
STATUTORY INSTRUMENTS

2005 No. 2358

IMMIGRATION

The Immigration (Leave to Remain) (Prescribed Forms and Procedures) (No. 2) Regulations 2005

Made - - - - - 22nd August 2005
Laid before Parliament 25th August 2005
Coming into force - - 15th September 2005

The Secretary of State, in exercise of the powers conferred upon him by section 31A of the Immigration Act 1971(a), 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) (No. 2) Regulations 2005 and shall come into force on 15th September 2005.

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(b)) which claim either has not been determined or has been granted;

“dependant”, of a person, means—

(a) the spouse or unmarried partner, or

(b) a child under the age of eighteen,

of that person; and

“public enquiry office” means a public enquiry office of the Immigration and Nationality Directorate of the Home Office.

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,

(d) as an investor, or

(e) as an innovator,

for the purposes of the immigration rules.

(a) 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).

(b) 1999 c. 33.

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

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 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.

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

for the purposes of the immigration rules.

7. The form set out in Schedule 5 is hereby prescribed for an application for limited leave to remain in the United Kingdom as a participant in the Science and Engineering Graduates Scheme for the purposes of the immigration rules.

8. The form set out in Schedule 6 is hereby prescribed for an application for limited leave to remain in the United Kingdom as a participant in the Fresh Talent: Working in Scotland Scheme for the purposes of the immigration rules.

9.—(1) The form set out in Schedule 7 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,
- (n) as a member of the crew of a ship, aircraft, hovercraft, hydrofoil or international train service, or
- (o) as the spouse or child of an armed forces member who is exempt from immigration control under section 8(4) of the Immigration Act 1971,

for the purposes of the immigration rules.

(2) Subject to paragraph (3) below, the form set out in Schedule 7 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 to 8 above.

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

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

10. The form set out in Schedule 8 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.

11. The form set out in Schedule 9 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.

12.—(1) The form set out in Schedule 10 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,
- (l) as a victim of domestic violence, or
- (m) as a foreign or Commonwealth citizen discharged from HM Forces,

for the purposes of the immigration rules.

(2) Subject to paragraph (3) below, the form set out in Schedule 10 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 10 or 11 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,
- (b) the basis on which the application is made is that the applicant is an asylum claimant or a dependant of an asylum claimant.

13. 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 the regulations 3 to 12 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, insofar as this is permitted by the immigration rules.

Prescribed procedures

14.—(1) The following procedures are hereby prescribed in relation to an application for which a form is prescribed in regulations 3 to 12 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) each part of the form shall be completed as specified in the form.

(2) The following procedures are hereby prescribed in relation to delivery of an application for which a form is prescribed:

- (a) in relation to an application for which a form is prescribed in regulation 3 above, the application shall be sent by prepaid post or by courier to the Immigration and Nationality Directorate of the Home Office; it may not be submitted in person at a public enquiry office;
- (b) in relation to an application for which a form is prescribed in regulation 4 above, the application shall be:
 - (i) sent by prepaid post or by courier to Work Permits (UK) at the Immigration and Nationality Directorate of the Home Office, or
 - (ii) submitted in person at the Croydon public enquiry office (but no other public enquiry office),

save that an application for which a form is prescribed in regulation 4(b) above (application for limited leave to remain in the United Kingdom as a highly skilled migrant) shall be sent by prepaid post or by courier to Work Permits (UK) at the Immigration and Nationality Directorate of the Home Office, and may not be submitted in person at a public enquiry office; and

- (c) in relation to an application for which a form is prescribed in regulations 5 to 12 above, 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.

15.—(1) A failure to comply with any of the requirements of regulation 14(1) to any extent will only invalidate an application if:

- (a) the applicant does not provide, when making the application, an explanation for the failure which the Secretary of State considers to be satisfactory,
- (b) the Secretary of State notifies the applicant, or the person who appears to the Secretary of State to represent the applicant, of the failure within 28 days of the date on which the application is made, and
- (c) the applicant does not comply with the requirements within a reasonable time, and in any event within 28 days, of being notified by the Secretary of State of the failure.

(2) For the purposes of this regulation, the date on which the application is made is:

- (a) in the case of an application sent by post, the date of posting,
- (b) in the case of an application submitted in person, the date on which the application is delivered to, and accepted by, a public enquiry office, and
- (c) in the case of an application sent by courier, the date on which the application is delivered to Work Permits (UK) at the Immigration and Nationality Directorate of the Home Office.

Revocation

16. The Immigration (Leave to Remain) (Prescribed Forms and Procedures) Regulations 2005^(a) are hereby revoked.

Home Office
22nd August 2005

Tony McNulty
Minister of State

^(a) S.I. 2005/771.



IMMIGRATION & NATIONALITY DIRECTORATE

SECTION 1 *Payment Details (please see guidance before completing)*

APPLICANT'S DETAILS

1.1 Full Name

1.2 Nationality

1.3 Date of birth Day Month Year

1.4 Home Office reference

Applicant's contact address

PAYEE'S DETAILS

1.5 Contact Name

1.6 Contact Address

1.7 Post code

METHOD OF PAYMENT

1.8 Postal order

1.9 Cheque Cheque number

Account number Sort code --

1.10 Please debit my: Visa MasterCard Delta Switch Maestro

1.11 Insert current fee Postal £

1.12 Name on card

1.13 Card number

1.14 Card details Valid from Expiry date Issue N° (where available)

1.15 Signature (card only) Date



Home Office IMMIGRATION & NATIONALITY DIRECTORATE

SECTION 2 Applicant's details (please see guidance before completing)

Attach applicant's photographs here

The personal details of the main applicant are to be entered at **2.1** to **2.9**. Where there are dependants of the main applicant, their personal details should be entered Section 3.

Is a representative assisting you with your application? Yes No

If **yes** please insert OISC Registration Number if they have one.

APPLICANT'S DETAILS

2.1 Title (Mr, Mrs, Ms, Miss, Other) _____

Full Name _____

2.2 Nationality _____

2.3 Date of birth

Day	Month	Year
_	_	_ _

 Gender M F

2.4 Home Office reference _____

2.5 Passport number _____

2.6 Any other names by which you have been known _____

2.7 UK address. Please let us know immediately if this changes _____

2.8 Post code _____

2.9 Daytime telephone number _____

2.10 The address to which you would like us to return your documents and send any letters about your application _____

Post code _____

BUS Version 09/2005

BUS

Form

Version 09/2005

Tick a box to show us why you are applying for an extension of stay or indefinite leave to remain in the UK.

