
STATUTORY INSTRUMENTS

2003 No. 1712

IMMIGRATION

**The Immigration (Leave to Remain) (Prescribed
Forms and Procedures) Regulations 2003**

<i>Made</i>	- - - -	<i>9th July 2003</i>
<i>Laid before Parliament</i>		<i>10th July 2003</i>
<i>Coming into force</i>	- -	<i>1st August 2003</i>

The Secretary of State, in exercise of the powers conferred on him by section 31A of the Immigration Act 1971(1), hereby 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 2003 and shall come into force on 1st August 2003.

2. In these Regulations:

“asylum claimant” means a person making a claim for asylum (within the meaning given in section 94(1) of the Immigration and Asylum Act 1999(2)) which claim either has not been determined or has been granted; and

“dependant”, of a person, means—

- (a) the spouse or unmarried partner, or
- (b) a child under the age of eighteen,
of that person.

Prescribed forms

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

- (a) as a business person,
- (b) as a sole representative,
- (c) as a retired person of independent means,

(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).

(2) 1999 c. 33.

- (d) as an investor, or
- (e) as 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 hereby prescribed for an application for limited leave to remain in the United Kingdom:

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

for the purposes of the immigration rules.

5. The form set out in Schedule 3 is hereby 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, or
- (d) to write up a thesis,

for the purposes of the immigration rules.

6.—(1) The form set out in Schedule 4 is hereby prescribed for an application for limited leave to remain in the United Kingdom:

- (a) as a visitor,
- (b) as a visitor seeking to undergo or continue private medical treatment,
- (c) as a postgraduate doctor or dentist or a trainee general practitioner,
- (d) as an au pair,
- (e) as a teacher or language assistant under an approved exchange scheme,
- (f) as a representative of an overseas newspaper, news agency or broadcasting organisation,
- (g) as a private servant in a diplomatic household,
- (h) as a domestic worker in a private household,
- (i) as an overseas government employee,
- (j) as a minister of religion, missionary or member of a religious order,
- (k) as a member of the operational ground staff of an overseas-owned airline,
- (l) as a person with United Kingdom ancestry,
- (m) as a writer, composer or artist, or
- (n) as a member of the crew of a ship, aircraft, hovercraft, hydrofoil or international train service,

for the purposes of the immigration rules.

(2) Further to paragraph (1), and subject to paragraphs (3) and (4) below, the form set out in Schedule 4 is hereby 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 in regulations 3, 4 or 5 above.

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

- (a) for work permit employment,
- (b) as a highly skilled migrant, or
- (c) for Home Office approved training or work experience,

for the purposes of the immigration rules.

(4) 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.

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

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

for the purposes of the immigration rules.

8. The form set out in Schedule 6 is hereby prescribed for an application for indefinite leave to remain in the United Kingdom:

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

for the purposes of the immigration rules.

9.—(1) The form set out in Schedule 7 is hereby 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 victim of domestic violence,

for the purposes of the immigration rules.

(2) Further to paragraph (1), and subject to paragraph (3) below, the form set out in Schedule 7 is hereby 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 in regulations 7 or 8 above.

(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, 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.

10. An application for leave to remain in the United Kingdom which is made by a person (“the main applicant”) on a form prescribed in any of regulations 3 to 9 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

11. The following procedures are hereby prescribed in relation to an application for which a form is prescribed in any of regulations 3 to 9 above:

- (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) the application shall be:
 - (i) sent by prepaid post to the Immigration and Nationality Directorate of the Home Office, or
 - (ii) submitted in person at a Public Enquiry Office of the Immigration and Nationality Directorate of the Home Office.

12.—(1) A failure to comply with any of the requirements of regulation 11(a) or (b) above 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 21 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, and
 - (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 of the Immigration and Nationality Directorate of the Home Office.

Home Office
9th July 2003

Beverley Hughes
Minister of State

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

SCHEDULE 1

Regulation 3

Form BUS Version 08/2003	 Home Office Immigration and Nationality Directorate	Form BUS Version 08/2003
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Application for an extension of stay or indefinite leave to remain in the UK in one of the following categories:

- Business
- Sole representative
- Innovator
- Investor
- Retired person of independent means

This form is valid only for applications made on or after 1 August 2003

➤ **Section 1 ~ Payment Details** – please see guidance before completing this section.

Applicant's Details	
1.1 Full Name	<input type="text"/>
1.2 Nationality	<input type="text"/>
1.3 Date of Birth	<input type="text"/> D D M M Y Y Y Y
1.4 Home Office Ref.	<input type="text"/>
1.5 Passport Number	<input type="text"/>
Contact Details	
1.6 Contact Name	<input type="text"/>
1.7 Contact Address	<input type="text"/> <input type="text"/> <input type="text"/>
1.8 Post Code	<input type="text"/>
1.9 Contact Telephone No.	<input type="text"/>
Method of Payment	
1.10 Cheque	<input type="checkbox"/> Sort Code <input type="text"/> - <input type="text"/> - <input type="text"/> Account No. <input type="text"/>
1.11 Postal Order	<input type="checkbox"/>
1.12 Debit / Credit Card	<input type="checkbox"/> Please debit my Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Delta <input type="checkbox"/> Switch <input type="checkbox"/>
1.13 Amount	Postal £ <input type="text"/> 155 Premium £ <input type="text"/> N/A
1.14 Name on Card	<input type="text"/>
1.15 Card Number	<input type="text"/>
1.16 Card Details	Valid From <input type="text"/> / <input type="text"/> Expiry Date <input type="text"/> / <input type="text"/> Issue No. <input type="text"/> (Switch only)
1.17 Signature (Card Payments only)	<input type="text"/> Date <input type="text"/>

BUILDING A SAFE, JUST AND TOLERANT SOCIETY

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Form BUS Version 08/2003	 Home Office Immigration and Nationality Directorate	Please staple photographs here
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➤ **Section 2 ~ Applicant's Personal Details**

2.1 Title Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other: _____		
2.2 Full name		2.3 Family name
2.4 Nationality	2.5 Date of birth (e.g. 01/Jan/1999)	2.6 Passport Number
2.7 Name at birth if different, and any other names by which you have been known		
2.8 Full address where you live in the UK (Please let us know if this changes) Postcode: <input type="text"/>		
2.9 The address to which you would like us to return your passport(s)/documents and send any correspondence about your application if different from that in 2.8 (Please let us know of any change of address or representative) Postcode: <input type="text"/>		
2.10 Your daytime telephone number (if you have one)		2.11 Your Home Office reference number if you have one (normally a letter followed by several numbers e.g. A999999)

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➤ **Section 3 ~ Under Which Category Are You Applying?**

- Tick the appropriate boxes to show us (i) the category under which you are applying and (ii) whether you are applying for an extension of stay or for indefinite leave to remain in the UK. You should then complete those sections specified next to the box which you have ticked.

- Business Person**
 - An extension** *Complete Sections 1,2,3,5,6,7,8 and 9*
 - Indefinite leave** *Complete all sections*

- Sole Representative**
 - An extension** *Complete Sections 1,2,3,5,6,7,8 and 9*
 - Indefinite leave** *Complete all sections*

- Retired Person of Independent Means**
 - Indefinite leave** *Complete all sections*

- Investor**
 - An extension** *Complete Sections 1,2,3,5,6,7, 8 and 9*
 - Indefinite leave** *Complete all sections*

- Innovator**
 - An extension** *Complete Sections 1,2,3,5,6,7,8 and 9*
 - Indefinite leave** *Complete all sections*

➤ **Section 4 ~ For Applicants Applying For Indefinite Leave To Remain**

4.1 When did you first enter the UK?

4.2 Since then have you had any absences of 3 months or more outside the UK? Yes No

If you have answered yes to question 4.2, you should list these absences in the box below and explain the reason(s) for the absence(s)

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

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➤ **Section 5 ~ Details Of Your Family**

5.1 Do you have a partner and/or children living with you in the UK? Yes No

*If you have answered **yes** to question 5.1, and they are applying for an extension of stay or indefinite leave to remain as your dependants, please give their details below. Continue on another sheet and provide it with your application if you need more space.*

Name	Date of Birth	Relationship to you	Nationality

➤ **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) _____

6.2 Do you pay any mortgage or rent for your home? Yes No

*If you have answered **yes** to question 6.2, how much do you pay each month?*

£

6.3 Are you receiving any public funds? See Part 4 of the **Guidance Notes** for the definition of public funds under the Immigration Rules. Yes No

*If you have answered **yes** to question 6.3, which of these are you receiving?*

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6.4 Are you working in the UK?

Yes No

*If you have answered **yes** to question 6.4 what is your net pay each month?*

£

6.5 Does a relative or friend regularly give you money?

Yes No

*If you have answered **yes** to question 6.5 how much money do you receive each month?*

£

➤ **Section 7 ~ Additional Question(s)**

7.1 Have you received a prison sentence in the UK or elsewhere?

Yes No

*If you have answered **yes** to question 7.1, give details as required below for each prison sentence starting with the most recent one. If you have received more than three prison sentences you should continue on another sheet and provide it with your application.*

	First Sentence	Second Sentence	Third Sentence
Nature of offence			
Date sentenced			
Length of sentence			
Country where sentenced			

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➤ **Section 8 ~ Documentary Evidence**

- **The documents and photographs needed in support of your application, as well as those of any dependants included in the application, are listed in Sections 8A-8J below. You only have to provide those which are relevant to your case.**
- **Tick the boxes in Section 8A next to the relevant items to show the documents and photographs you are providing. You must also tick one of the boxes in Sections 8B-8J next to the category in which you are applying and provide all the relevant documents listed in that section.**
- **You should staple all photographs to the form in the space provided.**

Please see Part 4 of the **Guidance Notes** for advice on what to do if you can't provide any of the required documents.

