods can be found at Nacro's Resettlement Plus Helpline on **020 7840 6464** or by obtaining a free copy of their leaflet on **020 7840 6427**.

**DEFINITIONS**

For the purposes of answering questions **5.3** to **5.7**, the following information provides guidance on actions which may constitute war crimes, crimes against humanity, genocide, or terrorist activities.

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at [www.opsi.gov.uk/acts/acts2001/20010017.htm](http://www.opsi.gov.uk/acts/acts2001/20010017.htm) or purchased from The Stationery Office (telephone **0870 600 5522**). It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately on behalf of yourself and any dependants included in the application.

**War crimes**

Grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict. The types of acts that may constitute a war crime include wilful killing, torture, extensive destruction of property not justified by military necessity, unlawful deportation, the intentional targeting of civilians and the taking of hostages.

**Crimes against humanity**

Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons.

**Genocide**

Acts committed with intent to destroy, in whole or in part, a national, ethnical, racial or religious group.

**Terrorist activities**

Any act committed, or the threat of action, designed to influence a government or intimidate the public and made for the purposes of advancing a political, religious or ideological cause and that involves serious violence against a person; that may endanger another person's life; creates a serious risk to the health or safety of the public; involves serious damage to property; is designed to seriously disrupt or interfere with an electronic system.

**Organisations concerned in terrorism**

An organisation is concerned in terrorism if it commits or participates in acts of terrorism; prepares for terrorism; promotes or encourages terrorism (including the unlawful glorification of terrorism); or is otherwise concerned in terrorism.

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## SECTION 6 - DOCUMENTS AND PHOTOGRAPHS

For your application to be valid and complete, you must provide the documents and photographs listed in this section which are relevant to your application. Tick the boxes next to the relevant items to show the documents and photographs you are providing. Attach the photographs to the spaces in sections 1 and 2 as instructed there.

- Two recent passport-size photographs of yourself** with your name written on the back of each photograph. Please see the separate guidance notes for information on what types of photograph are acceptable.
- Two recent passport-size photographs of each dependant** included in section 2 and applying for an extension of stay in the UK with you with their name written on the back of the photographs.
- Your current passport or travel document.** If you last entered the UK on a previous passport or travel document, please also provide this document if you have it.
- Current passport(s) or travel document(s)** for each dependant included in section 2 and applying for an extension of stay in the UK with you. If they last entered the UK on previous passport(s) or travel document(s), please also provide these documents if you have them.
- Your police registration certificate** if you have been asked to register with the police.
- The police registration certificate(s)** for each dependant included in section 2 and applying for an extension of stay in the UK with you if they have been asked to register with the police.
- Evidence of your qualification.** Documents showing that you have been awarded an HND or a UK recognised undergraduate degree, Master's degree or PhD by a relevant Scottish institution. If you have graduated, you must provide your original HND or degree certificate. If you are awaiting graduation, you must provide a signed letter from your personal tutor confirming that you have been awarded a qualification from a Scottish institution and are awaiting graduation.
- Consent from sponsor.** If you have answered **yes** to question **4.5**, a document confirming that your sponsor or former sponsoring authority consents to your remaining in the UK under FT:WISS.
- Residence in Scotland.** Documents showing that you have lived in Scotland for a suitable period during your studies (see **Note 4**).

**Note 4** You must provide documents of the kind described below as evidence that you have lived in Scotland for the period stated at 3.8.

<i>telephone bills or statements</i>	<i>gas bills or statements</i>	<i>electricity bills or statements</i>
<i>tenancy agreements</i>	<i>credit card statements</i>	<i>letters from your place of study</i>
<i>local health authorities</i>	<i>government departments or agencies</i>	<i>mobile telephone bills or statements.</i>
<i>bank or building society statements or savings book(s)</i>		

- Employment.** Documents showing that you intend to seek and take employment in Scotland.
- Evidence of your finances.** Bank statements, building society savings book(s), pay slips or other formal documents as evidence that you have the finances to maintain and accommodate yourself and any dependants without recourse to public funds. If a parent, relative or friend is supporting you, the evidence should be a letter from him/her confirming this together with formal documents showing their financial situation (see **Note 5**).

**Note 5** The documents showing the finances available to you and/or to the person supporting you should cover at least the last 3 months. We do not accept internet or cashpoint statements as evidence of finances.

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## SECTION 7 - DECLARATION

**You must now read the declaration below and sign it. This must be signed by you (the applicant) and not be a representative or other person acting on your behalf.**

I hereby apply for an extension of stay the UK for myself and any dependants listed in this form. The information I have given in this form is complete and is true to the best of my knowledge. I also declare that the photographs submitted with this form are a true likeness of myself and any dependants included in the application, as named on the back of each photograph.

I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the Home Office.

I understand that all information provided by me to the Home Office will be treated in confidence but that it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions.

I understand that the Home Office may also use the information provided by me for training purposes.

I understand that documents provided in support of this application will be checked for authenticity. False documents will be retained and may result in my application being refused and my case being referred to the UK Immigration Service and other relevant authorities for the purposes of my prosecution and subsequent removal from the United Kingdom.

**I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in execution of any of those Acts a statement or representation which I know to be false or do not believe to be true, or to obtain or to seek to obtain leave to remain in the United Kingdom by means which include deception.**

Signed

Date



SCHEDULE 8

Regulation 10



BORDER AND IMMIGRATION AGENCY

SECTION 1 - APPLICANT'S DETAILS

Attach two identical photographs of you (the applicant) here with staple or paper clip. Do not use glue or other sticky adhesive

1.1 Your title - please tick Mr Mrs Miss Ms Other

If other, what is your title?

1.2 Your date of birth (Day, Month, Year) and Your gender (Male, Female)

1.3 Your full name as in your passport or travel document

1.4 Surname or family name

1.5 Any other name(s) by which you are or have been known

1.6 Nationality

1.7 Passport or travel document number and 1.8 Home Office reference if you have one

1.9 National insurance number if you have one

1.10 Your UK address - please inform us immediately if this changes. Post code

1.11 Your daytime telephone number and Your mobile telephone number if you have one

1.12 Your e-mail address if you have one

1.13 Name & address for returning documents and letters about your application if different from 1.10. Post code

1.14 If you have completed 1.13 and the address is that of your immigration adviser, please state their Office of the Immigration Services Commissioner (OISC) number

FLR(0) Version 04/2007 Application for an extension of stay in the UK in one of the following categories: Visitor, Overseas qualified nurse or midwife, Postgraduate doctor or dentist, Au pair, UK ancestry, Employment not requiring a work permit, Writer, composer or artist, Private medical treatment, Dependants of exempt HM Forces, Other purposes/reasons not covered by other application forms. This form is valid only for applications made on or after 2 April 2007

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## SECTION 2 - DEPENDANTS INCLUDED IN YOUR APPLICATION

Do not complete this section if applying in the visitor, au pair or private medical treatment categories.

If you have a partner and/or any children under 18 living in the UK and they are applying for an extension of stay in the UK as your dependants, this is where you give their details. Unless otherwise stated, the word "partner" in this form means your spouse, civil partner, unmarried or same sex partner. In the postgraduate doctor or dentist category, only a spouse or civil partner may be included as a partner in this section. If more than 3 children are applying, please give their details, with photographs, on a copy of this page and enclose it with this form.

Attach two identical photographs of your partner here with staple or paper clip  <b>Do not use glue or other sticky adhesive</b>	Your partner's full name																				
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Date of birth		Day		Month		Year		Gender - please tick		Male	Female										

Relationship to you - please tick

Spouse
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Civil partner
---------------

Unmarried partner
-------------------

Same sex partner
------------------

Attach two identical photographs of your child here with staple or paper clip  <b>Do not use glue or other sticky adhesive</b>	Child's full name																				
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Relationship to you - please tick

Son
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Daughter
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Attach two identical photographs of your child here with staple or paper clip  <b>Do not use glue or other sticky adhesive</b>	Child's full name																				
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Relationship to you - please tick

Son
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Daughter
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Attach two identical photographs of your child here with staple or paper clip  <b>Do not use glue or other sticky adhesive</b>	Child's full name																				
	<table border="1" style="width: 100%; height: 20px;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>																				
	Nationality																				
	<table border="1" style="width: 100%; height: 20px;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>																				
Date of birth		Day		Month		Year		Gender - please tick		Male	Female										

Relationship to you - please tick

Son
-----

Daughter
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### SECTION 3 - WHICH CATEGORY?

Please tick a box below to show us the category in which you are applying for an extension of stay in the UK.

Visitor	<input type="checkbox"/>	Complete all sections except section 2	UK ancestry	<input type="checkbox"/>	Complete all sections
Overseas qualified nurse or midwife	<input type="checkbox"/>	Complete all sections	Employment not requiring a work permit	<input type="checkbox"/>	Complete all sections
Writer, composer or artist	<input type="checkbox"/>	Complete all sections	Private medical treatment	<input type="checkbox"/>	Complete all sections except section 2
Postgraduate doctor or dentist	<input type="checkbox"/>	Complete all sections	Dependants of exempt HM Forces	<input type="checkbox"/>	Complete all sections
Au pair	<input type="checkbox"/>	Complete all sections except section 2	Other purposes/reasons not covered by other application forms	<input type="checkbox"/>	Complete all sections

If you have ticked the other purposes/reasons category, please explain briefly why you are applying for an extension of stay in the UK . You will also need to provide a letter explaining in more detail why you are applying.

### SECTION 4 - YOUR HOME AND YOUR FINANCES

4.1 Is your home in the UK:      a) owned by you?       b) rented from a local council by you?       c) privately rented by you?       d) owned or rented by a relative or friend?       e) other - please give details below

4.2 Do you or your partner, or both, pay any rent or mortgage for your home?      Yes       No       If so, how much do you pay each month?      £

4.3 Are you working in the UK?      Yes       No       If so, what is your pay each month after income tax and other deductions?      £

4.4 Does a relative or friend of you or your partner, or both of you, regularly give you money?      Yes       No       If so, how much do you receive each month?      £

4.5 Are you receiving any public funds?      Yes       No

The public funds which are relevant for the purposes of the Immigration Rules are listed below. If you have answered yes to question 4.5, you must tick the relevant box(es) to show which of these are being received.