Business person
If you are applying for an extension of stay complete all sections except section 5

An extension

Indefinite leave

Sole representative
If you are applying for an extension of stay complete all sections except section 5

An extension

Indefinite leave

Retired person of independent means
If you are applying for an extension of stay complete all sections except section 5

An extension

Indefinite leave

Innovator
If you are applying for an extension of stay complete all sections except section 5

An extension

Indefinite leave

Investor
If you are applying for an extension of stay complete all sections except section 5

An extension

Indefinite leave

This form is valid only for applications made on or after 15 September 2005

SECTION 3 Family details (please see guidance before completing)

This is where you give details of any dependants included in the application.

3.1

Do you have a partner and/or children under 18 living with you in the UK? Yes No

If you have answered **yes** to question 3.1 and they are applying for an extension of stay or indefinite leave to remain as your dependants, please give their details below. If you need more space continue on another sheet and provide it with your application.

Attach partner's photographs here

Partner's full name

Nationality

Date of birth

Relationship to you

Gender

Day Month Year M F

Attach child's photographs here

Child's full name

Nationality

Date of birth

Relationship to you

Gender

Day Month Year M F

Attach child's photographs here

Child's full name

Nationality

Date of birth

Relationship to you

Gender

Day Month Year M F

SECTION 3 *Family details (continued)*

Child's full name

Nationality

Date of birth

Day Month

Year

Relationship to you

Gender

M

F

Attach
child's
photographs here

Child's full name

Nationality

Date of birth

Day Month

Year

Relationship to you

Gender

M

F

Attach
child's
photographs here

Child's full name

Nationality

Date of birth

Day Month

Year

Relationship to you

Gender

M

F

Attach
child's
photographs here

SECTION 4 *Your home and your finances*

This section must be completed by all applicants.

4.1	Is your home in the UK:	a) owned by you? <input type="checkbox"/>	b) rented from a local authority by you? <input type="checkbox"/>
		c) privately rented by you? <input type="checkbox"/>	d) owned or rented by a relative or friend? <input type="checkbox"/>
	e) other (please give details)		
4.2	Do you pay any rent or mortgage for your home?		Yes <input type="checkbox"/> No <input type="checkbox"/>
	If so, how much each month?		£
4.3	Are you working in the UK?		Yes <input type="checkbox"/> No <input type="checkbox"/>
	If so, what is your net pay each month?		£
4.4	Is your partner working in the UK?		Yes <input type="checkbox"/> No <input type="checkbox"/>
	If so, what is their net pay each month?		£
4.5	Does a relative or friend of you or your partner or both of you regularly give you money?		Yes <input type="checkbox"/> No <input type="checkbox"/>
	If so, how much do you receive each month?		£
4.6	Are you receiving any public funds?		Yes <input type="checkbox"/> No <input type="checkbox"/>
	If you answered yes to question 4.6 , you must tick the box(es) to show which public funds are being received. Please note that, under the Immigration Rules, public funds include the following:		
	Housing and Homelessness Assistance	<input type="checkbox"/>	
	Attendance Allowance	<input type="checkbox"/>	
	Severe Disablement Allowance	<input type="checkbox"/>	
	Carer's Allowance	<input type="checkbox"/>	
	Disability Living Allowance	<input type="checkbox"/>	
	Income Support	<input type="checkbox"/>	
	Working Tax Credit	<input type="checkbox"/>	
	Social Fund payment	<input type="checkbox"/>	
	Council Tax Benefit	<input type="checkbox"/>	
	Child Benefit	<input type="checkbox"/>	
	Income based Jobseeker's Allowance	<input type="checkbox"/>	
	Housing Benefit	<input type="checkbox"/>	
	State Pension Credit	<input type="checkbox"/>	
	Child Tax Credit	<input type="checkbox"/>	

SECTION 5 *Details about indefinite leave to remain applications*

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

5.1

When did you first enter the United Kingdom
(see **Note 1**)?

Day	Month	Year

Note 1:

This refers to the date of the main applicant's first entry to the UK at the beginning of the stay on which this application is based.

5.2

Have you had any individual absence(s) of 3 months or more outside the UK? Yes No

If you have answered **yes** to question **5.2**, please enter the dates of those absences in the spaces provided below and explain the reason for the absence(s). You should attempt to list all absences if you are able to do so, however short they may have been, but you should definitely list and explain **all** absences of **3 months or more**

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

SECTION 6 Additional questions

This section must be completed by all applicants. Information given may be checked with other agencies.

6.1 Do you have any criminal convictions in the UK or any other country (including traffic offences) or any civil judgements made against you? Yes No

If you have answered **yes** to question **6.1** you must give details below for each sentence starting with the most recent one. If you have received more than two sentences you should continue on another sheet (see **Note 2**).

Note 2: If you have answered **no** to question **6.1** please go to question **6.2**.
Convictions spent under the Rehabilitation of Offenders Act 1974 need not be disclosed. More information about that Act is given towards the end of this section.

First sentence

Nature of offence _____

Date sentenced _____
Sentence given _____
Country where sentenced _____

Second sentence

Nature of offence _____

Date sentenced _____
Sentence given _____
Country where sentenced _____

6.2 Have you ever been charged or indicted inside or outside the UK with a criminal offence for which you have not yet been tried in court? Yes No

6.3 Have you ever been involved in the commission, preparation or organisation of war crimes, crimes against humanity or genocide? **For help in answering this question, please read the information on the next page.** Yes No

6.4 To your knowledge, have you ever been suspected, accused, investigated, charged, prosecuted or convicted for involvement in war crimes, crimes against humanity or genocide? **For help in answering this question, please read the information on the next page.** Yes No

6.5 Have you ever been involved in the financing, planning, preparation, commission or attempted commission of terrorist acts or in supporting acts of terrorism either within or outside the UK or have you ever been a member or supporter of an organisation which has perpetrated or supported acts of terrorism in furtherance of its aims? Yes No

SECTION 6 Additional questions (continued)

6.6

Have you engaged in any other activities which might be relevant to the question of whether you are a person of good character? Yes No

If you have answered **yes** to question **6.2, 6.3, 6.4, 6.5** or **6.6** above please give further details in the space provided below. If you need more space, continue on a separate sheet.