8A

- 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 or indefinite leave to remain the UK with you (*see question 5.1*), with each dependant's 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 applying for an extension of stay or indefinite leave to remain in the UK with you (*see question 5.1*) - 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) for each dependant 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 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 please don't send us 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 (see **Note 1**).

Note 1: The documents showing the funds available to you should cover at least the last 3 months.

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8B

Business Person (Extension Of Stay)

If you have previously been given leave to enter or remain in the UK as a business person and you are applying for an extension of stay you must provide:

- (a) 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 2**);
- (b) 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;
- (c) evidence that you have created new paid full-time employment for at least two people settled in the UK throughout the last year. 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);
- (d) 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.

Note 2. 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.

8C

Business Person (Indefinite Leave To Remain)

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

- (a) audited accounts for the first three years of trading and management accounts for the fourth year (see **Note 3**);
- (b) evidence that you have maintained a direct investment of at least £200,000 of your own money in the business throughout the four year period;
- (c) evidence that you have maintained new paid full-time employment for at least two people settled in the UK throughout the four 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);
- (d) 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.

You should also provide all the passports you have held during the four year period together with a list of your movements in and out of the UK since you first entered as a business person.

Note 3. If you are unable to provide management accounts for the fourth year as required by the Immigration Rules, draft accounts should be provided along with an explanation as to why management accounts are not available.

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8D

Sole Representative (Extension Of Stay)

If you have previously been given leave to enter or remain in the UK as a sole representative and you are applying for an extension of stay you must provide:

- (a) 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;
- (b) 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;
- (c) 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 wage slips for the last three months.

You should also provide 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, four years continuous stay in the UK as a sole representative and you are applying for indefinite leave to remain you must provide:

- (a) 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;
- (b) evidence that a registered branch or wholly-owned subsidiary in the UK 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;
- (c) evidence that you have been employed full-time as a sole representative for a continuous period of four years. This is best provided in the form of documents such as P60s for the past four years and wage slips for the last three months.

You should also provide:

- all the passports you have held during the four year period, together with a list of your movements in and out of the UK since you first entered as a sole representative. Although it is not compulsory to provide such a list, it will help us decide your application more quickly if you do provide it;
- 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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8F

Retired Person Of Independent Means (Indefinite Leave To Remain)

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

- (a) 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 that you have held during the four year period. You should provide proof that you own and occupy a property in the UK. You should also provide a list of your movements in and out of the country during this period. Although it is not compulsory to provide such a list, it will help us decide your application more quickly if you do provide it.
- (b) evidence that you have – for a continuous period of four years – had under your control and disposable in the UK an income of your own of not less than £25,000 each year.

8G

Investor (Extension Of Stay)

If you have previously been given leave to enter or remain in the UK as an investor and you are applying for an extension of stay you must provide:

- (a) evidence that you have not less than £1 million of your own money under your control in the UK;
- (b) evidence that you have invested not less than £750,000 of your capital in the UK in accordance with the requirements of the Immigration Rules;
- (c) 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 provide proof that you own and occupy a property in the UK. You should also provide a list of your movements in and out of the country during this period. Although it is not compulsory to provide such a list it will help us decide your application more quickly if you do provide it.

8H

Investor (Indefinite Leave To Remain)

If you have completed, or have nearly completed, four years continuous stay in the UK as an investor and you are applying for indefinite leave to remain you must provide:

- (a) 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 four year period. You should provide proof that you own and occupy a property in the UK. You should also provide a list of your movements in and out of the country during this period. Although it is not compulsory to provide such a list it will help us to decide your application more quickly if you do provide it.
- (b) 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 four years;
- (c) evidence that you have invested not less than £750,000 of your capital in the UK in accordance with the requirements of the Immigration Rules for a continuous period of four years.

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8I

Innovator (Extension Of Stay)

To apply for an extension of stay in the UK as an innovator you must provide:

- (a) evidence that you have created new paid full-time employment for at least two people settled in the UK throughout the last 18 months. 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);
- (b) evidence that you have maintained a minimum 5% shareholding of the equity capital;
- (c) a detailed summary of the business's activity during the first 18 months;
- (d) statutory accounts during the first 18 months of trading;
- (e) evidence that you are able to maintain and accommodate yourself and any dependants without recourse to public funds or other employment.

8J

Innovator (Indefinite Leave To Remain)

If you have completed, or have nearly completed, four years continuous stay in the UK as an innovator and you are applying for indefinite leave to remain you must provide:

- (a) statutory accounts for the last 3 years and management accounts for the final year;
- (b) evidence that you have maintained new paid full-time employment for at least two people settled in the UK throughout the four 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);
- (c) evidence that you have maintained a minimum 5% shareholding of the equity capital.

You must now complete Section 9

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➤ **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 given by me will be treated in confidence by the Home Office but that it may be disclosed to other government departments, agencies, local authorities and other bodies where necessary for immigration and nationality purposes or to enable them to carry out their functions.

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

Form FLR(M) Version 08/2003	 Home Office Immigration and Nationality Directorate	Form FLR(M) Version 08/2003
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Application for an extension of stay in the United Kingdom as the:

- Spouse (husband or wife) of a person present and settled in the UK
- Unmarried partner of a person present and settled in the UK

This form is valid only for applications made on or after 1 August 2003

➤ Section 1 ~ Payment Details – please see guidance before completing this section.

Applicant's Details	
1.1 Full Name	<input style="width: 100%;" type="text"/>
1.2 Nationality	<input style="width: 100%;" type="text"/>
1.3 Date of Birth	<input style="width: 100%;" type="text"/> <small>D D M M Y Y Y Y</small>
1.4 Home Office Ref.	<input style="width: 100%;" type="text"/>
1.5 Passport Number	<input style="width: 100%;" type="text"/>
Contact Details	
1.6 Contact Name	<input style="width: 100%;" type="text"/>
1.7 Contact Address	<input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/>
1.8 Post Code	<input style="width: 100%;" type="text"/>
1.9 Contact Telephone No.	<input style="width: 100%;" type="text"/>
Method of Payment	
1.10 Cheque	<input type="checkbox"/> Sort Code <input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/> Account No. <input style="width: 100px;" type="text"/>
1.11 Postal Order	<input type="checkbox"/>
1.12 Debit / Credit Card	<input type="checkbox"/> Please debit my Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Delta <input type="checkbox"/> Switch <input type="checkbox"/>
1.13 Amount (Please delete as appropriate)	Postal £ <input style="width: 40px; text-align: center; border: 1px solid black;" type="text" value="155"/> Premium £ <input style="width: 40px; text-align: center; border: 1px solid black;" type="text" value="250"/>
1.14 Name on Card	<input style="width: 100%;" type="text"/>
1.15 Card Number	<input style="width: 100%;" type="text"/>
1.16 Card Details	Valid From <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> Expiry Date <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> Issue No. <input style="width: 20px;" type="text"/> (Switch only)
1.17 Signature (Card Payments only)	<input style="width: 100%;" type="text"/> Date <input style="width: 100px;" type="text"/>

BUILDING A SAFE, JUST AND TOLERANT SOCIETY

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<p>Form FLR(M) Version 08/2003</p>	 Home Office Immigration and Nationality Directorate	<p>Please staple photographs here.</p>
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➤ **Section 2 ~ Applicant's Personal Details**

2.1 Title Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other: _____		
2.2 Full name	2.3 Family name	
2.4 Nationality	2.5 Date of birth (e.g. 01/Jan/1999)	2.6 Passport Number
2.7 Name at birth if different, and any other names by which you have been known		
2.8 Full address where you live in the UK (Please let us know if this changes) Postcode: <input style="width: 100px;" type="text"/>		
2.9 The address to which you would like us to return your passport(s)/documents and send any correspondence about your application if different from that in 2.8 (Please let us know of any change of address or representative) Postcode: <input style="width: 100px;" type="text"/>		
2.10 Your daytime telephone number (if you have one)	2.11 Your Home Office reference number if you have one (normally a letter followed by several numbers e.g. A999999)	

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➤ **Section 3 ~ Under Which Category Are You Applying?**

• Tick the appropriate box to show us the category under which you are applying.