Housing or Homelessness assistance	<input type="checkbox"/>	Disability Living Allowance	<input type="checkbox"/>	Council Tax Benefit	<input type="checkbox"/>	State Pension Credit	<input type="checkbox"/>
Attendance Allowance	<input type="checkbox"/>	Income Support	<input type="checkbox"/>	Child Benefit	<input type="checkbox"/>	Child Tax Credit	<input type="checkbox"/>
Severe Disablement Allowance	<input type="checkbox"/>	Working Tax Credit	<input type="checkbox"/>	Income based Jobseeker's Allowance	<input type="checkbox"/>		
Carer's Allowance	<input type="checkbox"/>	Social Fund payment	<input type="checkbox"/>	Housing Benefit	<input type="checkbox"/>		



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## SECTION 5 - PERSONAL HISTORY(continued)

**5.7** Have you or any dependants included in this application ever engaged in any other activities which might indicate that you may not be considered to be persons of good character? Yes  No

If you have answered **yes** to question **5.2, 5.3, 5.4, 5.5, 5.6** or **5.7** above please give further details in the space provided below. If you need more space, continue on a separate sheet.

### REHABILITATION OF OFFENDERS ACT 1974

The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or ignored after a 'rehabilitation period'. The length of the rehabilitation period depends on the sentence given. For a custodial (prison) sentence the rehabilitation period is decided by the original sentence, not the time served. Prison sentences of more than two and a half years can never become spent and should always be disclosed. Further information on rehabilitation periods can be found at Nacro's Resettlement Plus Helpline on **020 7840 6464** or by obtaining a free copy of their leaflet on **020 7840 6427**.

### DEFINITIONS

For the purposes of answering questions **5.3** to **5.7**, the following information provides guidance on actions which may constitute war crimes, crimes against humanity, genocide, or terrorist activities.

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at [www.opsi.gov.uk/acts/acts2001/20010017.htm](http://www.opsi.gov.uk/acts/acts2001/20010017.htm) or purchased from The Stationery Office (telephone **0870 600 5522**). It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately on behalf of yourself and any dependants included in the application.

#### War crimes

Grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict. The types of acts that may constitute a war crime include wilful killing, torture, extensive destruction of property not justified by military necessity, unlawful deportation, the intentional targeting of civilians and the taking of hostages.

#### Crimes against humanity

Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons.

#### Genocide

Acts committed with intent to destroy, in whole or in part, a national, ethnical, racial or religious group.

#### Terrorist activities

Any act committed, or the threat of action, designed to influence a government or intimidate the public and made for the purposes of advancing a political, religious or ideological cause and that involves serious violence against a person; that may endanger another person's life; creates a serious risk to the health or safety of the public; involves serious damage to property; is designed to seriously disrupt or interfere with an electronic system.

#### Organisations concerned in terrorism

An organisation is concerned in terrorism if it commits or participates in acts of terrorism; prepares for terrorism; promotes or encourages terrorism (including the unlawful glorification of terrorism); or is otherwise concerned in terrorism.

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

## SECTION 6 - DOCUMENTS AND PHOTOGRAPHS

For your application to be valid and complete, you must provide the documents and photographs listed in this section which are relevant to your application. Tick the boxes next to the relevant items to show the documents and photographs you are providing. Attach the photographs to the spaces in sections 1 and 2 as instructed there.

### 6A All categories

- Two recent passport-size photographs of yourself** with your name on the back of each photograph. Please see the separate guidance notes for information on what types of photograph are acceptable.
- Two recent passport-size photographs of each dependant** included in section 2 and applying for an extension of stay the UK with you, with their name on the back of each photograph.
- Your current passport or travel document.** If you last entered the UK on a previous passport or travel document, please also provide this document if you have it.
- Current passport(s) or travel document(s) for each dependant** included in section 2 and applying for an extension of stay in the UK with you. If they last entered the UK on previous passport(s) or travel document(s), please also provide these documents if you have them.
- Your police registration certificate** if you have been asked to register with the police.
- The police registration certificate(s) of each dependant** included in section 2 and applying for an extension of stay in the UK with you if they have been asked to register with the police.
- Evidence of your finances.** Bank statements, building society savings book, pay slips or other formal documents as evidence of your ability to maintain and accommodate yourself and any dependants without recourse to public funds. **If a relative or friend is supporting you**, please provide a letter from him/her confirming this together with bank statements or other documents of the kind described above as evidence of their financial situation. See **Note 2** below.

**Note 2** The documents showing the finances available to you and/or to the person supporting you should cover at least the last 3 months. We do not accept internet or cashpoint statements as evidence of finances.

### 6B Visitor

If applying as a visitor, you must provide:

- Evidence that you can maintain and accommodate yourself and your dependants without recourse to public funds and without taking employment.** The evidence must be formal documents such as bank/building society statements or savings book(s), or pay slips from your employment outside the UK (see **Note 2**). If a relative or friend is supporting you, the evidence should be a letter from him/her confirming this, with formal documents showing their financial situation.

### 6C Overseas qualified nurse or midwife

If applying as an overseas qualified nurse or midwife, you must provide:

- Confirmation from the Nursing and Midwifery Council (NMC)** that you have been accepted on the Overseas Nurses Programme, and evidence that you have been offered a supervised practice placement or adaptation training through an education provider that is recognised by the NMC.

### 6D Postgraduate doctor or dentist

If applying as a postgraduate doctor or dentist, you must provide:

- Evidence that you have obtained a recognised UK degree** in medicine or dentistry from an appropriate UK institution (see **Note 3** below).

**Note 3** You must have been granted leave as a student for at least 2 years in order to study for this degree.

- A letter from your Postgraduate Dean** confirming that you have a full-time place on a recognised Foundation Programme.
- A document confirming that your sponsor consents to your continuing stay in the UK as a postgraduate doctor or dentist** if your studies, at medical or dental school or subsequently, were sponsored by a government or an international sponsorship agency.
- A signed statement from you** confirming that you know that 3 years is the maximum stay permitted in this category and that you intend to leave the UK no later than 3 years from the date on which you were given leave to enter or remain as a postgraduate doctor or dentist, unless you are granted leave in another permitted capacity.

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## SECTION 6 - DOCUMENTS AND PHOTOGRAPHS (continued)

**6E Au pair** If applying as an au pair, you must provide:

**A letter from the family you are staying with** giving details of your employment.

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**6F UK ancestry** If you are a Commonwealth citizen aged 17 or over, one of your grandparents was born in the UK and Islands and you are applying because of your UK ancestry, you must provide:

**Your full birth certificate** showing your parents' names.

**Evidence that one of your grandparents was born in the UK and Islands.** The evidence must be formal documents such as full birth certificates for your parents and grandparent and, where necessary to establish the relationship, marriage certificates and/or adoption papers.

**Evidence that you are able to work** and intend to take or seek employment in the UK.

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**6G Employment not requiring a work permit** If you have been given leave to enter or remain in the UK for employment in one of the categories not requiring a work permit listed below, and you are applying for an extension of stay in the same category, you must provide:

**Recent document(s) from your employer** confirming that your work is continuing and that you are still needed for the same work.

- a) Minister of religion, missionary or member of a religious order (see **Notes 4** and **5**)
- b) Visiting religious worker or a religious worker in a non-pastoral role (see **Note 5**)
- b) Representative of an overseas newspaper, news agency or broadcasting organisation
- c) Private servant in a diplomatic household
- d) Overseas government employee
- e) Airport based operational staff of an overseas-owned airline
- f) Domestic worker in a private household

**Note 4** For ministers of religion, missionaries, or members of a religious order this document may be from the leadership of your church or the head of your religious order, rather than your employer.

**Note 5** If you entered the UK with an entry clearance as a minister of religion on or after 23 August 2004, or if you are someone who did not enter the UK as a minister of religion, you must provide an International English Language Testing System certificate to certify that you have achieved level 4 competence in spoken English, and dated no more than 2 years prior to your application.

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**6H Writer, composer or artist** If applying as a writer, composer or artist, you must provide:

**Document(s) showing that you can support yourself and any dependants** from your own funds without working except as a writer, composer or artist.

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**6I Private medical treatment** If applying as a visitor receiving private medical treatment, you must provide:

**Document(s) from a registered medical practitioner** who holds a National Health Service (NHS) consultant post or who appears in the Specialist Register of the General Medical Council, showing satisfactory arrangements for private medical consultation or treatment, how long it is likely to last and, where treatment has already begun, evidence as to its progress (see **Note 6**).

**Note 6** Visitors are not allowed to stay in the UK to receive free medical treatment on the National Health Service.

**Receipts for payment** for any treatment you have received.

**A signed statement** that you intend to leave the UK at the end of your treatment.

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**SECTION 6 - DOCUMENTS AND PHOTOGRAPHS (continued)**

**6 J Dependant of exempt member of HM Forces or of designated international HQ or defence organisation**

If applying as the spouse or civil partner (see **Note 7**) of someone who is exempt from UK immigration control as a member of HM Forces, you must provide **a letter from your spouse or civil partner's unit confirming the date they enlisted and their expected final date of service with HM Forces.**

If applying as the spouse or civil partner (see **Note 7**) of someone who is exempt from UK immigration control on the basis of their armed forces training, posting or service in the UK or as a member of a designated international headquarters or defence organisation, you must provide **a letter from your spouse or civil partner's unit or employer confirming the start date of their training, posting or service in the UK and the expected end date of this period of training, posting or service in the UK.**

**Note 7. This category does not include unmarried partners or same sex partners.**

**6 K Other purposes/reasons not covered by other application forms** If applying for an extension of stay for other purposes or reasons, you must provide:

**A letter or other document explaining why you are applying for an extension of stay, together with any relevant documents in support of your case.** Please list the documents you are providing.