REHABILITATION OF OFFENDERS ACT 1974

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

Definitions

For the purposes of answering questions **6.3** and **6.4**, the following information provides guidance on actions which may constitute genocide, crimes against humanity and war crimes.

This guidance is not exhaustive. Before you answer these questions you should consider the full definitions of war crimes, crimes against humanity and genocide which can be found in Schedule 8 of the International Criminal Court Act 2001 at the following website www.opsi.gov.uk/acts/acts2001/20010017.htm

Alternatively, copies can be purchased from The Stationery Office, telephone **0870 600 5522**.

It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately.

Genocide

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

Crimes against humanity

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

War crimes

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

SECTION 7 *Documentary evidence*

The documents and photographs needed in support of your application, as well as those of any dependants included in your 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 attach all photographs to Sections 2 and 3 of the form in the spaces provided.

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 or indefinite leave to remain in the UK with you (see Section 3), with their name written on the back of the photographs.

Your current passport or travel document. If you last entered the UK on a previous passport or travel document, please also provide this document if you have it.

Current passport(s) or travel document(s) for each dependant applying for an extension of stay or indefinite leave to remain in the UK with you (see Section 3). If they last entered the UK on previous passport(s) or travel document(s), please also provide these documents if you have them.

Your police registration certificate (if you have been asked to register with the police).

The police registration certificate(s) for each dependant 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 3**).

Note 3:
The documents showing the funds available to you should cover at least the last 3 months. We do not accept cashpoint printouts and internet bank statements as evidence of funds.

7B

Business Person (Extension Of Stay)

To apply for an extension of stay as a business person you must provide:

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

(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 4**);

(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 commenced trading and created at least two new paid full-time jobs for persons already settled here. In each case please give their name, position, salary, hours of work, date they started/ended (where applicable) and evidence of their immigration status, ie a copy of their birth certificate or passport (uncertified copies are acceptable in this instance); and

(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.

7 C

Note 5:
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.

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 5**);
- (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); and
- (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.

7 D

Sole Representative (Extension Of Stay)
To apply for an extension of stay as a sole representative 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; and
- (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.

SECTION 7 *Documentary evidence (continued)*

7E**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.
- 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.

7F**Retired Person Of Independent Means (Extension of Stay)****To apply for an extension of stay as a retired person of independent means you must provide:**

- (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 you have held during this initial period. You should also provide a list of your movements in and out of the country during this period.
- (b) evidence that you have under your control and disposal in the UK an income of your own of not less than £25,000 each year.

SECTION 7 *Documentary evidence (continued)***7 G****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 also provide a list of your movements in and out of the country during this period;
- (b) evidence that you have – for a continuous period of four years – had under your control and disposal in the UK an income of your own of not less than £25,000 each year.

7 H**Investor (Extension Of Stay)****To apply for an extension of stay as an investor you must provide:**

- (a) evidence that you have not less than £1 million of your own money under your control in the UK;
- or
- evidence that you own personal assets, taking into account any liabilities to which you are subject, which have a value exceeding £2 million and that you have no less than £1 million in money in your control;
- (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 also provide a list of your movements in and out of the country during this period.

7 I**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 also provide a list of your movements in and out of the country during this period;
- (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;
- or
- evidence that you own personal assets, taking into account any liabilities to which you are subject, which have a value exceeding £2 million;
- (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.

SECTION 7 *Documentary evidence (continued)***7 J****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 set up a business that will create full-time paid employment for at least two persons already settled in the UK. In each case please give their name, position, salary, hours of work, date they started/ended (where applicable) and evidence of their immigration status ie a copy of their birth certificate or passport (uncertified copies are acceptable in this instance);
- (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; and
- (e) evidence that you are able to maintain and accommodate yourself and any dependants without recourse to public funds or other employment.

7 K**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); and
- (c) evidence that you have maintained a minimum 5% shareholding of the equity capital for a continuous period of four years.

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 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, other bodies and the police where necessary for immigration and nationality purposes or to enable them to carry out their functions.

Data given on this form may also be used for training purposes.

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

Signed

Date

Form FLR(IED) <small>Version 08/2005</small>	 Home Office Immigration and Nationality Directorate	Form FLR(IED) <small>Version 08/2005</small>
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This form is valid only for applications made on or after 15 September 2005

Application for an extension of stay (limited leave to remain) in the United Kingdom as the holder of immigration employment document – see Section 4.

Payment Slip

Section 1: Contact Details of Payer

1. Contact name	<input type="text"/>
2. Contact address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
3. Post code	<input type="text"/>
4. Your reference	<input type="text"/>

Section 2: Details of the applicant(s)

5. Total number of applications (1-10)	<input type="text"/>	Please supply details of each application below		
6. How many applications are to be:	paid for <input type="text"/>	exempt <input type="text"/>		
7. Applicant's surname <small>(Please print)</small>	Date of birth <small>(dd/mm/yyyy)</small>	Full name of employer in UK <small>(Please print)</small>	Number of Passports PRCs	Tick the appropriate box Paid for Exempt
01	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
02	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
03	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
04	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
05	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
06	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
07	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
08	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
09	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
10	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Section 3: Payment details – please complete where appropriate

8. Preferred method of payment	UK Postal order <input type="checkbox"/>	Please make payable to: Home Office, Work Permits (UK)	
	Cheque <input type="checkbox"/>		
Account No	<input type="text"/>	Sort code	<input type="text"/>
Cheque No	<input type="text"/>		
Or please debit my	Visa <input type="checkbox"/>	Mastercard <input type="checkbox"/>	Delta <input type="checkbox"/> Switch <input type="checkbox"/>
9. Amount paid	£ <input type="text"/>		
10. Name on card	<input type="text"/>		
11. Card number	<input type="text"/>		
12. Card details	Valid from <input type="text"/> / <input type="text"/>	Expiry date <input type="text"/> / <input type="text"/>	Issue No. <input type="text"/> <small>(Switch only)</small>
13. Signature (card payment only)	<input type="text"/>	Date	<input type="text"/>

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Over →

Application for an extension of stay (limited leave to remain) in the United Kingdom as the holder of an immigration employment document.