- Spouse of a person present and settled in the UK *Complete all sections*
- Unmarried partner of a person present and settled in the UK *Complete all sections*

➤ **Section 4 ~ Your Spouse Or Unmarried Partner's Personal Details**

4.1 Full name	4.2 Family name
4.3 His / her name at birth if different, and any other names by which he / she has been known	4.4 Nationality
4.5 His / her date of birth (e.g.01/Jan/1999)	4.6 How long has he/she lived in the UK? Years: _____ Months: _____

➤ **Section 5 ~ Details Of Dependent Children**

5.1 Do you or your spouse or partner have any children from your marriage or relationship, or from previous relationships, who are dependent on you or your spouse or partner? Yes No

*If you have answered **yes** to question 5.1, please give their details below. If more than six children need to be included, continue in the same way on a separate sheet and provide it with your application.*

	First Child	Second Child	Third Child
Full Name			
Nationality			
Date of Birth (e.g. 01/Jan/1999)			
Relationship to applicant			
Relationship to applicant's spouse or partner			
Do they live with you in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Who pays for their support?			
Is the child applying for an extension of stay in the UK with you?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

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	Fourth Child	Fifth Child	Sixth Child
Full Name			
Nationality			
Date of Birth (e.g. 01/Jan/1999)			
Relationship to applicant			
Relationship to applicant's spouse or partner			
Do they live with you in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Who pays for their support?			
Is the child applying for an extension of stay in the UK with you?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

➤ **Section 6 ~ Additional Questions**

6.1 Did you get an entry clearance as a spouse, fiancé(e) or unmarried partner before you entered the UK? Yes No

*If you have answered **yes** to question 6.1, go to question 6.15 and then Section 7.
If you have answered **no**, you must answer all questions in this section.*

6.2 Have you been married before? Yes No

6.3 Has your spouse or partner been married before? Yes No

6.4 When did you meet your spouse or partner?	6.5 Where did you meet your spouse or partner?
6.6 When did you decide to marry or live together in a relationship akin to marriage?	6.7 When did you start living together?

6.8 Is your home in the UK:

- a) Owned by you or your spouse or partner or both?
- b) Rented from a local authority by you or your spouse or partner or both?
- c) Privately rented by you or your spouse or partner or both?
- d) Owned or rented by a relative or friend?
- e) Other (please give details)

6.9 Do you or your spouse or partner or both pay any mortgage or rent for your home? Yes No

*If you have answered **yes** to question 6.9, how much do you or your spouse or partner or both pay each month?*

£

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6.10 Are you receiving any public funds? See Part 4 of the **Guidance Notes** for the definition of public funds under the Immigration Rules. Yes No

6.11 Is your spouse or partner receiving any public funds? See Part 4 of the **Guidance Notes** for the definition of public funds under the Immigration Rules. Yes No

*If you have answered **yes** to question 6.10, which of these are you receiving?*

*If you have answered **yes** to question 6.11, which of these is your spouse or partner receiving?*

6.12 Are you working in the United Kingdom? Yes No

*If you have answered **yes** to question 6.12, what is your net pay each month?*

£

6.13 Is your spouse or partner working in the UK? Yes No

*If you have answered **yes** to question 6.13, what is his / her net pay each month?*

£

6.14 Does a relative or friend of you or your spouse or partner or both regularly give you money? Yes No

*If you have answered **yes** to question 6.14, how much money do you or your spouse or partner or both receive each month?*

£

6.15 Have you received a prison sentence in the UK or elsewhere? Yes No

*If you have answered **yes** to question 6.15, give details as required below for each prison sentence starting with the most recent one. If you have received more than three prison sentences you should continue on another sheet and provide it with your application.*

	First Sentence	Second Sentence	Third Sentence
Nature of offence			
Date sentenced			
Length of sentence			
Country where sentenced			

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➤ Section 7 ~ Documentary Evidence

- The documents and photographs needed in support of your application, as well as those of any dependants included in the application, are listed in Sections 7A-7C below. You only have to provide those which are relevant to your case.
- Tick the boxes in Section 7A next to the relevant items to show the documents and photographs you are providing. You must also tick one of the boxes in Sections 7B-7C next to the category in which you are applying and provide all the relevant documents listed in that section.
- You should staple all photographs to the form in the space provided.

Please see Part 4 of the **Guidance Notes** for advice on what to do if you can't provide any of the required documents.

7A

- Two recent passport sized photographs of yourself, with your name written on the back of each photograph.
- A recent passport sized photograph of your spouse or partner, with their name written on the back of the photograph.
- Two recent passport sized photographs of each dependant child applying for an extension of stay in the UK with you (*see question 5.1*), 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 applying for an extension of stay in the UK with you (*see question 5.1*) - 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) for each dependent child 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 dependent child of your present marriage or relationship who is applying for an extension of stay in the UK with you.
- Document(s) showing that your spouse or partner is present and settled in the UK (see **Note 1**).

Note 1: The document(s) must be either

- your spouse or partner's current passport or travel document; or
- if your spouse or 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 spouse or 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 passbook/bank statements, National Insurance or National Health Service registration issued by the Department of Health, Department of Social Security or a local health authority.

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List any such documents.

7B

If you are applying as a spouse:

1. Your civil marriage certificate.
2. If you have answered **yes** to question 6.2, document(s) showing that you were free to marry your present spouse (see **Note 2**).

List any such documents.

3. If you have answered **yes** to question 6.3, document(s) showing that your spouse was free to marry you (see **Note 2**).

List any such documents.

4. If you have to complete all of Section 6 of this form, 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 for you and/or your spouse or partner (but please don't send us 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 (see **Note 3**).

Note 2: The document(s) must be formal documents such as a decree absolute (or other confirmation of your, or your spouse's, divorce) or a death certificate.

Note 3: The documents showing the funds available to you should cover at least the last 3 months.

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7C

If you are applying as an unmarried partner:

1. Document(s) showing that you and your partner have been living together in a relationship akin to marriage which has subsisted for 2 years or more (see **Note 4**).
2. If you have to complete all of Section 6 of this form, 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 for you and/or your spouse or partner (but please don't send us 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 (see **Note 3**).

Note 4: You must provide documents of the kind described below as evidence that you and your partner have been living together.

We would, for example, normally accept that you have been living together in a relationship akin to marriage for two years or more if you provide five items of correspondence of the kind, or from the sources, listed below addressed to you and your spouse during each of the past 2 years if they clearly show that you live together at the same address. If you have not received any such correspondence that is addressed to you and your partner jointly, it is acceptable to provide 3 or 4 items addressed to one of you and 1 or 2 items addressed to the other partner during each of the past 2 years so long as they show the same address.

- telephone bills or statements
- gas bills or statements
- electricity bills or statements
- water rates
- council tax
- local social services department
- local health authority
- government department or agency (eg Department of Health, Inland Revenue, Benefits Agency, Employment Service)
- bank or building society
- credit card statements
- insurance certificates complete with address
- mortgage statements or agreement
- tenancy agreement

You and your spouse or partner must now complete Section 8

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➤ **Section 8 ~ Declarations**

If you are applying as a spouse

- **You and your spouse must now read the declarations below and sign them. They must be signed by you (the applicant) and your spouse 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 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. 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 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 given by me will be treated in confidence by the Home Office but that it may be disclosed to other government departments, agencies, local authorities and other bodies where necessary for immigration and nationality purposes or to enable them to carry out their functions.

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 husband or wife:**

I confirm that I am the husband/wife of the applicant. I declare that we are still married, that we are living together as husband and wife and 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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If you are applying as an unmarried partner

- **You and your 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 have been living together in a relationship akin to marriage which has subsisted for two years or more 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 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 given by me will be treated in confidence by the Home Office but that it may be disclosed to other government departments, agencies, local authorities and other bodies where necessary for immigration and nationality purposes or to enable them to carry out their functions.

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 partner:**

I confirm that I am the partner of the applicant. I declare that we have been living together in a relationship akin to marriage which has subsisted for two years or more and 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: _____

SCHEDULE 3

Regulation 5

Form FLR(S) Version 08/2003	 Home Office Immigration and Nationality Directorate	Form FLR(S) Version 08/2003
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Application for an extension of stay in the United Kingdom as:

A Student or Student Nurse

This form is valid only for applications made on or after 1 August 2003

➤ **Section 1 ~ Payment Details** – please see guidance before completing this section.

Applicant's Details	
1.1	Full Name <input style="width: 90%;" type="text"/>
1.2	Nationality <input style="width: 90%;" type="text"/>
1.3	Date of Birth <input style="width: 20%;" type="text"/> DDMMYYYY <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/>
1.4	Home Office Ref. <input style="width: 90%;" type="text"/>
1.5	Passport Number <input style="width: 90%;" type="text"/>
Contact Details	
1.6	Contact Name <input style="width: 90%;" type="text"/>
1.7	Contact Address <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/>
1.8	Post Code <input style="width: 90%;" type="text"/>
1.9	Contact Telephone No. <input style="width: 90%;" type="text"/>
Method of Payment	
1.10	Cheque <input type="checkbox"/> Sort Code <input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/> Account No. <input style="width: 90%;" type="text"/>
1.11	Postal Order <input type="checkbox"/>
1.12	Debit / Credit Card <input type="checkbox"/> Please debit my Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Delta <input type="checkbox"/> Switch <input type="checkbox"/>
1.13	Amount (Please delete as appropriate) Postal £ <input style="width: 20px; text-align: center;"/> 155 Premium £ <input style="width: 20px; text-align: center;"/> 250
1.14	Name on Card <input style="width: 90%;" type="text"/>
1.15	Card Number <input style="width: 90%;" type="text"/>
1.16	Card Details Valid From <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> Expiry Date <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> Issue No. <input style="width: 20px;" type="text"/> (Switch only)
1.17	Signature (Card Payments only) <input style="width: 90%;" type="text"/> Date <input style="width: 20%;" type="text"/>

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Form FLR(S) Version 08/2003	 Home Office Immigration and Nationality Directorate	Please staple photographs here.
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➤ **Section 2 ~ Applicant's Personal Details**

2.1 Title Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other: _____		
2.2 Full name	2.3 Family name	
2.4 Nationality	2.5 Date of birth (e.g. 01/Jan/1999)	2.6 Passport Number
2.7 Name at birth if different, and any other names by which you have been known		
2.8 Full address where you live in the UK (Please let us know if this changes)		
Postcode: <input style="width: 100px;" type="text"/>		
2.9 The address to which you would like us to return your passport(s)/documents and send any correspondence about your application if different from that in 2.8 (Please let us know of any change of address or representative)		
Postcode: <input style="width: 100px;" type="text"/>		
2.10 Your daytime telephone number (if you have one)	2.11 Your Home Office reference number if you have one (normally a letter followed by several numbers e.g. A999999)	

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➤ **Section 3 ~ Under Which Category Are You Applying?**

- Tick the appropriate boxes to show us (i) the category under which you are applying and (ii) whether your last period of stay in the UK was given to allow you to study. You should then complete those sections specified next to the box you have completed.