**SECTION 7 - DECLARATION**

**You must now read the declaration below and sign it. This must be signed by you (the applicant) and not be a representative or other person acting on your behalf. If you are under 18, your parent or guardian may sign.**

I hereby apply for an extension of stay in the UK for myself and any dependants listed in this form. The information I have given in this form is complete and is true to the best of my knowledge. I also declare that the photographs submitted with this form are a true likeness of myself and any dependants included in the application, as named on the back of each photograph.

I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the Home Office.

I understand that all information provided by me to the Home Office will be treated in confidence but that it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions.

I understand that documents provided in support of this application will be checked for authenticity. False documents will be retained and may result in my application being refused and my case being referred to the UK Immigration Service and other relevant authorities for the purposes of my prosecution and subsequent removal from the United Kingdom.

I understand that the Home Office may also use the information provided by me for training purposes.

**I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in execution of any of those Acts a statement or representation which I know to be false or do not believe to be true, or to obtain or to seek to obtain leave to remain in the United Kingdom by means which include deception.**

Signed

Date



SCHEDULE 9

Regulation 11



BORDER AND IMMIGRATION AGENCY

SECTION 1 - APPLICANT'S DETAILS

Attach two identical photographs of you (the applicant) here with a staple or paper clip. Do not use glue or other sticky adhesive

1.1 Your title - please tick Mr Mrs Miss Ms Other

If other, what is your title?

1.2 Your date of birth (Day, Month, Year) and Your gender -please tick Male Female

1.3 Your full name as in your passport or travel document

1.4 Surname or family name

1.5 Any other name(s) by which you are or have been known

1.6 Nationality

1.7 Passport or travel document number and 1.8 Home Office reference if you have one

1.9 National insurance number if you have one

1.10 Your UK address - please inform us immediately if this changes. Post code

1.11 Your daytime telephone number and Your mobile telephone number if you have one

1.12 Your e-mail address if you have one

1.13 Name & address for returning documents and letters about your application if different from 1.10. Post code

1.14 If you have completed 1.13 and the address is that of your immigration adviser, please state their Office of the Immigration Services Commissioner (OISC) number

SET(M)

Version 04/2007

Application for indefinite leave to remain in the UK in one of the following categories, having completed a period of 2 years in the category

Spouse or civil partner of a person present and settled in the UK

Unmarried or same sex partner of a person present and settled in the UK

This form is valid only for applications made on or after 2 April 2007





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**SECTION 5 - KNOWLEDGE OF LANGUAGE AND LIFE IN THE UK**

**This section is about the new requirements concerning knowledge of language and life in the UK which you have to satisfy to qualify for indefinite leave to remain if you are aged 18-64. If you have not already done so, you should read the information about these requirements in the separate guidance notes.**

**5.1** Are you under 18 or aged 65 or over? Yes  No

If you have answered **yes** to **5.1**, go to section 6. If you have answered **no**, continue below.

**5.2** Are you the partner of

a) a permanent member of HM Diplomatic Service; or Yes  No

b) a comparable UK-based staff member of the British Council on a tour of duty abroad; or Yes  No

c) a staff member of the Department for International Development who is a British citizen or is settled in the UK? See **Note 1**. Yes  No

**Note 1**  
 If you have answered "yes" to 5.2 a), b) or c), under the Immigration Rules you are considered to have a sufficient knowledge of the English language and about life in the UK if a "person designated by the Secretary of State certifies in writing" that you have such knowledge. For the purposes of this application, you must provide such a letter from your partner's employer (normally, the head of mission at the British post abroad at which your partner is serving).

If you have answered **yes** to **5.2**, go to section 6. If you have answered **no**, continue below.

**5.3** Have you obtained one of the relevant qualifications listed below to show that you have sufficient knowledge of the English language and life in the UK? Please tick below and see **Note 2**.

Relevant qualifications A pass in the test known as the <b>Life in the UK test</b> ; or one of the following English for Speakers of Other Languages (ESOL) qualifications: <b>An ESOL "Skills for Life" qualification in speaking and listening at Entry Level</b> or <b>Two ESOL Units at Access Level</b> under the Scottish Credit and Qualifications Framework approved by the Scottish Qualifications Authority.	Yes <input type="checkbox"/> No <input type="checkbox"/>
---	--

**5.4** If you have answered **yes** to **5.3**, tick one of the boxes opposite to show which qualification (ie Life in the UK test or either of the two relevant ESOL qualifications) you have obtained.

Life in the UK test	ESOL qualification
---------------------	--------------------

**5.5** If you have answered **no** to question **5.3**, are you claiming exemption from this requirement because a physical or other condition prevents you from taking the Life in the UK test or doing an ESOL course? See **Note 2** below. Yes  No

**Note 2**  
 If you have answered "no" to questions 5.3 and 5.5, you should not be applying for indefinite leave to remain. Please see the separate guidance notes.  
 If you have answered "no" to question 5.3 but "yes" to question 5.5, you must provide a doctor's letter or similar evidence confirming that you are unable to take the test or do an ESOL course.



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## SECTION 7 - YOUR HOME AND YOUR FINANCES

**7.1** Is your home in the UK:

a) owned by you or your partner or both?	<input type="checkbox"/>	
b) rented from a local authority by you or your partner or both?	<input type="checkbox"/>	c) privately rented by you or your partner or both?
d) owned or rented by a relative or friend?	<input type="checkbox"/>	e) other - please give details below

**7.2** Do you or your partner, or both, pay any rent or mortgage for your home? **Yes**  **No**  If so, how much do you pay each month? £

**7.3** Are you working in the UK? **Yes**  **No**  If so, what is your pay each month after income tax and other deductions? £

**7.4** Is your partner working in the UK? **Yes**  **No**  If so, what is his/her pay each month after income tax and other deductions? £

**7.5** Does a relative or friend of you or your partner, or both of you, regularly give you money? **Yes**  **No**  If so, how much do you receive each month? £

**7.6** Are you or your partner receiving any public funds? **Yes**  **No**

**The public funds which are relevant for the purposes of the Immigration Rules are listed below. If you have answered yes to question 7.6, you must tick the relevant box(es) to show which of these are being received.**

	You	Partner		You	Partner
Housing or Homelessness assistance	<input type="checkbox"/>	<input type="checkbox"/>	Social Fund payment	<input type="checkbox"/>	<input type="checkbox"/>
Attendance Allowance	<input type="checkbox"/>	<input type="checkbox"/>	Council Tax Benefit	<input type="checkbox"/>	<input type="checkbox"/>
Severe Disablement Allowance	<input type="checkbox"/>	<input type="checkbox"/>	Child Benefit	<input type="checkbox"/>	<input type="checkbox"/>
Carer's Allowance	<input type="checkbox"/>	<input type="checkbox"/>	Income based Jobseeker's Allowance	<input type="checkbox"/>	<input type="checkbox"/>
Disability Living Allowance	<input type="checkbox"/>	<input type="checkbox"/>	Housing Benefit	<input type="checkbox"/>	<input type="checkbox"/>
Income Support	<input type="checkbox"/>	<input type="checkbox"/>	State Pension Credit	<input type="checkbox"/>	<input type="checkbox"/>
Working Tax Credit	<input type="checkbox"/>	<input type="checkbox"/>	Child Tax Credit	<input type="checkbox"/>	<input type="checkbox"/>



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**SECTION 8 - PERSONAL HISTORY(continued)**

**8.7** Have you or any dependants included in this application ever engaged in any other activities which might indicate that you may not be considered to be persons of good character? Yes  No

If you have answered **yes** to question **8.2, 8.3, 8.4, 8.5, 8.6** or **8.7** above please give further details in the space provided below. If you need more space, continue on a separate sheet.

**REHABILITATION OF OFFENDERS ACT 1974**

The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or ignored after a 'rehabilitation period'. The length of the rehabilitation period depends on the sentence given. For a custodial (prison) sentence the rehabilitation period is decided by the original sentence, not the time served. Prison sentences of more than two and a half years can never become spent and should always be disclosed. Further information on rehabilitation periods can be found at Nacro's Resettlement Plus Helpline on **020 7840 6464** or by obtaining a free copy of their leaflet on **020 7840 6427**.

**DEFINITIONS**

For the purposes of answering questions **8.3** to **8.7**, the following information provides guidance on actions which may constitute war crimes, crimes against humanity, genocide, or terrorist activities.

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at [www.opsi.gov.uk/acts/acts2001/20010017.htm](http://www.opsi.gov.uk/acts/acts2001/20010017.htm) or purchased from The Stationery Office (telephone **0870 600 5522**). It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately on behalf of yourself and any dependants included in the application.

**War crimes**

Grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict. The types of acts that may constitute a war crime include wilful killing, torture, extensive destruction of property not justified by military necessity, unlawful deportation, the intentional targeting of civilians and the taking of hostages.

**Crimes against humanity**

Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons.

**Genocide**

Acts committed with intent to destroy, in whole or in part, a national, ethnical, racial or religious group.

**Terrorist activities**

Any act committed, or the threat of action, designed to influence a government or intimidate the public and made for the purposes of advancing a political, religious or ideological cause and that involves serious violence against a person; that may endanger another person's life; creates a serious risk to the health or safety of the public; involves serious damage to property; is designed to seriously disrupt or interfere with an electronic system.

**Organisations concerned in terrorism**

An organisation is concerned in terrorism if it commits or participates in acts of terrorism; prepares for terrorism; promotes or encourages terrorism (including the unlawful glorification of terrorism); or is otherwise concerned in terrorism.



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## SECTION 9 - DOCUMENTS AND PHOTOGRAPHS

For your application to be valid and complete, you must provide the documents and photographs listed in this section which are relevant to your application. Tick the boxes next to the relevant items to show the documents and photographs you are providing. Attach the photographs to the spaces in sections 1, 2 and 3 as instructed there.