To be completed by the applicant

Section 4: Type of Application

14. Is this application to be: (Please indicate by ticking the relevant box)	Paid for <input type="checkbox"/>	Exempt from payment <input type="checkbox"/>
15. Under which category are you applying for an extension of stay in the UK?		
<input type="checkbox"/> Highly Skilled Migrant Programme (HSMP)	Complete Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 & if applicable, 13	
<input type="checkbox"/> Seasonal Agricultural Workers Scheme (SAWS)	Complete Sections 1, 2, 3, 4, 5, 6, 8, 9, 11, 12 & if applicable, 13	
<input type="checkbox"/> Sectors-Based Scheme (SBS)	Complete Sections 1, 2, 3, 4, 5, 6, 8, 9, 11, 12 & if applicable, 13	
<input type="checkbox"/> Training or Work Experience (TWES)	Complete Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12 & if applicable, 13	
<input type="checkbox"/> Work permit arrangements (WP)	Complete Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12 & if applicable, 13	

Section 5: Personal Details of Applicant

16. Title	Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other (please state) <input type="text"/>	
17. Surname/family name	<input type="text"/>					
18. Surname/family name at birth (if different)	<input type="text"/>					
19. First names	<input type="text"/>					
20. Sex					Male <input type="checkbox"/>	Female <input type="checkbox"/>
21. Date of birth	<input type="text"/> day	<input type="text"/> month	<input type="text"/> year			
22. Nationality	<input type="text"/>					
23. Passport number	<input type="text"/>					
24. Address in the UK, including post code (Please let us know if this changes)	<input type="text"/>					
25. Your daytime telephone number (if you have one)	<input type="text"/>					
26. Name of your employer (for SAWS, SBS, TWES & WP)	<input type="text"/>					
27. SAWS applicants, please also state the name of your operator.	<input type="text"/>					
28. Your job title	<input type="text"/>					
29. Your WP, SBS, TWES or HSMP reference number or SAWS work card number.	<input type="text"/>					
30. Your Home Office reference number (if you have one)	<input type="text"/>					

Section 6: Immigration Status

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

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

33. When does your leave expire? day month year

Section 7: Details of your family (for HSMP, TWES and single entry WP)

Please note that this section does not apply to SAWS and SBS participants and multiple-entry work permit holders. Under the immigration rules, individuals entering the UK under these schemes cannot bring other family members with them as dependants.

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

Name	Date of birth	Nationality	Passport number	Relationship to you

Section 8: Your Home and Finances

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

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

37. Are you receiving any public funds? (See the guidance for a definition of public funds under the immigration rules) No Yes
 If you have answered yes, which are you receiving?

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

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

Section 9: Additional questions

This section must be completed by all applicants.

40. Do you have any criminal convictions in the UK or any other country (including traffic offences) or any civil judgements made against you? No Yes

If you have answered **Yes** to question 40 above please give details below for each sentence starting with the most recent one. If you have received more than two sentences you should continue on another sheet. Convictions spent under the Rehabilitation of Offenders Act 1974 need not be disclosed (see Guidance Notes). If you have answered **No** please go to [question 41](#). Information given may be checked with other agencies.

First sentence

Nature of offence

Date sentenced

Sentence given

Country where sentenced

Second sentence

Nature of offence

Date sentenced

Sentence given

Country where sentenced

41. Have you ever been charged or indicted inside or outside the United Kingdom with a criminal offence for which you have not yet been tried in court? No Yes

42. Have you ever been involved in the commission, preparation or organisation of war crimes, crimes against humanity or genocide? No Yes

43. To your knowledge, have you ever been suspected, accused, investigated, charged, prosecuted or convicted for involvement in war crimes, crimes against humanity or genocide? No Yes

44. Have you ever been involved in the financing, planning, preparation, commission or attempted commission of terrorist acts or in supporting acts or terrorism either within or outside the UK or have you ever been a member or supporter of an organisation which has perpetrated or supported acts of terrorism in furtherance of its aims? No Yes

45. Have you engaged in any other activities which might be relevant to the question of whether you are a person of good character? No Yes

Section 9: Additional questions (continued)

If you have answered **Yes** to questions 41, 42, 43, 44 or 45 above please give further details in the space provided below.

GUIDANCE NOTES ON COMPLETING CRIMINAL CONVICTION QUESTIONS

REHABILITATION OF OFFENDERS ACT 1974

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

GUIDANCE NOTES ON COMPLETING WAR CRIMES QUESTIONS

For the purposes of answering questions 42 and 43, the following information provides guidance on actions which may constitute genocide, crimes against humanity and war crimes.

This guidance is not exhaustive. Before you answer these questions you should consider the full definitions of war crimes, crimes against humanity and genocide which can be found in Schedule 8 of the International Criminal Court Act 2001 at the following website: www.opsi.gov.uk/acts/acts2001/20010017.htm. Alternatively, copies can be purchased from The Stationery Office, telephone 0870 600 5522.

It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately.

Genocide

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

Crimes against humanity

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

War crimes

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

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Section 10: Additional Information for HSMP extension applicants only

If you have previously been given permission to stay in the UK under the Highly Skilled Migrant Programme (HSMP) and you are applying to extend your stay in this category please complete questions 46-50 and provide additional documentary evidence as indicated in Part 6 of the Guidance Notes.

46. What is your current profession?
47. What business sector are you currently working in?
48. Are you self-employed? Yes, go to question 49 No, go to Question 50
49. How many people do you employ in the UK? (state number)
50. How many people does your employer employ in the UK? 0 to 249 250 or more
(State number) (Tick box)

Section 11: Documentary Evidence

- The documents and photographs required in support of your application, as well as those of any dependants included in the application, are listed below.
 - You only have to provide those that are relevant to your application.
 - Tick the boxes next to the relevant items to show the documents and photographs you are sending.
- Two recent passport-sized photographs of yourself with your name written on the back of each photograph.
- HSMP, TWES and WP applicants only.** Two recent passport-sized photographs of each dependant applying for an extension of stay in the UK with you 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.
- HSMP, TWES and WP applicants only.** Current passport(s) or travel document(s) for each dependant applying for an extension of stay in the UK with you – 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).
- HSMP, TWES and WP applicants only.** 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).
- Evidence that you have the funds to maintain and accommodate yourself and any dependants without recourse to public funds. The evidence must be formal documents such as bank statements, a building society passbook, or
- wage slips (but do not send us cheques, traveller cheques or credit cards). If a relative or friend is supporting you, the evidence should be a letter from him/her confirming this together with formal documents showing their financial situation. (The documents provided should cover at least the last 3 months).
- HSMP, TWES and WP applicants only.** A full birth certificate (i.e. one that shows the parents' name) for each dependant child whom you are applying for an extension of stay in the UK with you.
- HSMP, TWES and WP applicants only.** Your marriage certificate if you are applying for an extension of stay in the UK for your spouse.
- HSMP, TWES and WP applicants only.** If you are applying for an extension of stay in the UK for an unmarried partner, you should provide 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.
- If you have applied for a HSMP extension, you must send us documents showing your economic activity over the last 12 months. See the guidance notes for further details.
- If you are applying under SAWS, please provide a letter from your operator confirming your employment has been extended.