Student

- Last period of stay given to study *Complete all sections*
- Last period of stay given for reason other than to study *Complete Sections 1, 2, 3, 4, 6, 7, 8, 9 and 10*

Student Nurse

- Last period of stay given to study *Complete all sections*
- Last period of stay given for reason other than to study *Complete Sections 1, 2, 3, 4, 6, 7, 8, 9 and 10*

Student undertaking examination re-sits

- Last period of stay given to study *Complete all sections*
- Last period of stay given for reason other than to study *Complete Sections 1, 2, 3, 4, 6, 7, 8, 9 and 10*

Postgraduate student writing up a thesis

- Last period of stay given to study *Complete all sections*
- Last period of stay given for reason other than to study *Complete Sections 1, 2, 3, 4, 6, 7, 8, 9 and 10*

➤ **Section 4 ~ Details Of Your Family**

4.1 Do you have a partner and/or children living with you in the UK ? Yes No

If you have answered yes to question 4.1, and they are applying for an extension of stay as your dependants, please give their details below. Continue on another sheet and provide it with your application if you need more space.

Name	Date of Birth	Relationship to you	Nationality

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➤ **Section 5 ~ Your Studies Until Now**

5.1 When did you begin your studies in the UK (month/year)?

5.2 What is the full name and address of the place where you are, or have been, studying? If you have studied at more than one place please list them all with the dates you studied there. Continue on a separate sheet if necessary.

Postcode:

--	--	--	--	--	--	--	--	--	--

5.3 What course(s) have you been studying and at what level?

5.4 Is it a degree course?

Yes No

5.5 If so, is it full time?

Yes No

5.6 What progress have you made in your course(s) of study? Include details of any relevant examinations you have taken and any qualifications you have obtained since you were last given leave to enter or remain as a student. Continue on a separate sheet if necessary.

5.7 You must provide evidence of your attendance during your current or most recent course. Your place of study must either provide the information below or a separate document confirming your attendance.

a) (I) Possible number of attendances on your current or most recent course (see Part 4 of the **Guidance Notes**)

(II) Actual number of attendances on your current or most recent course (see Part 4 of the **Guidance Notes**)

b) Give any other relevant information (such as reasons for absences if applicable).

Administrator's name

Administrator's signature

College Stamp:

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➤ **Section 6 ~ Your Proposed Studies**

6.1 Tick one of the following boxes to show what sort of course you intend to study (*this may be a continuation of your studies set out in Section 5*):

- A full-time degree course
- A weekday daytime course at a single institution involving a minimum of 15 hours organised study per week
- A full-time course of study at an independent fee paying school
- A nursing training course at a recognised nursing educational establishment
- To re-sit an examination
- To write up a thesis
- Other (please give details) _____

6.2 What is the full name and address of the place where you will be studying (if different from that given in answer to question 5.2)?

Postcode:

6.3 What is the name of the course on which you are enrolled and, where relevant, what is the level of the course?

6.4 When will you finish your present course of studies?

6.5 If you are applying for an extension of stay to re-sit an examination, have you previously been given leave to enter or remain in the UK to re-sit the same examination?

Yes No

*If you have answered **yes** to question 6.5, when were you given such leave?*

6.6 If you are applying for an extension of stay to write up a thesis, have you previously been given leave to enter or remain in the United Kingdom to write up the same thesis?

Yes No

*If you have answered **yes** to question 6.6, when were you given such leave?*

6.7 On completing the studies referred to in question 6.4, do you intend to follow any further course of studies in the UK: if so, of what nature and for how long?

Yes No

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➤ **Section 7 ~ Your Home And Your Finances**

7.1 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 your parents, other relatives or a friend?
- e) Accommodation provided by your place of study?
- f) Other (please give details)

7.2 Do you pay any rent or mortgage for your home?

Yes No

*If you have answered **yes** to question 7.2, how much do you pay each month?*

£

7.3 Are you receiving, or have you received for your recent studies, sponsorship from your place of study, the British Government, any other government, or an international scholarship agency?

Yes No

7.4 Do your parents, other relatives or friends regularly give you money?

Yes No

*If you have answered **yes** to question 7.4, how much money do you receive each month?*

£

7.5 Are you receiving any public funds? See Part 4 of the **Guidance Notes** for the definition of public funds under the Immigration Rules.

Yes No

*If you have answered **yes** to question 7.5, which of these are you receiving?*

7.6 Are you working in the UK?

Yes No

*If you have answered **yes** to question 7.6, what is your net pay each month?*

£

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➤ **Section 8 ~ Additional Question(s)**

8.1 Have you received a prison sentence in the UK or elsewhere?

Yes No

*If you have answered **yes** to question 8.1, give details as required below for each prison sentence starting with the most recent one. If you have received more than three prison sentences you should continue on another sheet and provide it with your application.*

	First Sentence	Second Sentence	Third Sentence
Nature of offence			
Date sentenced			
Length of sentence			
Country where sentenced			

➤ **Section 9 ~ Documentary Evidence**

- **The documents and photographs needed in support of your application, as well as those of any dependants included in the application, are listed in Sections 9A to 9C below. You only have to provide those which are relevant to your case.**
- **Tick the boxes in Section 9A next to the relevant items to show the documents and photographs you are providing. If you are a re-sit student or are writing up a thesis you must also tick one of the boxes in Sections 9B-9C next to the category in which you are applying and provide all the relevant documents listed in that section.**
- **You should staple all photographs to the form in the space provided.**

*Please see Part 4 of the **Guidance Notes** for advice on what to do if you can't provide any of the required documents.*

9A

- Two recent passport sized photographs of yourself with your name written on the back of each photograph.
- Two recent passport sized photograph of each dependant applying for an extension of stay in the United Kingdom with you (*see question 4.1*), with each dependant's 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 applying for an extension of stay in the UK with you (*see question 4.1*) - if they last entered the United Kingdom on a previous passport(s) or travel document(s), please also provide these documents if you have them.

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- Your police registration certificate (if you have been asked to register with the police).
- The police registration certificate(s) for each dependant who is applying for an extension of stay in the UK with you (if they have been asked to register with the police).
- If you have to complete Section 5, evidence that you have made satisfactory progress on your course(s) such as documents showing examination results or qualifications obtained (see question 5.6).
- If you have to complete Section 5, and your place of study has not completed question 5.7, a document(s) showing your attendance during your current or most recent course.
- Document(s) showing your enrolment on the course for which you are applying for an extension of stay (see question 6.3).
- If you have answered **yes** to question 7.3, 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 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 please don't send us travellers cheques or credit cards). 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 1**).

Note 1: The documents showing the funds available to you should cover at least the last 3 months.

9B

- If you are applying for an extension of stay to re-sit an examination:**
A document from the education institution or fee paying school which you attend, or attended in the previous academic year, confirming that you are required to re-sit an examination.

9C

- If you are applying for an extension of stay to write up a thesis:**
 - (a) a document showing that you are a postgraduate student enrolled at an education institution as either a full-time, part-time or writing up student; and
 - (b) a document confirming that your application is supported by the education institution.

You must now complete Section 10

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 ~ 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 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 given by me will be treated in confidence by the Home Office but that it may be disclosed to other government departments, agencies, local authorities and other bodies where necessary for immigration and nationality purposes or to enable them to carry out their functions.

I understand that the Home Office may make enquiries of the institution(s) named in Sections 5.2 and/or 6.2 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 given leave to enter or remain in 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:** _____

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

SCHEDULE 4

Regulation 6

Form FLR(O) Version 08/2003	 Home Office Immigration and Nationality Directorate	Form FLR(O) Version 08/2003
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Application for an extension of stay in the UK in one of the following categories:

- Au pair
- Crew member
- Employment not requiring a work permit
- Postgraduate medical/dental training
- Private medical treatment
- UK ancestry
- Visitor
- Writer, composer or artist
- Other purposes/reasons not covered by other application forms

This form is valid only for applications made on or after 1 August 2003

➤ **Section 1 ~ Payment Details** – please see guidance before completing this section.