### 9A All categories

- Two recent passport-size photographs of yourself** with your name on the back of each photograph. Please see the separate guidance notes for information on what types of photograph are acceptable.
- One recent passport-size photograph of your partner** with their name on the back of the photograph.
- Two recent passport-size photographs of each dependent child under 18** included in section 3 and applying for indefinite leave to remain in the UK with you, with their name on the back of each photograph.
- Your current passport or travel document.** If you last entered the UK on a previous passport or travel document, please also provide this document if you have it.
- Current passport(s) or travel document(s) for each dependent child under 18** included in section 3 and applying for indefinite leave to remain in the UK with you. If they last entered the UK on previous passport(s) or travel document(s), please also provide these documents if you have them.
- A full birth certificate** (i.e. one which shows the parents' names) for each child under 18 of your present marriage or civil partnership or relationship who is applying for indefinite leave to remain in the UK with you.
- Document(s) showing that your partner is present and settled in the UK** (see **Note 4** below). List any such documents below. Continue on another sheet if necessary.

**Note 4** The document(s) must be your partner's current passport or travel document; or

*if your partner is a British citizen without a passport, his/her full birth certificate (showing the parents' names), accompanied by at least one other formal document as evidence of ordinary residence in the UK for the last three years; or*

*if your partner is a non-British citizen without a passport, a Home Office letter or other document showing that he/she has been granted indefinite leave to enter or remain in the UK, accompanied by at least one other formal document as evidence of ordinary residence in the UK for the last three years.*

*The following are examples of formal documents that may be provided as evidence of ordinary residence for the last three years: notice of income tax coding, driving licence, building society savings book(s) /bank statements, National Insurance or National Health Service registration issued by the Department for Work and Pensions or a local health authority.*

- Evidence of your finances.** Bank statements, building society savings book(s), pay slips or other formal documents as evidence of your and your partner's ability to maintain and accommodate yourselves and any dependants without recourse to public funds. **If a relative or friend is supporting you**, please provide a letter from him/her confirming this together with bank statements or other documents of the kind described above as evidence of their financial situation. See **Note 5**.

**Note 5** The documents showing the finances available to you and/or to the person supporting you should cover at least the last 3 months. We do not accept internet or cashpoint statements as evidence of finances.

**Knowledge of language and life in the UK** If you are aged 18-64 and did not answer **yes** to question **5.2**, you must provide one of the following documents:

- A Life in the UK test** pass notification letter or a relevant **ESOL** qualification.
- or
- A medical certificate** or similar document if you are claiming exemption from taking the Life in the UK test or doing an ESOL course because of a medical or other condition.
- If you answered **yes** to question **5.2**, a **letter from your partner's employer** certifying that you have sufficient knowledge of the English language and life in the UK.

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**SECTION 9 - DOCUMENTS AND PHOTOGRAPHS (continued)**

**20 letters and/or other documents** addressed to you and your partner at the same address. See **Note 6** below.

**Note 6** We need letters or other documents of the kind listed below as evidence that you and your partner are still living together as a couple and have done so during the past two years. Ideally, this evidence should indicate joint commitments in your finances, other responsibilities and social activities spread across the past 2 years/ 24 months.

telephone bills or statements	mortgage statements/agreement	loan/credit card agreements/statements
gas bills or statements	bank statements/correspondence	AA, RAC or similar membership
electricity bills or statements	building society savings books	membership of sports or social club
water rates bills or statements	tenancy agreement(s)	membership of a religious organisation
council tax bills or statements	insurance policies/correspondence	

correspondence from government departments or agencies (eg HM Revenue and Customs, Inland Revenue, Department for Work and Pensions) including evidence that you have declared your relationship to the appropriate government bodies.

correspondence from GP or local health authority (eg: NHS card, correspondence about ante-natal and post-natal treatment, letter confirming dates of visits to the home address by a midwife, letter confirming registration with a dentist, etc - providing these documents show your home address and the date first registered).

Please provide 20 items from at least 5 sources of the kind listed above spread evenly over the past 2 years. As many as possible should be addressed jointly in both your names. If you do not have enough items in your joint names, you may provide items addressed to each of you individually if they show the same address and you provide roughly the same number for each of you.

Your application could be delayed or even refused if you do not provide enough evidence of this kind.

Please give an explanation if you cannot provide 20 items and/or if the evidence is not in your joint names and/or it is not spread over the 24 month period. An explanation must also be provided for any periods when you did not live together, as well as evidence in support of the explanation and evidence to show how you maintained contact with each other during this time.

**9B Civil partners only**

If you are applying as a civil partner and have not previously been given leave to enter or remain in this category, you must provide the following documents:

**Your civil partnership certificate**

If you have been married or in a civil partnership before, **document(s) showing that you were free to form a civil partnership with your present partner** (see **Note 7** below). List any such documents below.

If your partner has been married or in a civil partnership before, **documents showing that they were free to form a civil partnership with you** (see **Note 7** below). List any such document(s) below.

**Note 7** The document(s) must be formal documents such as a decree absolute or final dissolution (or other confirmation of the legal dissolution of the relationship) or a death certificate.

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

## SECTION 10 - DECLARATIONS (SPOUSE OR CIVIL PARTNER)

### **Spouses and civil partners**

**If you are applying as a spouse or civil partner, you and your spouse or civil partner must now read the declarations below and sign them. They must be signed by you (the applicant) and your spouse or civil partner and not by a representative or other person acting on your behalf.**

#### **By the applicant**

I hereby apply for indefinite leave to remain in the UK for myself and any dependent children listed in this form on the basis of my marriage to, or civil partnership with, the person who has signed the declaration below. I declare that we are still married, that we are living together as husband and wife and intend to do so permanently, or that we are still registered in a civil partnership, that we are living together as civil partners and intend to do so permanently. The information I have given in this form is complete and is true to the best of my knowledge. I also declare that the photographs submitted with this form are a true likeness of myself, my spouse or civil partner and any dependants included in the application, as named on the back of each photograph.

I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the Home Office.

I understand that all information provided by me to the Home Office will be treated in confidence but that it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions.

I understand that documents provided in support of this application will be checked for authenticity. False documents will be retained and may result in my application being refused and my case being referred to the UK Immigration Service and other relevant authorities for the purposes of my prosecution and subsequent removal from the United Kingdom.

I understand that the Home Office may also use the information provided by me for training purposes.

**I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in execution of any of those Acts a statement or representation which I know to be false or do not believe to be true, or to obtain or to seek to obtain leave to remain in the UK by means which include deception.**

Signed

Date

#### **By the applicant's spouse or civil partner**

I confirm that I am the spouse or civil partner of the applicant. I declare that we are still married and that we are living together as husband and wife and intend to do so permanently, or that we are still the civil partners of one another and that we are living together as civil partners and that we intend to do so permanently.

**I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in execution of any of those Acts a statement or representation which I know to be false or do not believe to be true, or to obtain or to seek to obtain leave to remain in the UK by means which include deception. I am also aware that it is an offence under that Act (as amended) to do an act which facilitates the commission of a breach of immigration law by an individual who is not a citizen of the European Union, knowing or having reasonable cause to believe that the act has this effect.**

Signed

Date

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

## SECTION 10 - DECLARATIONS (UNMARRIED OR SAME SEX PARTNER)

### **Unmarried and same sex partners**

**If you are applying as an unmarried or same sex partner, you and your unmarried or same sex partner must now read the declarations below and sign them. They must be signed by you (the applicant) and your partner and not by a representative or other person acting on your behalf.**

#### **By the applicant**

I hereby apply for indefinite leave to remain in the UK for myself and any dependent children listed in this form on the basis of my relationship with the person who has signed the declaration below. I declare that we are still living together in a relationship akin to marriage or a same sex relationship, and that we intend to do so permanently. The information I have given in this form is complete and is true to the best of my knowledge. I also declare that the photographs submitted with this form are a true likeness of myself, my partner and any dependants included in the application, as named on the back of each photograph.

I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the Home Office.

I understand that all information provided by me to the Home Office will be treated in confidence but that it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions.

I understand that documents provided in support of this application will be checked for authenticity. False documents will be retained and may result in my application being refused and my case being referred to the UK Immigration Service and other relevant authorities for the purposes of my prosecution and subsequent removal from the United Kingdom.

I understand that the Home Office may also use the information provided by me for training purposes.

**I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in execution of any of those Acts a statement or representation which I know to be false or do not believe to be true, or to obtain or to seek to obtain leave to remain in the UK by means which include deception.**

Signed

Date

#### **By the applicant's unmarried or same sex partner**

I confirm that I am the unmarried or same sex partner of the applicant. I declare that we are still living together in a relationship akin to marriage, or a same sex relationship, and that we intend to do so permanently.

**I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in execution of any of those Acts a statement or representation which I know to be false or do not believe to be true, or to obtain or to seek to obtain leave to remain in the UK by means which include deception. I am also aware that it is an offence under that Act (as amended) to do an act which facilitates the commission of a breach of immigration law by an individual who is not a citizen of the European Union, knowing or having reasonable cause to believe that the act has this effect.**

Signed

Date

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

SCHEDULE 10

Regulation 12



BORDER AND IMMIGRATION AGENCY

SECTION 1 - APPLICANT'S DETAILS

Attach two identical photographs of you (the applicant) here with a staple or paper clip. Do not use glue or other sticky adhesive

1.1 Your title - please tick Mr Mrs Miss Ms Other

If you have ticked other, what is your title?

1.2 Your date of birth Day Month Year

1.3 Your full name as in your passport or travel document

1.4 Surname or family name

1.5 Any other name(s) by which you are or have been known

1.6 Nationality

1.7 Passport or travel document number 1.8 Home Office reference if you have one

1.9 National insurance number if you have one

1.10 Your UK address - please inform us immediately if this changes. Post code

1.11 Your daytime telephone number Your mobile telephone number if you have one

1.12 Your e-mail address if you have one

1.13 Name & address for returning documents and letters about your application if different from 1.10 Post code

1.14 If you have completed 1.13 and the address is that of your immigration adviser, please state their Office of the Immigration Services Commissioner (OISC) number

SET(F) Version 04/2007 Application for indefinite leave to remain in the UK as a family member (other than as the spouse, civil partner, unmarried or same sex partner) of a person present and settled in the UK. Child under the age of 18 of a parent, parents or a relative present and settled in the UK. Adopted child under the age of 18 of a parent or parents present and settled in the UK. Parent, grandparent or other dependent relative aged over 18 of persons present and settled in the UK. This form is valid only for applications made on or after 2 April 2007

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

### SECTION 2 - WHICH CATEGORY?

Please tick a box below to show us the category in which you are applying for indefinite leave to remain in the UK.