Section 12: Applicants Declaration

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

- I hereby apply for an extension of stay in the UK for myself, and any dependants listed in this form.
- The information I have given in this form is complete and is true to the best of my knowledge.
- I declare that the photographs submitted with this form are a true likeness of myself and any dependants included in the application, as named on the back of each photograph.
- I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform Work Permits (UK).
- I understand that all 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 agree to co-operate with Work Permits (UK) officials, or any other officials charged by the Secretary of State for the Home Department, with conducting pre issue and post issue checks on compliance with the immigration employment document application.
- I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in execution of any of those Acts a statement or representation which I know to be false or do not believe to be true, or to obtain or seek to obtain leave to remain in the United Kingdom by means which include deception.
- If this leave to remain application is linked to a Training or Work Experience, Seasonal Agricultural Workers' Scheme or Sectors Based Scheme application, I understand and accept that I must return overseas at the end of the employment period.

Please tick this box if you do not wish to receive further information and publicity from Work Permits (UK)

Your signature

Date

Name (CAPITALS please)

Would you like correspondence and documents relating to this application to be sent to the employer, representative, or in the case of SAWS, your operator?

No

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

Yes

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Section 13: Representative Declarations

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

Name of the employer or representative company	<input type="text"/>
Address (including post code)	<input type="text"/>
Name of contact (if different from below)	<input type="text"/>
Telephone number	<input type="text"/>
Fax number	<input type="text"/>
E-mail address	<input type="text"/>

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

- I have been appointed by the applicant to make this application.
- I confirm that the applicant has completed and signed the application, and that the application is, to the best of my knowledge and belief, true and complete.
- Once the application is decided I will provide the applicant with all correspondence from you relating to your decision.
- I agree to co-operate with Work Permits (UK) officials, or any other officials charged by the Secretary of State for the Home Department, with conducting pre and post issue checks on compliance with the immigration employment document application.
- I declare that I am permitted to provide immigration advice and immigration services by section 84 of the Immigration and Asylum Act 1999.
- I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to do an act which facilitates the commission of a breach of immigration law by an individual who is not a citizen of the European Union, knowing or having reasonable cause to believe that the act has this effect.
- I am (tick as appropriate)

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

My OISC number is:

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

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

Designated professional body is:

My supervisor is (if appropriate):

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

The registered or authorised EEA body is:

My supervisor is (if appropriate):

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

Please tick this box if you do not wish to receive further information and publicity from Work Permits (UK)

Signed Date

Name (CAPITALS please)

Position

For and on behalf of (the representative/employer)



IMMIGRATION & NATIONALITY DIRECTORATE

SECTION 1 *Payment Details (please see guidance before completing)*

APPLICANT'S DETAILS

1.1 Full Name

1.2 Nationality

1.3 Date of birth Day Month Year

1.4 Home Office reference

Applicant's contact address

PAYEE'S DETAILS

1.5 Contact Name

1.6 Contact Address

1.7 Post code

METHOD OF PAYMENT

1.8 Postal order

1.9 Cheque Cheque number

Account number Sort code --

1.10 Please debit my: Visa MasterCard Delta Switch Maestro

1.11 Insert fee Postal £ Premium £

1.12 Name on card

1.13 Card number

1.14 Card details Valid from Expiry date Issue N° (where available)

1.15 Signature (card only) Date



Home Office IMMIGRATION & NATIONALITY DIRECTORATE

SECTION 2 Applicant's details (please see guidance before completing)

Attach applicant's photographs here

The personal details of the main applicant are to be entered at **2.1** to **2.9**. The personal details of the spouse/unmarried partner of the applicant are to be entered at **3.1**. Where there are dependants of the applicant, their personal details should be entered at **3.2**.

Is a representative assisting you with your application? Yes No

If **yes** please insert their OISC Registration Number if they have one.

APPLICANT'S DETAILS

2.1 Title (Mr, Mrs, Ms, Miss, Other) _____

Full Name _____

2.2 Nationality _____

2.3 Date of birth

Day	Month	Year
_	_	_ _

 Gender M F

2.4 Home Office reference _____

2.5 Passport number _____

2.6 Any other names by which you have been known _____

2.7 UK address. Please let us know immediately if this changes _____

2.8 Post code _____

2.9 Daytime telephone number _____

2.10 The address to which you would like us to return your documents and send any letters about your application _____

Post code _____

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FLR(M)

Form

Version 09/2005

Tick a box to show us why you are applying for an extension of stay in the UK.

Spouse (husband or wife) of a person present and settled in the UK.

Complete sections as instructed

Unmarried partner of a person present and settled in the UK.

Complete sections as instructed

This form is valid only for applications made on or after 15 September 2005

SECTION 3 Family details

3.1

Your spouse or unmarried partner's details

Attach spouse or partner's photograph here	Spouse or partner's full name		
	Nationality		
	Date of birth	Marital Status	Gender
	Day Month Year		M <input type="checkbox"/> F <input type="checkbox"/>
	His/her name at birth if different, and other names by which he/she has been known.		How long has he/she lived in the UK?
Years:		Months:	

This is where you give details of any children under 18 included in the application (please see guidance before completing).

3.2

Do you, or your spouse or partner, have any children under 18 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 3.2 and they are applying for an extension of stay as your dependants, please give their details below. If you need more space continue on another sheet and provide it with your application.