Applicant's Details	
1.1 Full Name	<input style="width: 100%;" type="text"/>
1.2 Nationality	<input style="width: 100%;" type="text"/>
1.3 Date of Birth	<input style="width: 100%;" type="text"/> <small><i>D D M M Y Y Y Y</i></small>
1.4 Home Office Ref.	<input style="width: 100%;" type="text"/>
1.5 Passport Number	<input style="width: 100%;" type="text"/>
Contact Details	
1.6 Contact Name	<input style="width: 100%;" type="text"/>
1.7 Contact Address	<input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/>
1.8 Post Code	<input style="width: 100%;" type="text"/>
1.9 Contact Telephone No.	<input style="width: 100%;" type="text"/>
Method of Payment	
1.10 Cheque	<input type="checkbox"/> Sort Code: <input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/> Account No. <input style="width: 100px;" type="text"/>
1.11 Postal Order	<input type="checkbox"/>
1.12 Debit / Credit Card	<input type="checkbox"/> Please debit my: Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Delta <input type="checkbox"/> Switch <input type="checkbox"/>
1.13 Amount (Please delete as appropriate)	Postal £ <input style="width: 40px; text-align: center; border: 1px solid black;" type="text" value="155"/> Premium £ <input style="width: 40px; text-align: center; border: 1px solid black;" type="text" value="250"/>
1.14 Name on Card	<input style="width: 100%;" type="text"/>
1.15 Card Number	<input style="width: 100%;" type="text"/>
1.16 Card Details	Valid From <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> Expiry Date <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> Issue No. <input style="width: 40px;" type="text"/> <small>(Switch only)</small>
1.17 Signature (Card Payments only)	<input style="width: 100%;" type="text"/> Date <input style="width: 100px;" type="text"/>

BUILDING A SAFE, JUST AND TOLERANT SOCIETY

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Form FLR(O) Version 08/2003	 Home Office Immigration and Nationality Directorate	Please staple photographs here.
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➤ **Section 2 ~ Applicant's Personal Details**

2.1 Title Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other: _____		
2.2 Full name		2.3 Family name
2.4 Nationality	2.5 Date of birth (e.g. 01/Jan/1999)	2.6 Passport Number
2.7 Name at birth if different, and any other names by which you have been known		
2.8 Full address where you live in the UK <i>(Please let us know if this changes)</i> Postcode: <input style="width: 100px;" type="text"/>		
2.9 The address to which you would like us to return your passport(s)/documents and send any correspondence about your application if different from that in 2.8 <i>(Please let us know of any change of address or representative)</i> Postcode: <input style="width: 100px;" type="text"/>		
2.10 Your daytime telephone number <i>(if you have one)</i>		2.11 Your Home Office reference number if you have one <i>(normally a letter followed by several numbers e.g. A999999)</i>

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 ~ Under Which Category Are You Applying?**

• **Tick the appropriate box to show us why you are applying for an extension of stay in the UK. You should then complete those sections specified next to the box which you have ticked.**

- Visitor (please note that under the Immigration Rules 6 months is the maximum stay allowed as a visitor) *Complete Sections 1, 2, 3, 4, 6, 7 and 8*
- Member of the crew of a ship, aircraft, hovercraft, hydrofoil or train *Complete Sections 1, 2, 3, 4, 6, 7 and 8*
- Doctor or dentist in postgraduate training *Complete all sections*
- Au pair *Complete all sections*
- UK ancestry *Complete all sections*
- Employment not requiring a work permit (see Section 7H) *Complete all sections*

What sort of work is this?

- Writer, composer or artist *Complete all sections*
- Private medical treatment *Complete all sections*
- Other (see **Note 1**) – if you tick this box you must explain why you want to stay here. Your reasons should be set out briefly in the box below and in more detail in a separate letter or document. You must also provide any supporting evidence (see page 9) *Complete all sections*

Note 1: Before making an application in this category, you should refer to the Guidance Notes to check that your case does not fall within a category for which a separate application form has been prescribed. In addition, in certain circumstances it is not necessary to complete an application form; these are set out in the Guidance Notes.

3.1 Do you intend to settle in the UK?

Yes No

*If you have answered **no** to question 3.1, when do you intend to leave the UK?*

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➤ **Section 4 ~ Details Of Your Family**

4.1 Do you have a partner and/or children living with you in the UK?

Yes No

*If you have answered **yes** to question 4.1, and they are applying for an extension of stay as your dependants, please give their details below. Continue on another sheet and provide it with your application if you need more space.*

Name	Date of Birth	Relationship to you	Nationality

➤ **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)

5.2 Do you or your spouse or both pay any mortgage or rent for your home?

Yes No

*If you have answered **yes** to question 5.2, how much do you or your spouse or both pay each month?*

£

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5.3 Are you receiving any public funds? See Part 4 of the **Guidance Notes** for the definition of public funds under the Immigration Rules.

Yes No

*If you have answered **yes** to question 5.3, which of these are you receiving?*

5.4 Are you working in the UK?

Yes No

*If you have answered **yes** to question 5.4, what is your net pay each month?*

£

5.5 Does a relative or friend regularly give you money?

Yes No

*If you have answered **yes** to question 5.5, how much money do you receive each month?*

£

➤ **Section 6 ~ Additional Question(s)**

6.1 Have you received a prison sentence in the UK or elsewhere?

Yes No

*If you have answered **yes** to question 6.1, give details as required below for each prison sentence, starting with the most recent one. If you have received more than three prison sentences you should continue on another sheet and provide it with your application.*

	First Sentence	Second Sentence	Third Sentence
Nature of offence			
Date sentenced			
Length of sentence			
Country where sentenced			

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 ~ Documentary Evidence

- The documents and photographs needed in support of your application, as well as those of any dependants included in the application, are listed in Sections 7A - 7K below. You only have to provide those which are relevant to your case.
- Tick the boxes in Section 7A next to the relevant items to show the documents and photographs you are providing. You must also tick one of the boxes in Sections 7B-7K next to the category in which you are applying and provide all the relevant documents listed in that section.
- You should staple all photographs to the form in the space provided.

Please see Part 4 of the **Guidance Notes** for advice on what to do if you can't provide any of the required documents.

7A

- 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 with you (*see question 4.1*), with each dependant's name written on the back of the 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 with you (*see question 4.1*) – 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) for each dependant applying for an extension of stay in the UK with you (if they have been asked to register with the police).
- If you have to complete Section 5 of this form, 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 please don't send us 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 (see **Note 2**).

Note 2: The documents showing the funds available to you should cover at least the last 3 months.

If your application is to be considered under a concession outside the Immigration Rules or on compassionate grounds you may not be required to provide evidence of your funds. If you are in any doubt as to whether you need to provide such evidence, you should provide it.

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7B

- If you are applying as a visitor, evidence that you have the ability to maintain and accommodate yourself and your dependants included in this application without recourse to public funds and without taking employment. The evidence must be formal documents such as bank statements, a building society passbook or wage slips (see **Note 2**). 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.

7C

- If you are applying as a member of the crew of a ship, aircraft, hovercraft, hydrofoil or train, a letter from your employer confirming that you are still needed here for the purpose for which you were given leave to enter, and explaining why this is so.

7D

- If you are a postgraduate doctor, dentist or trainee general practitioner and you are intending to take Pre-Registration House Officer employment for up to 12 months, document(s) confirming that you are a graduate from a medical school and that you intend to undertake employment in an appropriate post (see **Note 3**).

7E

- If you are a doctor, dentist or trainee general practitioner eligible for full or limited registration with the General Medical Council (GMC) or General Dental Council (GDC) and you intend to undertake postgraduate training in a hospital:
- (a) your GMC or GDC registration certificate; and
 - (b) a document showing that you intend to undertake postgraduate training in a hospital; and
 - (c) evidence of satisfactory progress in your postgraduate training including the passing of any relevant exams. The evidence must be formal document(s) such as a letter from your Postgraduate Dean (see **Note 3**).

Note 3: If you wish to undertake postgraduate training in general practice you should not use this form; the employer must instead apply to Work Permits (UK), Home Office, Moorfoot, Sheffield, S1 4PQ.

7F

- If you are applying as an au pair, a letter from the family you are staying with giving details of your employment.

7G

- 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 for an extension of stay because of your UK ancestry:
- (a) your full birth certificate (which will show your parents' names); and
 - (b) 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; and
 - (c) evidence that you are able to work and intend to take or seek employment in the UK.

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7H

- If you have previously been given leave to enter or remain in the UK in one of the following categories of employment not requiring a work permit, and you are applying for an extension of stay in the same category, 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 **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) Teacher or language assistant coming under an approved exchange scheme;
- f) Airport based operational staff of an overseas-owned airline;
- g) 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.

7I

- If you are applying as a writer, composer or artist, document(s) showing that you are able to support yourself and any dependants from your own funds without working except as a writer, composer or artist.

7J

- If you are applying as a visitor receiving private medical treatment:

(a) 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 5**);

(b) receipts for payment for any treatment you have received; and

(c) a signed statement that you intend to leave the UK at the end of your treatment.

Note 5: Visitors are not allowed to stay in the United Kingdom to receive free medical treatment on the National Health Service.

7K

- If you are applying for an extension of stay in the UK for any other purpose or reason, a letter or other document explaining why you should be given an extension of stay. You must give full details and provide any relevant document(s) to support your case.

You must now complete Section 8

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. 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 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 given by me will be treated in confidence by the Home Office but that it may be disclosed to other government departments, agencies, local authorities and other bodies where necessary for immigration and nationality purposes or to enable them to carry out their functions.

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.

Signed: _____ **Date:** _____

SCHEDULE 5

Regulation 7



Application for indefinite leave to remain in the United Kingdom as the:

- Spouse (husband or wife) of a person present and settled in the UK
- Unmarried partner of a person present and settled in the UK

This form is valid only for applications made on or after 1 August 2003

➤ Section 1 ~ Payment Details – please see guidance before completing this section.