- Child under the age of 18 of a parent, parents or a relative present and settled in the UK  **Complete all sections except sections 3, 4 and 9.**
- Adopted child under the age of 18 of a parent or parents present and settled in the UK  **Complete all sections except sections 3, 4 and 9.**
- Parent, grandparent or other dependent relative aged over 18 of persons present and settled in the UK  **Complete all sections.**

### SECTION 3 - YOUR RELATIVES AND SUPPORT OUTSIDE THE UK

Do not complete this section if you are applying in the child or adopted child under the age of 18 categories.

**3.1** Do you have any close relatives living outside the UK?      Yes       No

If **yes**, please give their details below. If you need more space, photocopy this page and enclose it with the form.

Full name  
[Grid of 28 boxes for name entry]

Country where they live  
[Grid of 28 boxes for country entry]

Relationship to you  
[Text box for relationship entry]

Full name  
[Grid of 28 boxes for name entry]

Country where they live  
[Grid of 28 boxes for country entry]

Relationship to you  
[Text box for relationship entry]

Full name  
[Grid of 28 boxes for name entry]

Country where they live  
[Grid of 28 boxes for country entry]

Relationship to you  
[Text box for relationship entry]

**3.2** Who looked after you financially before you came to the UK?

Full name  
[Grid of 28 boxes for name entry]

Country where they live  
[Grid of 28 boxes for country entry]

Relationship to you  
[Text box for relationship entry]

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

### SECTION 4 - YOUR PERSONAL CIRCUMSTANCES

Do not complete this section if you are applying in the child or adopted child under the age of 18 categories.

4.1 Which of the following are you? Please tick.

Single	Married	Divorced	Widowed
--------	---------	----------	---------

4.2 Are you currently in good health? If not, please give details below. Continue on a separate sheet if necessary and enclose it with this form. Yes  No

4.3 Are there any compelling or compassionate factors that you would like us to consider? If so, please give full details below. Continue on a separate sheet if necessary and enclose it with this form. Yes  No

4.4 Who owned the house in which you lived in your home country?

4.5 How many rooms are there in that house?

4.6 Is the house in a good state of repair? Yes  No

4.7 Did you live alone? Yes  No

4.8 If not, who lived with you and why can that arrangement not continue? Please explain below. Continue on a separate sheet if necessary and enclose it with this form.







**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

**SECTION 6 - PERSONAL HISTORY(continued)**

**6.7** Have you or any dependants included in this application ever engaged in any other activities which might indicate that you may not be considered to be persons of good character? Yes  No

If you have answered **yes** to question **6.2, 6.3, 6.4, 6.5, 6.6** or **6.7** above please give further details in the space provided below. If you need more space, continue on a separate sheet.

**REHABILITATION OF OFFENDERS ACT 1974**

The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or ignored after a 'rehabilitation period'. The length of the rehabilitation period depends on the sentence given. For a custodial (prison) sentence the rehabilitation period is decided by the original sentence, not the time served. Prison sentences of more than two and a half years can never become spent and should always be disclosed. Further information on rehabilitation periods can be found at Nacro's Resettlement Plus Helpline on **020 7840 6464** or by obtaining a free copy of their leaflet on **020 7840 6427**.

**DEFINITIONS**

For the purposes of answering questions **6.3** to **6.7**, the following information provides guidance on actions which may constitute war crimes, crimes against humanity, genocide, or terrorist activities.

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at [www.opsi.gov.uk/acts/acts2001/20010017.htm](http://www.opsi.gov.uk/acts/acts2001/20010017.htm) or purchased from The Stationery Office (telephone **0870 600 5522**). It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately on behalf of yourself and any dependants included in the application.

**War crimes**

Grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict. The types of acts that may constitute a war crime include wilful killing, torture, extensive destruction of property not justified by military necessity, unlawful deportation, the intentional targeting of civilians and the taking of hostages.

**Crimes against humanity**

Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons.

**Genocide**

Acts committed with intent to destroy, in whole or in part, a national, ethnical, racial or religious group.

**Terrorist activities**

Any act committed, or the threat of action, designed to influence a government or intimidate the public and made for the purposes of advancing a political, religious or ideological cause and that involves serious violence against a person; that may endanger another person's life; creates a serious risk to the health or safety of the public; involves serious damage to property; is designed to seriously disrupt or interfere with an electronic system.

**Organisations concerned in terrorism**

An organisation is concerned in terrorism if it commits or participates in acts of terrorism; prepares for terrorism; promotes or encourages terrorism (including the unlawful glorification of terrorism); or is otherwise concerned in terrorism.

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

## SECTION 7 - DOCUMENTS AND PHOTOGRAPHS

For your application to be valid and complete, you must provide the documents and photographs listed in this section which are relevant to your application. Tick the boxes next to the relevant items to show the documents and photographs you are providing. Attach the photographs to the space in section 1 as instructed there.

### 7A All categories

- Two recent passport-size photographs of yourself** with your name on the back of each photograph. Please see the separate guidance notes for information on what types of photograph are acceptable.
- Your current passport or travel document.** If you last entered the UK on a previous passport or travel document, please also provide this document if you have it.
- Your police registration certificate** if you have been asked to register with the police.
- Document(s) showing the relationship between you and your parent(s) or sponsor,** such as full birth certificates showing the parents' names or an adoption order if you are applying as an adopted child under 18.
- Document(s) showing that your sponsor or parent(s) is/are present and settled in the UK** (see Note 2 below). List any such documents below. Continue on another sheet if necessary and enclose it with this form.

**Note 2** *The document(s) must be your sponsor's or parent(s) current passport or travel document; or*

*if your sponsor/parent(s) is a British citizen without a passport, his/her full birth certificate (showing the parents' names), accompanied by at least one other formal document as evidence of ordinary residence in the UK for the last three years; or*

*if your sponsor/parent is a non-British citizen without a passport, a Home Office letter or other document showing that he/she has been granted indefinite leave to enter or remain in the UK, accompanied by at least one other formal document as evidence of ordinary residence in the UK for the last three years.*

*The following are examples of **formal** documents that may be provided as evidence of ordinary residence for the last three years: notice of income tax coding, driving licence, building society savings book(s)/bank statements, National Insurance or National Health Service registration issued by the Department for Work and Pensions or a local health authority.*

- Evidence of finances.** Bank statements, building society savings book(s), pay slips or other financial documents as evidence that you can and will be maintained and accommodated without recourse to public funds (see Note 3 below).

**Note 3** *The documents showing the finances available to you and/or to the person supporting you should cover at least the last 3 months. We do not accept internet or cashpoint statements as evidence of finances.*

### 7B Parent, grandparent or other dependent relative aged over 18

- Document(s)** showing that you are wholly or mainly financially dependent on your sponsor.
- Credit transfer slips** or other document(s) from your sponsor as evidence of the support that they have provided to you over the last 6 months.
- Sponsorship undertaking** (section 9) completed by the relative who is sponsoring you.
- A doctor's letter or certificate** showing any condition(s) for which you require medical treatment (see Note 4 below).

**Note 4** *The document(s) must be from a Registered Medical Practitioner or General Practitioner. These must contain information about the nature of your illness, the treatment required and its estimated duration.*

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

## SECTION 8 - DECLARATION

**You must now read the declaration below and sign it. This must be signed by you (the applicant) and not by a representative or other person acting on your behalf. If you are under 18, your parent or guardian may sign.**

I hereby apply for indefinite leave to remain in the UK. The information I have given in this form is complete and is true to the best of my knowledge. I also declare that the photographs submitted with this form are a true likeness of myself.

I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the Home Office.

I understand that all information provided by me to the Home Office will be treated in confidence but that it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions.

I understand that documents provided in support of this application will be checked for authenticity. False documents will be retained and may result in my application being refused and my case being referred to the UK Immigration Service and other relevant authorities for the purposes of my prosecution and subsequent removal from the United Kingdom.

I understand that the Home Office may also use the information provided by me for training purposes.

**I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in execution of any of those Acts a statement or representation which I know to be false or do not believe to be true, or to obtain or to seek to obtain leave to remain in the United Kingdom by means which include deception.**

Signed

Date



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SCHEDULE 11

Regulation 13



BORDER AND IMMIGRATION AGENCY

SECTION 1 - APPLICANT'S DETAILS

Attach two identical photographs of you (the applicant) here with staple or paper clip. Do not use glue or other sticky adhesive

1.1 Your title - please tick Mr Mrs Miss Ms Other

If other, what is your title?

1.2 Your date of birth (Day, Month, Year) and Your gender (Male, Female)

1.3 Your full name as in your passport or travel document

1.4 Surname or family name

1.5 Any other name(s) by which you are or have been known

1.6 Nationality

1.7 Passport or travel document number and 1.8 Home Office reference if you have one

1.9 National insurance number if you have one

1.10 Your UK address - please inform us immediately if this changes. Post code

1.11 Your daytime telephone number and Your mobile telephone number if you have one

1.12 Your e-mail address if you have one

1.13 Name & address for returning documents and letters about your application if different from 1.10. Post code

1.14 If you have completed 1.13 and the address is that of your immigration adviser, please state their Office of the Immigration Services Commissioner (OISC) number

SET(DV) Version 04/2007 Application for indefinite leave to remain in the UK as a victim of domestic violence This form is valid only for applications made on or after 2 April 2007



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

### SECTION 3 - EVIDENCE OF DOMESTIC VIOLENCE

In this section we ask for information and documentary evidence to satisfy us that you are a victim of domestic violence. You must answer the questions and provide the relevant evidence. The documents must relate to violence committed against you by your partner and/or by his or her family. We do not accept witness statements by the friends or family of the person applying as a victim of domestic violence, or letters from official sources that only provide unproven reports.