Attach child's photographs here	Child's full name		
	Nationality		
	Date of birth	Gender	
	Day Month Year	M <input type="checkbox"/>	F <input type="checkbox"/>
	Do they live with you in the UK?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Who pays for their support?			
Relationship to you	Relationship to your spouse or partner		

Attach child's photographs here	Child's full name		
	Nationality		
	Date of birth	Gender	
	Day Month Year	M <input type="checkbox"/>	F <input type="checkbox"/>
	Do they live with you in the UK?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Who pays for their support?			
Relationship to you	Relationship to your spouse or partner		

SECTION 3 Family details (continued)

Child's full name _____

Nationality _____

Date of birth

Day	Month	Year

Gender

M F

Do they live with you in the UK? Yes No

Attach child's photographs here

Who pays for their support? _____

Relationship to you _____ Relationship to your spouse or partner _____

Child's full name _____

Nationality _____

Date of birth

Day	Month	Year

Gender

M F

Do they live with you in the UK? Yes No

Attach child's photographs here

Who pays for their support? _____

Relationship to you _____ Relationship to your spouse or partner _____

Child's full name _____

Nationality _____

Date of birth

Day	Month	Year

Gender

M F

Do they live with you in the UK? Yes No

Attach child's photographs here

Who pays for their support? _____

Relationship to you _____ Relationship to your spouse or partner _____

SECTION 4 *Details about your application*

This section must be completed as indicated.

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

If you have answered **yes** to question 4.1 go to **Section 5**. If you have answered **no** to question 4.1 you must answer all the questions in this section.

4.2 Were you granted a Certificate of Approval for marriage? Yes No

4.3 Please state the date and place of your wedding.

4.4 Have you been married before? Yes No

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

4.6 When did you meet your spouse or partner?

4.7 Where did you meet your spouse or partner?

4.8 When did you decide to marry or live together in a relationship akin to marriage?

4.9 When did you start living together?

SECTION 5 *Your home and your finances*

This section must be completed by all applicants.

5.1	Is your home in the UK:	a) owned by you or your spouse or partner or both? <input type="checkbox"/>	b) rented from a local authority by you or your spouse or partner or both? <input type="checkbox"/>
		c) privately rented by you or your spouse or partner or both? <input type="checkbox"/>	d) owned or rented by a relative or friend? <input type="checkbox"/>
		e) other (please give details)	
	5.2	Do you or your spouse or partner, or both, pay any rent or mortgage for your home? Yes <input type="checkbox"/> No <input type="checkbox"/>	
		If so, how much each month? £ <input type="text"/>	
5.3	Are you working in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	If so, what is your net pay each month? £ <input type="text"/>		
5.4	Is your spouse or partner working in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	If so, what is his/her net pay each month? £ <input type="text"/>		
5.5	Does a relative or friend of you or your spouse or partner, or both of you, regularly give you money? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	If so, how much do you receive each month? £ <input type="text"/>		
5.6	Are you or your spouse or partner receiving any public funds? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	If you have answered yes to question 5.6, you must tick the box(es) to show which public funds are being received and by whom. Please note that, under the Immigration Rules, public funds include the following:		
	Housing and homelessness assistance	You <input type="checkbox"/> Spouse/Partner <input type="checkbox"/>	
	Attendance Allowance	You <input type="checkbox"/> Spouse/Partner <input type="checkbox"/>	
	Severe Disablement Allowance	You <input type="checkbox"/> Spouse/Partner <input type="checkbox"/>	
	Carer's Allowance	You <input type="checkbox"/> Spouse/Partner <input type="checkbox"/>	
	Disability Living Allowance	You <input type="checkbox"/> Spouse/Partner <input type="checkbox"/>	
	Income Support	You <input type="checkbox"/> Spouse/Partner <input type="checkbox"/>	
	Working Tax Credit	You <input type="checkbox"/> Spouse/Partner <input type="checkbox"/>	
	Social Fund payment	You <input type="checkbox"/> Spouse/Partner <input type="checkbox"/>	
	Council Tax Benefit	You <input type="checkbox"/> Spouse/Partner <input type="checkbox"/>	
	Child Benefit	You <input type="checkbox"/> Spouse/Partner <input type="checkbox"/>	
	Income based Jobseeker's Allowance	You <input type="checkbox"/> Spouse/Partner <input type="checkbox"/>	
	Housing Benefit	You <input type="checkbox"/> Spouse/Partner <input type="checkbox"/>	
	State Pension Credit	You <input type="checkbox"/> Spouse/Partner <input type="checkbox"/>	
Child Tax Credit	You <input type="checkbox"/> Spouse/Partner <input type="checkbox"/>		

SECTION 6 *Additional questions*

This section must be completed by all applicants. Information may be checked with other agencies.

6.1 Do you have any criminal convictions in the UK or any other country (including traffic offences) or any civil judgements made against you? Yes No

If you have answered **yes** to question **6.1** you must give details below for each sentence starting with the most recent one. If you have received more than two sentences you should continue on another sheet (see **Note 1**). If you have answered **no** to question **6.1** please go to question **6.2**.

Note 1:

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

First sentence

Nature of offence

Date sentenced

Sentence given

Country where sentenced

Second sentence

Nature of offence

Date sentenced

Sentence given

Country where sentenced

6.2 Have you ever been charged or indicted inside or outside the UK with a criminal offence for which you have not yet been tried in court? Yes No

6.3 Have you ever been involved in the commission, preparation or organisation of war crimes, crimes against humanity or genocide? **For help in answering this question, please read the information on the next page.** Yes No

6.4 To your knowledge, have you ever been suspected, accused, investigated, charged, prosecuted or convicted for involvement in war crimes, crimes against humanity or genocide? **For help in answering this question, please read the information on the next page.** Yes No

6.5 Have you ever been involved in the financing, planning, preparation, commission or attempted commission of terrorist acts or in supporting acts of terrorism either within or outside the UK or have you ever been a member or supporter of an organisation which has perpetrated or supported acts of terrorism in furtherance of its aims? Yes No

SECTION 6 Additional questions (continued)

6.6

Have you engaged in any other activities which might be relevant to the question of whether you are a person of good character?

Yes

No

If you have answered **yes** to question **6.2**, **6.3**, **6.4**, **6.5** or **6.6** above please give further details in the space provided below. If you need more space, continue on a separate sheet.

REHABILITATION OF OFFENDERS ACT 1974

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

Definitions

For the purposes of answering questions **6.3** and **6.4**, the following information provides guidance on actions which may constitute genocide, crimes against humanity and war crimes.