Applicant's Details	
1.1	Full Name <input type="text"/>
1.2	Nationality <input type="text"/>
1.3	Date of Birth <input type="text"/> <i>DDMMYYYY</i>
1.4	Home Office Ref. <input type="text"/>
1.5	Passport Number <input type="text"/>
Contact Details	
1.6	Contact Name <input type="text"/>
1.7	Contact Address <input type="text"/>
1.8	Post Code <input type="text"/>
1.9	Contact Telephone No. <input type="text"/>
Method of Payment	
1.10	Cheque <input type="checkbox"/> Sort Code <input type="text"/> - <input type="text"/> - <input type="text"/> Account No. <input type="text"/>
1.11	Postal Order <input type="checkbox"/>
1.12	Debit / Credit Card <input type="checkbox"/> Please debit my Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Delta <input type="checkbox"/> Switch <input type="checkbox"/>
1.13	Amount (Please delete as appropriate) Postal £ <input type="text"/> 155 Premium £ <input type="text"/> 250
1.14	Name on Card <input type="text"/>
1.15	Card Number <input type="text"/>
1.16	Card Details Valid From <input type="text"/> / <input type="text"/> Expiry Date <input type="text"/> / <input type="text"/> Issue No. <input type="text"/> (Switch only)
1.17	Signature (Card Payments only) <input type="text"/> Date <input type="text"/>

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

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➤ **Section 2 ~ Applicant's Personal Details**

2.1 Title Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other: _____		
2.2 Full name	2.3 Family name	
2.4 Nationality	2.5 Date of birth (e.g. 01/Jan/1999)	2.6 Passport Number
2.7 Name at birth if different, and any other names by which you have been known		
2.8 Full address where you live in the UK (Please let us know if this changes) Postcode: <input style="width: 100px;" type="text"/>		
2.9 The address to which you would like us to return your passport(s)/documents and send any correspondence about your application if different from that in 2.8 (Please let us know of any change of address or representative) Postcode: <input style="width: 100px;" type="text"/>		
2.10 Your daytime telephone number (if you have one)	2.11 Your Home Office reference number if you have one (normally a letter followed by several numbers e.g. A999999)	

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2.12 Any other addresses you and your spouse or partner have lived at during the last 12 months (if applying as a spouse) or during the last 2 years (if applying as an unmarried partner)
Continue on a separate sheet if necessary

Postcode: <input type="text"/>	Postcode: <input type="text"/>
Postcode: <input type="text"/>	Postcode: <input type="text"/>

➤ **Section 3 ~ Under Which Category Are You Applying?**

- Tick the appropriate box to show us the category under which you are applying.

Spouse of a person present and settled in the UK *Complete all sections*

Unmarried partner of a person present and settled in the United Kingdom *Complete all sections*

➤ **Section 4 ~ Your Spouse Or Unmarried Partner's Personal Details**

4.1 Full name	4.2 Family name
4.3 His / her name at birth if different, and any other names by which he / she has been known	4.4 Nationality
4.5 His / her date of birth (e.g. 01/Jan/1999)	4.6 How long has he/she lived in the UK? Years: Months:

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 ~ Details Of Dependent Children**

5.1 Do you or your spouse or partner have any children from your marriage or relationship, or from previous relationships, who are dependent on you or your spouse or partner? Yes No

*If you have answered **yes** to question 5.1, please give their details below. If more than six children need to be included, continue in the same way on a separate sheet and provide it with your application.*

	First Child	Second Child	Third Child
Full Name			
Nationality			
Date of Birth (e.g. 01/Jan/1999)			
Relationship to applicant			
Relationship to applicant's spouse or partner			
Do they live with you in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Who pays for their support?			
Is the child applying for indefinite leave to remain in the UK with you?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

	Fourth Child	Fifth Child	Sixth Child
Full Name			
Nationality			
Date of Birth (e.g. 01/Jan/1999)			
Relationship to applicant			
Relationship to applicant's spouse or partner			
Do they live with you in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Who pays for their support?			
Is the child applying for indefinite leave to remain in the UK with you?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

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 ~ Your Finances**

6.1 Are you working in the UK?

Yes No

*If you have answered **yes** to question 6.1, what is your net pay each month?*

£

6.2 Is your spouse or partner working in the UK?

Yes No

*If you have answered **yes** to question 6.2, what is his/her net pay each month?*

£

6.3 Are you receiving any public funds? See Part 4 of the **Guidance Notes** for the definition of public funds under the Immigration Rules.

Yes No

6.4 Is your spouse or partner receiving any public funds? See Part 4 of the **Guidance Notes** for the definition of public funds under the Immigration Rules.

Yes No

*If you have answered **yes** to question 6.3, which of these are you receiving?*

*If you have answered **yes** to question 6.4, which of these is your spouse or partner receiving?*

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 ~ Additional Question(s)**

7.1 Have you received a prison sentence in the United Kingdom or elsewhere?

Yes No

If you have answered **yes** to question 7.1, give details as required below for each prison sentence, starting with the most recent one. If you have received more than three prison sentences you should continue on another sheet and provide it with your application.

	First Sentence	Second Sentence	Third Sentence
Nature of offence			
Date sentenced			
Length of sentence			
Country where sentenced			

➤ **Section 8 ~ Documentary Evidence**

- The documents and photographs needed 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 which are relevant to your case.
- Tick the boxes next to the relevant items to show the documents and photographs you are providing. You must provide all the relevant items.
- You should staple all photographs to page 3 of the form in the space provided.

Please see part 4 of the **Guidance Notes** for advice on what to do if you can't provide any of the required documents.

- Two recent passport sized photographs of yourself, with your name written on the back of each photograph.
- A recent passport sized photograph of your spouse or partner, with their name written on the back of the photograph.
- Two recent passport sized photographs of each dependant child applying for indefinite leave to remain in the UK with you (*see question 5.1*) 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 applying for indefinite leave to remain in the UK with you (*see question 5.1*) - if they last entered the UK on a 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 dependent child of your present marriage or relationship who is applying for indefinite leave to remain in the UK with you.

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- Document(s) showing that your spouse or partner is present and settled in the UK (see **Note 1**).

Note 1: The document(s) must be either:

- your spouse or partner's current passport or travel document; or
- if your spouse or 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 spouse or 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 passbook/bank statements, National Insurance or National Health Service registration issued by the Department of Health, Department of Social Security or a local health authority.

List any such documents.

- 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 for you and/or your spouse or partner (but please don't send us 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 (see **Note 2**).

Note 2: The documents showing the funds available to you should cover at least the last 3 months.

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

- Document(s) showing that your marriage or relationship subsists (see **Note 3**).

Note 3: You must provide documents of the kind described below as evidence that you and your spouse or partner live together.

If you are applying as a spouse on completion of 12 months' stay in this category, we would, for example, normally accept that your marriage subsists if you provide five items of correspondence of the kind, or from the sources, listed below addressed to you and your spouse during the past year if they clearly show that you live together at the same address. If you have not received any such correspondence that is addressed to you and your spouse jointly, it is acceptable to provide 3 or 4 items addressed to one of you and 1 or 2 items addressed to the other partner so long as they show the same address.

If you are applying as an unmarried partner on completion of 2 years' stay in this category, we would normally accept the same sort of evidence but it should cover each of the past 2 years (ie five items of correspondence for each of the past 2 years – a total of 10 items in all).

- telephone bills or statements
- gas bills or statements
- electricity bills or statements
- water rates
- council tax
- local social services department
- local health authority
- government department or agency (eg Department of Health, Inland Revenue, Benefits Agency, Employment Service)
- bank or building society
- credit card statements
- insurance certificates complete with address
- mortgage statements or agreement
- tenancy agreement

You and your spouse or partner must now complete Section 9.

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 ~ Declarations**

If you are applying as a spouse:

- **You and your spouse must now read the declarations below and sign them. They must be signed by you (the applicant) and your spouse 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 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. 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 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 given by me will be treated in confidence by the Home Office but that it may be disclosed to other government departments, agencies, local authorities and other bodies where necessary for immigration and nationality purposes or to enable them to carry out their functions.

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 husband or wife:**

I confirm that I am the husband/wife of the applicant. I declare that we are still married, that we are living together as husband and wife and 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 the Act 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: _____

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

If you are applying as an unmarried partner:

- **You and your 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 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 given by me will be treated in confidence by the Home Office but that it may be disclosed to other government departments, agencies, local authorities and other bodies where necessary for immigration and nationality purposes or to enable them to carry out their functions.

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 partner:**

I confirm that I am the partner of the applicant. I declare that we are still living together in a relationship akin to marriage 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 the Act 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:** _____

SCHEDULE 6

Regulation 8

Form SET(F) Version 08/2003	 Home Office Immigration and Nationality Directorate	Form SET(F) Version 08/2003
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Application for indefinite leave to remain in the United Kingdom as:

A family member (other than husband, wife or unmarried partner) of a person present and settled in the UK

This form is valid only for applications made on or after 1 August 2003

➤ **Section 1 ~ Payment Details** – please see guidance before completing this section.