**3.1** Have any of the legal actions described in a), b) and c) below been taken against the person(s) who committed the violence of which you claim to be a victim? Yes  No

If **yes**, please provide relevant documentary evidence. Tick one or more boxes below to show which you are providing. If **no**, go to **3.2**.

a) **An injunction, non-molestation order or other protection order (other than an ex-parte or interim order)** – see **Note 1** below). Where the order refers to any undertakings made in writing by either yourself or the person(s) who committed the violence, you must provide these.

**Note 1 We cannot accept an ex-parte or interim order.**

b) **A relevant court conviction.**

c) **A relevant police caution.** This should include the full name, date of birth and nationality of the person(s) who committed the violence, as well as their address(es) at the time of the incident(s), and now, if different; and also the date, time and place of the incident(s) in respect of which the caution was issued or a prosecution is taking place.

**3.2** If you are not able to provide any of the evidence listed in **3.1**, you must provide **at least two** of the types of evidence listed at a) to e) below. Tick the relevant boxes to show which you are providing.

a) **A medical report from a hospital doctor or GMC registered family practitioner (GP)** who has examined you confirming that the injuries are consistent with being a victim of domestic violence. The report must include the doctor's GMC Registration Number and must provide the date of your first registration, the dates of visits in which domestic violence was reported, and an extract from the record of these details.

b) **An undertaking given to a court** that the person(s) who committed the violence will not approach you.

c) **A police report** confirming that, because of a domestic violence incident, they attended the address at which the incident(s) took place. A copy of the incident log must be provided. It must show the address(es) at which the incident(s) took place.

d) **A letter from a social services department** confirming its involvement in connection with domestic violence committed against you.

e) **A letter of support or a report from a domestic violence support organisation/refuge.** Details of the organisations whose evidence may be accepted are available in Chapter 8, Annex AB of the Immigration Directorate Instructions, which can be found on our website at [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk)

**3.3** You must also provide:

**A letter** signed by you stating whether you are still living with your partner and, if the marriage or relationship has broken down, whether domestic violence was the reason for this.







**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

### SECTION 5 - GENERAL

Answer questions 5.1 to 5.3 only if you cannot provide your passport or other documentary evidence that you either entered the UK with an entry clearance (visa) or were granted leave to remain as a partner.

5.1 When did you get married, enter into a civil partnership or start living together in an unmarried or same sex relationship?

5.2 Did you obtain an entry clearance as a partner? Yes  No  If you answered **no**, go to 5.5

5.3 When and where were you issued with the entry clearance?  When did you enter the UK?

5.4 If you entered the UK more than 2 months after you were issued with the entry clearance, please explain the reasons for this in the space below. Continue on a separate sheet if you need more space.

5.5 If your application as a victim of domestic violence is being made after the end of your leave as a partner, please explain the reasons for this in the space below. Continue on a separate sheet if you need more space.

### SECTION 6 - YOUR FINANCIAL SUPPORT

6.1 What sources of financial support do you have? Please tick one or more of the boxes.  Employment  Savings  Benefits  An agency  Other - please state below.

6.2 How long have you been receiving this support?



**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

## SECTION 7 - PERSONAL HISTORY(continued)

**7.7** Have you or any dependants included in this application ever engaged in any other activities which might indicate that you may not be considered to be persons of good character? Yes  No

If you have answered **yes** to question **7.2, 7.3, 7.4, 7.5, 7.6** or **7.7** above please give further details in the space provided below. If you need more space, continue on a separate sheet.

### REHABILITATION OF OFFENDERS ACT 1974

The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or ignored after a 'rehabilitation period'. The length of the rehabilitation period depends on the sentence given. For a custodial (prison) sentence the rehabilitation period is decided by the original sentence, not the time served. Prison sentences of more than two and a half years can never become spent and should always be disclosed. Further information on rehabilitation periods can be found at Nacro's Resettlement Plus Helpline on **020 7840 6464** or by obtaining a free copy of their leaflet on **020 7840 6427**.

### DEFINITIONS

For the purposes of answering questions **7.3** to **7.7**, the following information provides guidance on actions which may constitute war crimes, crimes against humanity, genocide, or terrorist activities..

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at [www.opsi.gov.uk/acts/acts2001/20010017.htm](http://www.opsi.gov.uk/acts/acts2001/20010017.htm) or purchased from The Stationery Office (telephone **0870 600 5522**). It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately on behalf of yourself and any dependants included in the application.

#### **War crimes**

Grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict. The types of acts that may constitute a war crime include wilful killing, torture, extensive destruction of property not justified by military necessity, unlawful deportation, the intentional targeting of civilians and the taking of hostages.

#### **Crimes against humanity**

Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons.

#### **Genocide**

Acts committed with intent to destroy, in whole or in part, a national, ethnical, racial or religious group.

#### **Terrorist activities**

Any act committed, or the threat of action, designed to influence a government or intimidate the public and made for the purposes of advancing a political, religious or ideological cause and that involves serious violence against a person; that may endanger another person's life; creates a serious risk to the health or safety of the public; involves serious damage to property; is designed to seriously disrupt or interfere with an electronic system.

#### **Organisations concerned in terrorism**

An organisation is concerned in terrorism if it commits or participates in acts of terrorism; prepares for terrorism; promotes or encourages terrorism (including the unlawful glorification of terrorism); or is otherwise concerned in terrorism.

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

## SECTION 8 - DOCUMENTS AND PHOTOGRAPHS

For your application to be valid and complete, you must provide the documents and photographs listed in this section which are relevant to your application. Tick the boxes next to the relevant items to show the documents and photographs you are providing. Attach the photographs to the spaces in sections 1 and 2 of the form as instructed there.

- Two recent passport-size photographs of yourself** with your name written on the back of each photograph. Please see the separate guidance notes for information on what types of photograph are acceptable.
- Two recent passport-size photographs of each dependent child** included in section 2 and applying for indefinite leave to remain in the UK with you, with their name written on the back of the photographs.
- Your current passport or travel document.** If you last entered the UK on a previous passport or travel document, please also provide this document if you have it.
- Current passport(s) or travel document(s)** for each dependent child included in section 2 and applying for indefinite leave to remain in the UK with you. If they last entered the UK on previous passport(s) or travel document(s), please also provide these documents if you have them.
- A full birth certificate** (one which shows the parents' names) for each child under 18 of your present marriage or civil partnership or relationship who is applying for indefinite leave to remain in the UK with you.
- Letters or other correspondence** as evidence that you and your partner lived together from the time you were granted leave to enter or remain in the UK until the relationship broke down.

**Evidence of domestic violence** of the kind specified in section 3 as listed below. You must provide:

**One** of the documents listed in the box below.

- An injunction, non-molestation order or other protection order (other than an ex-parte or interim order)** against the person(s) who committed the violence.
  - A relevant court conviction** against the persons(s) who committed the violence.
  - A relevant police caution** against the person(s) who committed the violence.

Or at least **two** of the documents listed in the box below .

- A medical report from a hospital doctor or GMC registered family practitioner (GP)** confirming injuries consistent with domestic violence.
  - An undertaking given to a court** that the person(s) who committed the violence will not approach you.
  - A police report** confirming their attendance at an address in connection with an incident of domestic violence.
  - A letter from a social services department** confirming its involvement in connection with domestic violence committed against you.
  - A letter of support or a report from a domestic violence support organisation/refuge.**

- A letter from you** stating whether you are still living with your partner and, if the marriage or relationship has broken down, whether domestic violence was the reason for this.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

## SECTION 9 - DECLARATION

**You must now read the declaration below and sign it. This must be signed by you (the applicant) and not by a representative or other person acting on your behalf.**

I hereby apply for indefinite leave to remain in the UK for myself and any dependants listed in this form. The information I have given in this form is complete and is true to the best of my knowledge. I also declare that the photographs submitted with this form are a true likeness of myself and any dependants included in the application, as named on the back of each photograph.

I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the Home Office.

I consent to the Home Office obtaining information or evidence from the agencies or other sources mentioned in this application form in connection with my claim to be a victim of domestic violence, and using such information or evidence in reaching a decision on my application.

I understand that all information provided by me to the Home Office will be treated in confidence but that it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions.

I understand that documents provided in support of this application will be checked for authenticity. False documents will be retained and may result in my application being refused and my case being referred to the UK Immigration Service and other relevant authorities for the purposes of my prosecution and subsequent removal from the United Kingdom.

I understand that the Home Office may also use the information provided by me for training purposes.

**I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in execution of any of those Acts a statement or representation which I know to be false or do not believe to be true, or to obtain or to seek to obtain leave to remain in the United Kingdom by means which include deception.**

Signed

Date

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SCHEDULE 12

Regulation 14



BORDER AND IMMIGRATION AGENCY

SECTION 1 - APPLICANT'S DETAILS

Attach two identical photographs of you (the applicant) here with a staple or paper clip. Do not use glue or other sticky adhesive

1.1 Your title - please tick Mr Mrs Miss Ms Other

If other, what is your title?

1.2 Your date of birth (Day, Month, Year) and Your gender (Male, Female)

1.3 Your full name as in your passport or travel document

1.4 Surname or family name

1.5 Any other name(s) by which you are or have been known

1.6 Nationality

1.7 Passport or travel document number and 1.8 Home Office reference if you have one

1.9 National insurance number if you have one

1.10 Your UK address - please inform us immediately if this changes. Post code

1.11 Your daytime telephone number and Your mobile telephone number if you have one

1.12 Your e-mail address if you have one

1.13 Name & address for returning documents and letters about your application if different from 1.10. Post code

1.14 If you have completed 1.13 and the address is that of your immigration adviser, please state their Office of the Immigration Services Commissioner (OISC) number

SET(0) Version 04/2007 Application for indefinite leave to remain in the UK in one of the following categories: Work permit holder, Employment not requiring a work permit, Writer, composer or artist, UK ancestry, Highly skilled migrant, Ex HM Forces, Long residence in the UK, Bereaved partner, Other purposes/reasons not covered by other application forms. This form is valid only for applications made on or after 2 April 2007



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## SECTION 2 - DEPENDANTS INCLUDED IN YOUR APPLICATION

Do not complete this section if applying in the long residence in the UK category.