This guidance is not exhaustive. Before you answer these questions you should consider the full definitions of war crimes, crimes against humanity and genocide which can be found in Schedule 8 of the International Criminal Court Act 2001 at the following website www.opsi.gov.uk/acts/acts2001/20010017.htm Alternatively, copies can be purchased from The Stationery Office, telephone **0870 600 5522**.

It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately.

Genocide

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

Crimes against humanity

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

War crimes

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

SECTION 7 *Documentary evidence*

The documents and photographs needed in support of your application, as well as those of any dependants included in your 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 attach all photographs to Sections 2 and 3 of the form in the spaces provided.

<p>7A</p> <p>Note 2: The document(s) must be either</p> <ul style="list-style-type: none"> • 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. <p>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 for Work and Pensions, Department of Social Security or a local health authority.</p>	<p>Two recent passport sized photographs of yourself with your name written on the back of each photograph. <input type="checkbox"/></p> <hr/> <p>A recent passport sized photograph of your spouse or partner with their name written on the back of the photograph. <input type="checkbox"/></p> <hr/> <p>Two recent passport sized photographs of each dependent child applying for an extension of stay in the UK with you (see Section 3), with their name written on the back of the photographs. <input type="checkbox"/></p> <hr/> <p>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. <input type="checkbox"/></p> <hr/> <p>Current passport(s) or travel document(s) for each dependent child applying for an extension of stay in the UK with you (see Section 3). If they last entered the UK on previous passport(s) or travel document(s), please also provide these documents if you have them. <input type="checkbox"/></p> <hr/> <p>Your police registration certificate (If you have been asked to register with the police). <input type="checkbox"/></p> <hr/> <p>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). <input type="checkbox"/></p> <hr/> <p>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. <input type="checkbox"/></p> <hr/> <p>Document(s) showing that your spouse or partner is present and settled in the UK (see Note 2). <input type="checkbox"/></p> <p>List any such document(s) in this box (continue on another sheet if necessary).</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
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SECTION 7 *Documentary evidence (continued)*

Note 3:
The documents showing the funds available to you must cover at least the last 3 months. We do not accept internet and cashpoint statements as evidence of funds.

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**).

7 B

If you are applying as a spouse:

Note 4:
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.

- a) Your civil marriage certificate.
- b) If you have answered **yes** to question **4.4**, document(s) showing that you were free to marry your present spouse (see **Note 4**). List any such document(s) in this box.

- c) If you have answered **yes** to question **4.5** document(s) showing that your spouse was free to marry you (see **Note 4**). List any such document(s) in this box.

7 C

If you are applying as an unmarried partner:

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 5**).

Note 5:
You must provide documents of the kind described below as evidence that you and your partner have been living together.

Please provide ten items of correspondence of the kind, or from the sources listed below, addressed to you and your partner jointly during each of the past 2 years if they clearly show that you live together at the same address. At least 5 of these documents should be from different sources. If you have not received any such correspondence that is addressed to you and your partner jointly, it is acceptable to provide no less than 4 items addressed to one of you and no more than 6 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 bills or statements
- council tax bills or statements
- local social services department
- local health authority
- government department or agency (eg Department of Health, Inland Revenue, Department for Work and Pensions, Employment Service)
- bank or building society statements or passbooks
- 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

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.

Data given on this form may be used for training purposes.

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

Signed: _____

Date: _____

By the applicant's 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: _____

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.

Data given on this form may be used for training purposes.

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

Signed:

Date:

By the applicant's 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:



SECTION 1 *Payment Details (please see guidance before completing)*

APPLICANT'S DETAILS

1.1 Full Name

1.2 Nationality

1.3 Date of birth Day Month Year

1.4 Home Office reference

Applicant's contact address

PAYEE'S DETAILS

1.5 Contact Name

1.6 Contact Address

1.7 Post code

METHOD OF PAYMENT

1.8 Postal order

1.9 Cheque Cheque number

Account number Sort code - -

1.10 Please debit my: Visa MasterCard Delta Switch Maestro

1.11 Insert current fee Postal £ Premium £

1.12 Name on card

1.13 Card number

1.14 Card details Valid from Expiry date Issue N° (where available)

1.15 Signature (card only) Date



Home Office IMMIGRATION & NATIONALITY DIRECTORATE

SECTION 2 *Applicant's details (please see guidance before completing)*

Attach applicant's photographs here

The personal details of the main applicant are to be entered at **2.1** to **2.9**. Where there are dependants of the main applicant, their personal details should be entered at Section 3.

Is a representative assisting you with your application? Yes No

If **yes** please insert their OISC Registration Number if they have one.

APPLICANT'S DETAILS

2.1 Title (Mr, Mrs, Ms, Miss, Other) _____

Full Name _____

2.2 Nationality _____

2.3 Date of birth Day Month Year Gender M F

2.4 Home Office reference _____

2.5 Passport number _____

2.6 Any other names by which you have been known _____

2.7 UK address. Please let us know immediately if this changes _____

2.8 Post code _____

2.9 Daytime telephone number _____

2.10 The address to which you would like us to return your documents and send any letters about your application _____

Post code _____

FLR(S) Version 09/2005

FLR(S)

Form

Version 09/2005

Tick a box to show us why you are applying for an extension of stay in the UK.

Student

Complete all sections but, if your last period of stay was given for a reason other than study, you do not need to complete Section 5.

Student undertaking examination re-sits

Complete all sections but, if your last period of stay was given for a reason other than study, you do not need to complete Section 5.

Postgraduate student writing up a thesis

Complete all sections but, if your last period of stay was given for a reason other than study, you do not need to complete Section 5.

Student nurse

Complete all sections but, if your last period of stay was given for a reason other than study, you do not need to complete Section 5.

Prospective student

Complete all sections except Section 5.

Sabbatical officer

Complete all sections but, if your last period of stay was given for a reason other than study, you do not need to complete Section 5.

This form is valid only for applications made on or after 15 September 2005

SECTION 3 Family details (please see guidance before completing)

This is where you give details of any dependants included in the application.

3.1 Do you have a spouse and/or children under 18 living with you in the UK? Yes No

If you have answered **yes** to question **3.1** and they are applying for an extension of stay as your dependants, please give their details below. If you need more space continue on another sheet and provide it with your application.