Applicant's Details	
1.1 Full Name	<input style="width: 100%;" type="text"/>
1.2 Nationality	<input style="width: 100%;" type="text"/>
1.3 Date of Birth	<input style="width: 20%;" type="text"/> DDMMYYYY <input style="width: 20%;" type="text"/> 1.4 Home Office Ref. <input style="width: 40%;" type="text"/>
1.5 Passport Number	<input style="width: 100%;" type="text"/>
Contact Details	
1.6 Contact Name	<input style="width: 100%;" type="text"/>
1.7 Contact Address	<input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/>
1.8 Post Code	<input style="width: 40%;" type="text"/>
1.9 Contact Telephone No.	<input style="width: 60%;" type="text"/>
Method of Payment	
1.10 Cheque <input type="checkbox"/>	Sort Code <input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/> Account No. <input style="width: 100px;" type="text"/>
1.11 Postal Order <input type="checkbox"/>	
1.12 Debit / Credit Card <input type="checkbox"/>	Please debit my Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Delta <input type="checkbox"/> Switch <input type="checkbox"/>
1.13 Amount (Please delete as appropriate)	Postal £ <input style="width: 40px; text-align: center; border: 1px solid black;"/> 155 Premium £ <input style="width: 40px; text-align: center; border: 1px solid black;"/> 250
1.14 Name on Card	<input style="width: 100%;" type="text"/>
1.15 Card Number	<input style="width: 100%;" type="text"/>
1.16 Card Details	Valid From <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> Expiry Date <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> Issue No. <input style="width: 40px;" type="text"/> (Switch only)
1.17 Signature (Card Payments only)	<input style="width: 100%;" type="text"/> Date <input style="width: 100px;" type="text"/>

BUILDING A SAFE, JUST AND TOLERANT SOCIETY

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

Form SET (F) Version 08/2003	 Home Office Immigration and Nationality Directorate	Please staple photographs here.
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➤ **Section 2 ~ Applicant's Personal Details**

2.1 Title Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other: _____		
2.2 Full name	2.3 Family name	
2.4 Nationality	2.5 Date of birth (e.g. 01/Jan/1999)	2.6 Passport Number
2.7 Name at birth if different, and any other names by which you have been known		
2.8 Full address where you live in the UK (Please let us know if this changes) Postcode: <input style="width: 100px;" type="text"/>		
2.9 The address to which you would like us to return your passport(s)/documents and send any correspondence about your application if different from that in 2.8 (Please let us know of any change of address or representative) Postcode: <input style="width: 100px;" type="text"/>		
2.10 Your daytime telephone number (if you have one)	2.11 Your Home Office reference number if you have one (normally a letter followed by several numbers e.g. A999999)	

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 ~ Under Which Category Are You Applying?**

- Tick the appropriate box to show us why you are applying for indefinite leave to remain in the UK. You should then complete those sections specified next to the box which you have ticked.

- Child under the age of 18 of a parent, parents or a relative present and settled in the United Kingdom *Complete Sections 1, 2, 3, 5, 6, 7 and 8*
- Adopted child under the age of 18 of a parent or parents present and settled in the UK *Complete Sections 1, 2, 3, 5, 6, 7 and 8*
- Parent, grandparent or other dependent relative aged over 18 of persons present and settled in the UK *(specify the relationship in the box below)* *Complete all sections*

3.1 Are you?

Single Married Divorced Widowed

➤ **Section 4 ~ Details Of Your Family**

4.1 Do you have a partner and/or children living with you in the UK ? Yes No

*If you have answered **yes** to question 4.1, and they are applying for indefinite leave to remain as your dependants, please give their details below. Continue on another sheet and provide it with your application if you need more space.*

Name	Date of Birth	Relationship to you	Nationality

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4.2 Do you have any close relatives living outside the UK?

Yes No

*If you have answered **yes** to question 4.2, please give their details below. Continue on another sheet and provide it with your application if you need more space.*

Name	Relationship to you	Country where they live

4.3 Who looked after you financially before you came to the UK?

➤ **Section 5 ~ Details Of Your Sponsor And His/Her Home And Finances**

5.1 What is the name of your sponsor (the relative you are applying for indefinite leave to remain with in the UK)?

5.2 What is your sponsor's relationship to you?

5.3 What is your sponsor's nationality?

5.4 Is your sponsor's home in the UK:

- a) Owned by your sponsor?
- b) Rented from a local authority by your sponsor?
- c) Privately rented by your sponsor?
- d) Owned or rented by a relative or friend?
- e) Other (please give details) _____

5.5 Does your sponsor pay any mortgage or rent for his/her home?

Yes No

*If you have answered **yes** to question 5.5, how much does your sponsor pay each month?*

£

5.6 How many rooms are there for your use?

5.7 How many other people live in your sponsor's home?

5.8 Will your sponsor be supporting you and all your dependants from his / her own money?

Yes No

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

5.9 Is your sponsor working in the UK? Yes No

If you have answered **yes** to question 5.9, what is his / her net pay each month?

£

5.10 Does your sponsor regularly receive any other money? Yes No

If you have answered **yes** to question 5.10, how much money does he / she receive each month?

£

5.11 Are you receiving any public funds? See Part 4 of the **Guidance Notes** for the definition of public funds under the Immigration Rules. Yes No

If you have answered **yes** to question 5.11, which of these are you receiving?

➤ **Section 6 ~ Additional Question(s)**

6.1 Have you received a prison sentence in the UK or elsewhere? Yes No

If you have answered **yes** to question 6.1, give details as required below for each prison sentence starting with the most recent one. If you have received more than three prison sentences you should continue on another sheet and provide it with your application.

	First Sentence	Second Sentence	Third Sentence
Nature of offence			
Date sentenced			
Length of sentence			
Country where sentenced			

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 ~ Documentary Evidence**

- The documents and photographs needed in support of your application, as well as those of any dependants included in the application, are listed in Sections 7A-7D below. You only have to provide those which are relevant to your case.
- Tick the boxes in Section 7A next to the relevant items to show the documents and photographs you are providing. You must also tick one of the boxes in Sections 7B-7D next to the category in which you are applying and provide all the relevant documents listed in that section.
- You should staple all photographs the form in the space provided.

Please see Part 4 of the **Guidance Notes** for advice on what to do if you can't provide any of the required documents.

7A

- 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 indefinite leave to remain in the UK with you (*see question 4.1*), with each dependant's 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 applying for indefinite leave to remain in the UK with you (*see question 4.1*) - if they last entered the UK on a previous passport(s) or travel document(s), please also provide these documents if you have them.
- Passport for your sponsor in the UK.
- Your police registration certificate (if you have been asked to register with the police).
- The police registration certificate(s) for each dependent applying for indefinite leave to remain in the UK with you (if they have been asked to register with the police).
- Evidence that you can and will be maintained and accommodated without recourse to public funds. The evidence must be formal documents such as bank statements, a building society passbook, or wage slips for your sponsor — but please don't send us travellers cheques or credit cards (**see Note 1**).

Note 1: The documents showing the funds available to you should cover at least the last 3 months.

7B

- If you are a child**, your full birth certificate (i.e. one which shows your parents' names).

7C

- If you are an adopted child**, your adoption order.

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7D

If you are the parent, grandparent or other dependent relative aged over 18 of a person present and settled in the UK:

1. Document(s) showing your relationship to your sponsor; and
2. Document(s) showing that you are wholly or mainly financially dependent on your sponsor; and
3. Your sponsor is requested to complete the Sponsorship Undertaking attached to this form.

It is not compulsory to complete the Sponsorship Undertaking. But, if it is completed and provided, it will help us decide your application more quickly.

You must now complete Section 8

➤ **Section 8 ~ 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 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 given by me will be treated in confidence by the Home Office but that it may be disclosed to other government departments, agencies, local authorities and other bodies where necessary for immigration and nationality purposes or to enable them to carry out their functions.

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.

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 7

Regulation 9

Form SET(O) Version 08/2003	 Home Office Immigration and Nationality Directorate	Form SET(O) Version 08/2003
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Application for indefinite leave to remain in the UK in one of the following categories:

- Work permit holder
- Employment not requiring a work permit
- Highly skilled migrant
- UK ancestry
- Writer, composer or artist
- Long residence in the UK
- Victim of domestic violence
- Other purposes/reasons not covered by other application forms

This form is valid only for applications made on or after 1 August 2003

➤ **Section 1 ~ Payment Details – please see guidance before completing this section.**

Applicant's Details	
1.1	Full Name <input style="width: 90%;" type="text"/>
1.2	Nationality <input style="width: 90%;" type="text"/>
1.3	Date of Birth <input style="width: 20%;" type="text"/> D D M M Y Y Y Y <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/>
	1.4 Home Office Ref. <input style="width: 90%;" type="text"/>
1.5	Passport Number <input style="width: 90%;" type="text"/>
Contact Details	
1.6	Contact Name <input style="width: 90%;" type="text"/>
1.7	Contact Address <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/>
1.8	Post Code <input style="width: 90%;" type="text"/>
1.9	Contact Telephone No. <input style="width: 90%;" type="text"/>
Method of Payment	
1.10	Cheque <input type="checkbox"/> Sort Code <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> Account No. <input style="width: 90%;" type="text"/>
1.11	Postal Order <input type="checkbox"/>
1.12	Debit / Credit Card <input type="checkbox"/> Please debit my: Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Delta <input type="checkbox"/> Switch <input type="checkbox"/>
1.13	Amount (Please delete as appropriate) Postal £ <input style="width: 20px; text-align: center;"/> 155 Premium £ <input style="width: 20px; text-align: center;"/> 250
1.14	Name on Card <input style="width: 90%;" type="text"/>
1.15	Card Number <input style="width: 90%;" type="text"/>
1.16	Card Details Valid From <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> Expiry Date <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> Issue No. <input style="width: 20px;" type="text"/> (Switch only)
1.17	Signature (Card Payments only) <input style="width: 90%;" type="text"/> Date <input style="width: 20px;" type="text"/>

BUILDING A SAFE, JUST AND TOLERANT SOCIETY

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

Form SET(O) Version 08/2003	 Home Office Immigration and Nationality Directorate	Please staple photographs here.
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➤ **Section 2 ~ Applicant's Personal Details**