If you have a partner and/or any children under 18 living in the UK and they are applying for indefinite leave to remain in the UK as your dependants, this is where you give their details. Unless otherwise stated, the word "partner" in this form means your spouse, civil partner, unmarried or same sex partner. If more than 3 children are applying, please give their details, with photographs, on a copy of this page and enclose it with this form.

Attach two identical photographs of your partner here with a staple or paper clip  <b>Do not use glue or other sticky adhesive</b>	Your partner's full name	
	Nationality	
	Date of birth	Day <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> Month <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> Year <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
	Gender - please tick	Male <input style="width: 20px; height: 20px;" type="checkbox"/> Female <input style="width: 20px; height: 20px;" type="checkbox"/>
	Relationship to you - please tick	<input type="checkbox"/> Spouse <input type="checkbox"/> Civil partner <input type="checkbox"/> Unmarried partner <input type="checkbox"/> Same sex partner

Attach two identical photographs of your child here with a staple or paper clip  <b>Do not use glue or other sticky adhesive</b>	Child's full name	
	Nationality	
	Date of birth	Day <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> Month <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> Year <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
	Gender - please tick	Male <input style="width: 20px; height: 20px;" type="checkbox"/> Female <input style="width: 20px; height: 20px;" type="checkbox"/>
	Relationship to you - please tick	<input type="checkbox"/> Son <input type="checkbox"/> Daughter

Attach two identical photographs of your child here with a staple or paper clip  <b>Do not use glue or other sticky adhesive</b>	Child's full name	
	Nationality	
	Date of birth	Day <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> Month <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> Year <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
	Gender - please tick	Male <input style="width: 20px; height: 20px;" type="checkbox"/> Female <input style="width: 20px; height: 20px;" type="checkbox"/>
	Relationship to you - please tick	<input type="checkbox"/> Son <input type="checkbox"/> Daughter

Attach two identical photographs of your child here with a staple or paper clip  <b>Do not use glue or other sticky adhesive</b>	Child's full name	
	Nationality	
	Date of birth	Day <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> Month <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> Year <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
	Gender - please tick	Male <input style="width: 20px; height: 20px;" type="checkbox"/> Female <input style="width: 20px; height: 20px;" type="checkbox"/>
	Relationship to you - please tick	<input type="checkbox"/> Son <input type="checkbox"/> Daughter

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### SECTION 3 - WHICH CATEGORY?

Please tick a box below to show us the category in which you are applying for indefinite leave to remain in the UK.

- |   |                          |  |                          |  |                          |
|---|--------------------------|--|--------------------------|--|--------------------------|
| Work permit holder<br>Complete all sections                     | <input type="checkbox"/> | Highly skilled migrant<br>Complete all sections                  | <input type="checkbox"/> | Long residence in the UK<br>Complete all sections except section 5                     | <input type="checkbox"/> |
| Employment not requiring a work permit<br>Complete all sections | <input type="checkbox"/> | UK ancestry<br>Complete all sections except section 5            | <input type="checkbox"/> | Bereaved partner<br>Complete all sections except sections 4, 5 and 6                   | <input type="checkbox"/> |
| Writer, composer or artist<br>Complete all sections             | <input type="checkbox"/> | Ex HM Forces<br>Complete all sections except sections 4, 5 and 6 | <input type="checkbox"/> | Other purposes/reasons not covered by other application forms<br>Complete all sections | <input type="checkbox"/> |

If you have ticked the other purposes/reasons category, please explain briefly why you are applying for indefinite leave to remain in the UK. You will also need to provide a letter explaining in more detail why you are applying.

### SECTION 4 - KNOWLEDGE OF LANGUAGE AND LIFE IN THE UK

Do not complete this section if you are applying in the ex HM Forces category (or as the spouse of such a person) or in the bereaved partner category.

This section is about the new requirements concerning knowledge of language and life in the UK which you and any dependants have to satisfy to qualify for indefinite leave to remain if you are aged 18-64. If you have not already done so, you should read the information about these requirements in the separate guidance notes.

- 4.1** Are you under 18 or aged 65 or over? Yes  No   
*If you have answered no, continue below. If you have answered yes, continue below only if your partner is included in the application, otherwise go to the next section.*
- 4.2** If your partner is included in the application, is he or she under 18 or aged 65 or over? Yes  No   
*If you have answered no, continue below. If you have answered yes, or if a partner is not included in the application, continue below only if you have answered no in reply to 4.1, otherwise go to the next section.*
- 4.3** Have you and/or a partner included in this application obtained one of the relevant qualifications listed below to show that you have sufficient knowledge of the English language and life in the UK? Please tick below and see **Note 1**.

Relevant qualifications

A pass in the test known as the **Life in the UK test**; or one of the following English for Speakers of Other Languages (ESOL) qualifications:

**An ESOL "Skills for Life" qualification in speaking and listening at Entry Level** or

**Two ESOL Units at Access Level** under the Scottish Credit and Qualifications Framework approved by the Scottish Qualifications Authority.

- |                              |                             |                              |                             |
|------------------------------|-----------------------------|------------------------------|-----------------------------|
| <b>You</b>                   |                             | <b>Your partner</b>          |                             |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

- 4.4** If you have answered **yes** to **4.3**, tick one or more of the boxes opposite to show which qualification(s) (ie Life in the UK test or either of the two relevant ESOL qualifications) you and/or your partner have obtained.

Life in the UK test	ESOL qualification	Life in the UK test	ESOL qualification
---------------------	--------------------	---------------------	--------------------

- 4.5** If you and/or your partner have answered **no** to question **4.3**, are you claiming exemption from this requirement because a physical or other condition prevents you from taking the Life in the UK test or doing an ESOL course? See **Note 1** below. Yes  No  Yes  No

**Note 1** If you are aged 18-64 and have answered "no" to questions 4.3 and 4.5, you should not be applying for indefinite leave to remain. Please see the separate guidance notes.

If your partner is aged 18-64 and has answered "no" to questions 4.3 and 4.5, his/her application will be refused even if your application is successful. Please see the separate guidance notes.

If you and/or your partner have answered "no" to question 4.3 but "yes" to question 4.5, you must provide a doctor's letter or similar evidence confirming that you and/or they are unable to take the test or do an ESOL course.

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### SECTION 5 - YOUR HOME AND YOUR FINANCES

**Do not complete this section if applying in the UK ancestry, ex HM Forces, long residence in the UK or bereaved partner categories.**

- 5.1** Is your home in the UK: a) owned by you?  b) rented from a local authority by you?  c) privately rented by you?  d) owned or rented by a relative or friend?  e) other - please give details below

- 5.2** Do you or your partner, or both, pay any rent or mortgage for your home? **Yes**  **No**  If so, how much do you pay each month? £

- 5.3** Are you working in the UK? **Yes**  **No**  If so, what is your pay each month after income tax and other deductions? £

- 5.4** Does a relative or friend of you or your partner, or both of you, regularly give you money? **Yes**  **No**  If so, how much do you receive each month? £

- 5.5** Are you receiving any public funds? **Yes**  **No**

**The public funds which are relevant for the purposes of the Immigration Rules are listed below. If you have answered yes to question 5.5, you must tick the relevant box(es) to show which of these are being received.**

- |                                    |                          |                             |                          |                                    |                          |                      |                          |
|------------------------------------|--------------------------|-----------------------------|--------------------------|------------------------------------|--------------------------|----------------------|--------------------------|
| Housing or Homelessness assistance | <input type="checkbox"/> | Disability Living Allowance | <input type="checkbox"/> | Council Tax Benefit                | <input type="checkbox"/> | State Pension Credit | <input type="checkbox"/> |
| Attendance Allowance               | <input type="checkbox"/> | Income Support              | <input type="checkbox"/> | Child Benefit                      | <input type="checkbox"/> | Child Tax Credit     | <input type="checkbox"/> |
| Severe Disablement Allowance       | <input type="checkbox"/> | Working Tax Credit          | <input type="checkbox"/> | Income based Jobseeker's Allowance | <input type="checkbox"/> |                      |                          |
| Carer's Allowance                  | <input type="checkbox"/> | Social Fund payment         | <input type="checkbox"/> | Housing Benefit                    | <input type="checkbox"/> |                      |                          |

### SECTION 6 - ABSENCES FROM THE UK

**Do not not complete this section if you are applying in the ex HM Forces or bereaved partner categories.**

- 6.1** When did you (the main applicant) first enter the UK? This refers to the date of your first entry into the UK at the beginning of the period of stay on which this application is based.
- |     |       |      |
|-----|-------|------|
| Day | Month | Year |
|     |       |      |

- 6.2** Since then have you had any absence(s) from the UK? If **yes**, give the dates of and reason(s) for the absences in the spaces below. List all absences, however short, including all of 3 months or more. **Yes**  **No**

Dates of absence(s)	Reason(s) for absence(s)



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## SECTION 7 - PERSONAL HISTORY(continued)

**7.7** Have you or any dependants included in this application ever engaged in any other activities which might indicate that you may not be considered to be persons of good character? Yes  No

If you have answered **yes** to question **7.2, 7.3, 7.4, 7.5, 7.6** or **7.7** above please give further details in the space provided below. If you need more space, continue on a separate sheet.

### REHABILITATION OF OFFENDERS ACT 1974

The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or ignored after a 'rehabilitation period'. The length of the rehabilitation period depends on the sentence given. For a custodial (prison) sentence the rehabilitation period is decided by the original sentence, not the time served. Prison sentences of more than two and a half years can never become spent and should always be disclosed. Further information on rehabilitation periods can be found at Nacro's Resettlement Plus Helpline on **020 7840 6464** or by obtaining a free copy of their leaflet on **020 7840 6427**.

### DEFINITIONS

For the purposes of answering questions **7.3** to **7.7**, the following information provides guidance on actions which may constitute war crimes, crimes against humanity, genocide, or terrorist activities.

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at [www.opsi.gov.uk/acts/acts2001/20010017.htm](http://www.opsi.gov.uk/acts/acts2001/20010017.htm) or purchased from The Stationery Office (telephone **0870 600 5522**). It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately on behalf of yourself and any dependants included in the application.

#### **War crimes**

Grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict. The types of acts that may constitute a war crime include wilful killing, torture, extensive destruction of property not justified by military necessity, unlawful deportation, the intentional targeting of civilians and the taking of hostages.

#### **Crimes against humanity**

Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons.

#### **Genocide**

Acts committed with intent to destroy, in whole or in part, a national, ethnical, racial or religious group.

#### **Terrorist activities**

Any act committed, or the threat of action, designed to influence a government or intimidate the public and made for the purposes of advancing a political, religious or ideological cause and that involves serious violence against a person; that may endanger another person's life; creates a serious risk to the health or safety of the public; involves serious damage to property; is designed to seriously disrupt or interfere with an electronic system.

#### **Organisations concerned in terrorism**

An organisation is concerned in terrorism if it commits or participates in acts of terrorism; prepares for terrorism; promotes or encourages terrorism (including the unlawful glorification of terrorism); or is otherwise concerned in terrorism.

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## SECTION 8 - DOCUMENTS AND PHOTOGRAPHS

For your application to be valid and complete, you must provide the documents and photographs listed in this section which are relevant to your application. Tick the boxes next to the relevant items to show the documents and photographs you are providing. Attach the photographs to the spaces in sections 1 and 2 as instructed there.

### 8A All categories (unless otherwise indicated)

- Two recent passport-size photographs of yourself** with your name on the back of each photograph. Please see the separate guidance notes for advice on what types of photograph are acceptable.
- Two recent passport-size photographs of each dependant** included in section 2 and applying for indefinite leave to remain in the UK with you, with their name on the back of each photograph.
- Your current passport or travel document.** If you last entered the UK on a previous passport or travel document, please also provide this document if you have it.
- Current passport(s) or travel document(s) for each dependant** included in section 2 and applying for indefinite leave to remain in the UK with you. If they last entered the UK on previous passport(s) or travel document(s), please also provide these documents if you have them.
- Your police registration certificate** if you have been asked to register with the police.
- The police registration certificate(s) of each dependant** included in section 2 and applying for indefinite leave to remain in the UK with you if they have been asked to register with the police.
- Evidence of your finances.** If you have to complete section 5, bank statements, building society savings book(s), pay slips or other formal documents as evidence of your ability to maintain and accommodate yourself and any dependants without recourse to public funds. **If a relative or friend is supporting you,** a letter from him/her confirming this with bank statements or other documents of the kind described above as evidence of their financial situation. See **Note 3** below.

**Note 3** The documents showing the finances available to you and/or to the person supporting you should cover at least the last 3 months. We do not accept internet or cashpoint statements as evidence of finances.

**Knowledge of language and life in the UK** If you have to complete section 4 and you and/or a partner included in the application are aged 18-64, you must provide one of the following documents for each of you.

- A Life in the UK test** pass notification letter or a relevant **ESOL** qualification.
- or
- A medical certificate** or similar document if you and/or your partner are claiming exemption from taking the Life in the UK test or doing an ESOL course because of a medical or other condition.

### 8B Work permit holder

If you are applying as a work permit holder, and have completed, or nearly completed, 5 years' leave in this category, you must provide the following:

- Recent document(s) from the employer named in your current work permit** confirming that you are still needed and that your employment with them is continuing.

### 8C Employment not requiring a work permit

If you have been given leave to enter or remain in the UK for employment in one of the following categories not requiring a work permit, and have completed, or nearly completed, 5 years' leave in this category, you must provide the following:

- Recent document(s) from your employer** confirming that you are still needed for the same work.
- a) Minister of religion, missionary or member of a religious order (see **Note 4**)
  - b) Representative of an overseas newspaper, news agency or broadcasting organisation
  - c) Private servant in a diplomatic household
  - d) Overseas government employee
  - e) Airport based operational staff of an overseas-owned airline
  - f) Domestic worker in a private household

**Note 4** For ministers of religion, missionaries, or members of a religious order this document may be from the leadership of your church or the head of your religious order, rather than your employer.

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## SECTION 8 - DOCUMENTS AND PHOTOGRAPHS (continued)

**8 D Writer, composer or artist** If you are applying as a writer, composer or artist, and have completed, or nearly completed, 5 years' leave in this category, you must provide:

**Document(s) showing that you have supported yourself and any dependants from your own funds** without working except as a writer, composer or artist for the last 5 years.

---

**8 E UK ancestry** If you are applying because of your UK ancestry, and have completed, or nearly completed, 5 years' leave in this category, you must provide:

**Document(s) showing that you are able to work** and intend to take or seek employment in the UK.

---

**8 F Highly skilled migrant** If you are applying under the Highly Skilled Migrant Programme (HSMP), and have completed, or nearly completed, 5 years' leave in this category or other appropriate categories, you must provide:

**Document(s) showing your economic activity and your personal earnings during your stay in the UK**, if you are employed. If you are self-employed, you should provide evidence of the progress of the business. You may have been given leave to enter or remain in other categories leading to settlement before being granted permission to stay under HSMP. If you would like this stay to be considered in connection with your application for indefinite leave to remain, you should provide details of the categories involved and the periods spent in each of these categories.

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**8 G Ex HM Forces** If you are applying following your discharge from HM Forces, you must provide:

**Your Certificate of Discharge.**

---

**8 H Long residence - after 10 years' continuous lawful residence** If you are applying because you have had at least 10 years' continuous lawful residence in the UK, you must provide:

**All the passports you have held during this time.** If you cannot provide them all, you must provide the passports you have together with any Home Office letter(s) or other document(s) granting you leave to enter and/or remain in the UK.

---

**8 I Long residence - after 14 years' continuous residence** If you are applying because you have had at least 14 years' continuous residence in the UK, documents such as those listed below showing that your stay here has been continuous for this period.

**All the passports** you have held during your stay here

**Home Office** letter(s) or other document(s) granting you leave to enter and/or remain in the UK

**Doctor's** letter(s) showing registration for each year of your stay

**Council tax** letter(s) or bills for each year of your stay

**Gas, electricity and water** and other domestic bills or statements for each year of your stay

**National Insurance** contribution records for each year of your stay or P60 forms

**Inland Revenue** letter(s) and/or P60 statements of income tax paid

**Employer(s)** letter(s) confirming the dates during which you have been employed

**Department for Work and Pensions** letter(s)

**Full birth certificate(s)**, ie one which shows the parents' names, for any of your children born in the UK

**Mortgage document(s)** showing any property you own in the UK and/or a letter from your landlord confirming the period of your tenancy

**Any other documents** which support your application.

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**SECTION 8 - DOCUMENTS AND PHOTOGRAPHS (continued)**

**8 J Bereaved partner** If you are applying as a bereaved partner, you must provide:

Your late partner's death certificate

Evidence that you and your late partner were living together as a couple from the time you were granted leave to enter or remain in the UK as his or her partner until his or her death, such as letters, bills and other correspondence from official sources addressed to both or each of you at the same address. Please provide as many as you can.

**8 K Other reasons/purposes not covered by other forms** If you are applying for indefinite leave to remain in the UK for other purposes or reasons, you must provide:

A letter or other document explaining why you are applying for indefinite leave to remain in the UK, together with any relevant document(s) in support of your case. Please list the document(s) you are providing.

**SECTION 9 - DECLARATION**

**You must now read the declaration below and sign it. This must be signed by you (the applicant) and not be a representative or other person acting on your behalf. If you are under 18, your parent or guardian may sign.**

I hereby apply for indefinite leave to remain in the UK for myself and any dependants listed in this form. The information I have given in this form is complete and is true to the best of my knowledge. I also declare that the photographs submitted with this form are a true likeness of myself and any dependants included in the application, as named on the back of each photograph.

I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the Home Office.

I understand that all information provided by me to the Home Office will be treated in confidence but that it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions.

I understand that documents provided in support of this application will be checked for authenticity. False documents will be retained and may result in my application being refused and my case being referred to the UK Immigration Service and other relevant authorities for the purposes of my prosecution and subsequent removal from the United Kingdom.

I understand that the Home Office may also use the information provided by me for training purposes.

**I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in execution of any of those Acts a statement or representation which I know to be false or do not believe to be true, or to obtain or to seek to obtain leave to remain in the United Kingdom by means which include deception.**

Signed

Date



---

## EXPLANATORY NOTE

*(This note is not part of the Regulations)*

These Regulations prescribe forms to be used for applications for leave to remain in the United Kingdom and the procedures to be followed in relation to an application for which a form is prescribed. An application made on a prescribed form may include an application in respect of anyone applying for leave to remain in the United Kingdom as a dependant of the main applicant.

These Regulations revoke and replace the Immigration (Leave to Remain) (Prescribed Forms and Procedures) Regulations 2006 (the “2006 Regulations”). These Regulations prescribe a new application form for indefinite leave to remain as a victim of domestic violence, and change the name of the Home Office’s “Immigration and Nationality Directorate” to “Border and Immigration Agency”. The procedures prescribed by these Regulations are largely the same as the procedures prescribed by the 2006 Regulations, except that applications by victims of domestic violence must be made by prepaid post and may not be made at a public enquiry office. The questions on the application forms prescribed by these Regulations are largely the same as the questions on the forms prescribed by the 2006 Regulations. The key difference is the addition of questions in most of the indefinite leave to remain application forms asking for details of the applicant’s knowledge of the English language and life in the United Kingdom.