2.1 Title Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other: _____		
2.2 Full name	2.3 Family name	
2.4 Nationality	2.5 Date of birth (e.g. 01/Jan/1999)	2.6 Passport Number
2.7 Name at birth if different, and any other names by which you have been known		
2.8 Full address where you live in the UK <i>(Please let us know if this changes)</i>		
Postcode: <input style="width: 100px;" type="text"/>		
2.9 The address to which you would like us to return your passport(s)/documents and send any correspondence about your application if different from that in 2.8 <i>(Please let us know of any change of address or representative)</i>		
Postcode: <input style="width: 100px;" type="text"/>		
2.10 Your daytime telephone number <i>(if you have one)</i>	2.11 Your Home Office reference number if you have one <i>(normally a letter followed by several numbers e.g. A999999)</i>	

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 ~ Under Which Category Are You Applying?**

• **Tick the appropriate box to show us why you are applying for indefinite leave to remain in the UK. You should then complete those sections specified next to the box which you have ticked.**

- Work permit holder *Complete all sections*
- Employment not requiring a work permit *(see Section 7C)* *Complete all sections*
What sort of work is this?
- Writer, composer or artist *Complete all sections*
- UK ancestry *Complete all sections*
- Highly Skilled Migrant Programme (HSMP) *Complete all sections*
- Long Residence in the UK *Complete Sections 1, 2, 3, 4, 6, 7 and 8*
- Victim of domestic violence *Complete Sections 1, 2, 3, 4, 6, 7 and 8*
- Other (see **Note 1**) – If you tick this box you must explain why you want to stay here. Your reasons should be set out briefly in the box below and in more detail in a separate letter or document. You must also provide any supporting evidence (see page 9) *Complete all sections*

Note 1 : Before making an application in this category, you should refer to the Guidance Notes to check that your case does not fall within a category for which a separate application form has been prescribed. In addition, in certain circumstances it is not necessary to complete an application form; these are set out in the Guidance Notes.

3.1 When did you first enter the UK?

3.2 Since then have you had any absences of 3 months or more outside the UK? Yes No

*If you have answered **yes** to question 3.2, you should list these absences in the box below and explain the reason(s) for the absence(s).*

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

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

➤ **Section 4 ~ Details Of Your Family**

4.1 Do you have a partner and/or children living with you in the UK ? Yes No

*If you have answered **yes** to question 4.1, and they are applying for indefinite leave to remain as your dependants, please give their details below. Continue on another sheet and provide it with your application if you need more space.*

Name	Date of Birth	Relationship to you	Nationality

➤ **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)

5.2 Do you or your spouse or both pay any mortgage or rent for your home? Yes No

*If you have answered **yes** to question 5.2, how much do you or your spouse or both pay each month?*

£

5.3 Are you receiving any public funds? See Part 4 of the **Guidance Notes** for the definition of public funds under the Immigration Rules. Yes No

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

If you have answered **yes** to question 5.3, which of these are you receiving?

5.4 Are you working in the UK?

Yes No

If you have answered **yes** to question 5.4, what is your net pay each month?

£

5.5 Does a relative or friend regularly give you money?

Yes No

If you have answered **yes** to question 5.5, how much money do you receive each month?

£

➤ **Section 6 ~ Additional Question(s)**

6.1 Have you received a prison sentence in the UK or elsewhere?

Yes No

If you have answered **yes** to question 6.1, give details as required below for each prison sentence starting with the most recent one. If you have received more than three prison sentences you should continue on another sheet and provide it with your application.

	First Sentence	Second Sentence	Third Sentence
Nature of offence			
Date sentenced			
Length of sentence			
Country where sentenced			

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 ~ Documentary Evidence

- The documents and photographs needed in support of your application, as well as those of any dependants included in the application, are listed in Sections 7A-7J below. You only have to provide those which are relevant to your case.
- Tick the boxes in Section 7A next to the relevant items to show the documents and photographs you are providing. You must also tick one of the boxes in Sections 7B-7J next to the category in which you are applying and provide all the relevant documents listed in that section.
- You should staple all photographs to the form in the space provided.

Please see Part 4 of the **Guidance Notes** for advice on what to do if you can't provide any of the required documents.

7A

- 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 indefinite leave to remain in the UK with you (see question 4.1), with each dependant's 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 applying for indefinite leave to remain in the UK with you (see question 4.1) - 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) for each dependant applying for indefinite leave to remain in the UK with you (if they have been asked to register with the police).
- If you have to complete Section 5 of this form, 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 please don't send us 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 (see **Note 2**).

Note 2: The documents showing the funds available to you should cover at least the last 3 months.

If your application is to be considered under a concession outside the Immigration Rules or on compassionate grounds, you may not be required to provide evidence of your funds. If you are in any doubt as to whether you need to provide such evidence, you should provide it.

7B

- If you are applying as a work permit holder, document(s) from your employer confirming that your employment with them is continuing.

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

7C

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, document(s) from your employer confirming that you are still needed for the same work.

1. Minister of religion, missionary or member of a religious order (see **Note 3**);
2. Representative of an overseas newspaper, news agency or broadcasting organisation;
3. Private servant in a diplomatic household;
4. Overseas government employee;
5. Airport based operational staff of an overseas-owned airline;
6. Domestic worker in a private household.

Note 3: 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.

7D

If you are applying as a writer, composer or artist, 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 4 years.

7E

If you are applying because of your UK ancestry, document(s) showing that you are able to work and intend to take or seek employment in the UK.

7F

If you are applying under the Highly Skilled Migrant Programme (HSMP), 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. If you have been given leave to enter or remain in other categories leading to settlement before being granted permission to stay under HSMP, and 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.

7G

If you are applying because you have had at least 10 years continuous lawful residence in the UK, all the passports you have held during this time. If you are not able to meet this requirement, 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.

7H

If you are applying because you have had at least 14 years continuous residence in the UK, document(s) showing that your stay here has been continuous for the period in question. This is best shown in the form of the following documents:

- a) All the passports you have held during your stay here
- b) Home Office letter(s) or other document(s) granting you leave to enter and/or remain in the UK
- c) Letter(s) from your doctor showing registration for each year of your stay
- d) Document(s) showing that you were required to pay council tax or poll tax for each year of your stay, and also documents showing that you were required to pay domestic bills
- e) National Insurance contribution records for each year of your stay or P60 forms
- f) Letter(s) from the Inland Revenue
- g) Letter(s) from your employer(s) confirming the dates during which you have been employed
- h) Letter(s) from the Benefits Agency

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- i) Full birth certificate(s) ie one which shows the parents' names, for any of your children born in the UK
- j) Letter(s) from school(s), college(s) or other education establishments confirming the dates that you and/or your children studied there
- k) Document(s) showing any property you own in the UK or a letter from your landlord confirming the period of your tenancy
- l) Any other documents which support your application.

7I



If you are applying as a victim of domestic violence, document(s) showing that you are the victim of domestic violence:

1. An injunction, non – molestation order or other protection order against your partner (see **Note 4**) or
2. A relevant court conviction against your partner or
3. Full details of a relevant police caution issued against your partner. The information needed here is the full name of your partner, their date of birth, nationality, their address at the time of the incident(s) and (if different) now and also the date, time and place where the incident for which the caution was issued, or for which they are being prosecuted, took place.

Note 4: An ex-parte or interim order is not sufficient for the purpose of this application.

If you are not able to provide any of the documents or information listed at 1 to 3 above, you must provide at least two of the following types of document:

- a) A medical report from a hospital doctor or a letter from a family practitioner confirming that your injuries are consistent with being a victim of domestic violence
- b) An undertaking given to a court that your partner will not approach you
- c) A police report confirming attendance at your (then) address as a result of a domestic violence incident
- d) A letter from a social services department confirming its involvement in connection with domestic violence towards you
- e) A letter of support or report from a women's refuge.

Whether you have provided document(s) at 1 to 3 or a) to e) above, 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.

7J



If you are applying for indefinite leave to remain in the UK for any other purpose or reason, a letter or other document explaining why you should be given indefinite leave to remain. You must give full details and provide any relevant document(s) to support your case.

You must now complete Section 8

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➤ **Section 8 ~ 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 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 given by me will be treated in confidence by the Home Office but that it may be disclosed to other government departments, agencies, local authorities and other bodies where necessary for immigration and nationality purposes or to enable them to carry out their functions.

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.

Signed: _____ Date: _____

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations prescribe forms which are to be used for applications for limited or indefinite leave to remain in the United Kingdom. Each form relates to specific categories of applicant, as set out in regulations 3 to 9 respectively. The forms are set out in Schedules 1 to 7.

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 also prescribe the procedures which are to be followed in relation to an application for which a form is prescribed. The form should be signed and dated by the applicant (although where the applicant is under the age of eighteen the form may be signed and dated on their behalf

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by their parent or legal guardian) and the application should be accompanied by the documents and photographs specified in the form. The application should be sent by prepaid post to the Immigration and Nationality Directorate of the Home Office or submitted in person at a Public Enquiry Office of the Immigration and Nationality Directorate of the Home Office.

If the form is not signed, or the application is not accompanied by all the documents and photographs specified in the form, the application will only be invalidated if the applicant does not provide a satisfactory explanation for the failure, the Secretary of State notifies the applicant of the failure within 21 days of the date on which the application is made, and the applicant does not remedy the failure within 28 days of being notified.