Attach spouse's photographs here	Spouse's full name			
	Nationality			
	Date of birth		Marital Status	Gender
	Day	Month	Year	M <input type="checkbox"/> F <input type="checkbox"/>

Attach child's photographs here	Child's full name			
	Nationality			
	Date of birth		Relationship to you	Gender
	Day	Month	Year	M <input type="checkbox"/> F <input type="checkbox"/>

Attach child's photographs here	Child's full name			
	Nationality			
	Date of birth		Relationship to you	Gender
	Day	Month	Year	M <input type="checkbox"/> F <input type="checkbox"/>

SECTION 3 *Family details (continued)*

Child's full name

Nationality

Date of birth

Day Month Year

Relationship to you

Gender

M F

Attach
child's
photographs here

Child's full name

Nationality

Date of birth

Day Month Year

Relationship to you

Gender

M F

Attach
child's
photographs here

Child's full name

Nationality

Date of birth

Day Month Year

Relationship to you

Gender

M F

Attach
child's
photographs here

SECTION 4 *Your home and your finances*

This section must be completed by all applicants.

4.1	Is your home in the UK:	a) owned by you?	<input type="checkbox"/>	b) rented from a local authority by you?	<input type="checkbox"/>
		c) privately rented by you?	<input type="checkbox"/>	d) owned or rented by your parents, other relatives or friends?	<input type="checkbox"/>
		e) accommodation provided by your place of study?	<input type="checkbox"/>		
		f) other (please give details)			
4.2	Do you pay any rent or mortgage for your home?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	If so, how much each month?	<input type="text" value="£"/>			
4.3	Are you working in the UK?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	If so, what is your net pay each month?	<input type="text" value="£"/>			
4.4	Do your parents, other relatives or friends regularly give you money?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	If so, how much do you receive each month?	<input type="text" value="£"/>			
4.5	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	<input type="checkbox"/>	No	<input type="checkbox"/>
4.6	Are you receiving any public funds?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	If you answered yes to question 4.6, you must tick the box(es) to show which public funds are being received. Please note that, under the Immigration Rules, public funds include the following:				
	Housing and homelessness assistance	<input type="checkbox"/>			
	Attendance Allowance	<input type="checkbox"/>			
	Severe Disablement Allowance	<input type="checkbox"/>			
	Carer's Allowance	<input type="checkbox"/>			
	Disability Living Allowance	<input type="checkbox"/>			
	Income Support	<input type="checkbox"/>			
	Working Tax Credit	<input type="checkbox"/>			
	Social Fund payment	<input type="checkbox"/>			
	Council Tax Benefit	<input type="checkbox"/>			
	Child Benefit	<input type="checkbox"/>			
	Income based Jobseeker's Allowance	<input type="checkbox"/>			
	Housing Benefit	<input type="checkbox"/>			
	State Pension Credit	<input type="checkbox"/>			
	Child Tax Credit	<input type="checkbox"/>			

SECTION 5 *Your studies until now (continued)*

5.5

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

ii) Actual number of attendances on your current or most recent course

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

Administrator's name _____

Administrator's signature _____

College Stamp

SECTION 6 *Your proposed studies*

This section must be completed by all applicants.

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

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 (see **Note 2**)?

Note 2
The full address is required as the Home Office undertakes visits to organisations to check attendance.

Postcode <input type="text"/>

6.3

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

Name:
Level:

6.4

Please provide the start and end dates for your course of study.

Start:
End:

SECTION 6 *Your proposed studies (continued)*

6.5 On completing the studies referred to in question **6.4**, do you intend to follow any further courses of study in the UK? Yes No

If so, of what nature and for how long?

6.6 Have you received an unconditional offer of a place on a course of study? Yes No

If so, have you accepted it?

Yes No

6.7 If you are applying for an extension of stay to re-sit an examination, have you previously been granted leave to enter or remain in the UK to re-sit an examination? Yes No

If so, when were you granted such leave?

6.8 If you are applying for an extension of stay to write up a thesis, have you previously been granted leave to enter or remain in the UK to write up a thesis? Yes No

If so, when were you granted such leave?

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

If so, when were you granted such leave?

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

If so, when were you granted such leave?

SECTION 7 Additional questions

This section must be completed by all applicants. Information given may be checked with other agencies.

7.1 Do you have any criminal convictions in the UK or any other country (including traffic offences) or any civil judgements made against you? Yes No

If you have answered **yes** to question **7.1** you must give details below for each sentence starting with the most recent one. If you have received more than two sentences you should continue on another sheet (see **Note 3**).

Note 3: If you have answered **no** to question **7.1** please go to question **7.2**.

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

First sentence

Nature of offence

Date sentenced

Sentence given

Country where sentenced

Second sentence

Nature of offence

Date sentenced

Sentence given

Country where sentenced

7.2 Have you ever been charged or indicted inside or outside the UK with a criminal offence for which you have not yet been tried in court? Yes No

7.3 Have you ever been involved in the commission, preparation or organisation of war crimes, crimes against humanity or genocide? **For help in answering this question, please read the information on the next page.** Yes No

7.4 To your knowledge, have you ever been suspected, accused, investigated, charged, prosecuted or convicted for involvement in war crimes, crimes against humanity or genocide? **For help in answering this question, please read the information on the next page.** Yes No

7.5 Have you ever been involved in the financing, planning, preparation, commission or attempted commission of terrorist acts or in supporting acts of terrorism either within or outside the UK or have you ever been a member or supporter of an organisation which has perpetrated or supported acts of terrorism in furtherance of its aims? Yes No

SECTION 7 Additional questions (continued)

7.6

Have you engaged in any other activities which might be relevant to the question of whether you are a person of good character?

Yes

No

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

REHABILITATION OF OFFENDERS ACT 1974

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

Definitions

For the purposes of answering questions 7.3 and 7.4, the following information provides guidance on actions which may constitute genocide, crimes against humanity and war crimes.

This guidance is not exhaustive. Before you answer these questions you should consider the full definitions of war crimes, crimes against humanity and genocide which can be found in Schedule 8 of the International Criminal Court Act 2001 at the following website www.opsi.gov.uk/acts/acts2001/20010017.htm

Alternatively, copies can be purchased from The Stationery Office, telephone **0870 600 5522**.

It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately.

Genocide

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

Crimes against humanity

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

War crimes

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

SECTION 8 *Documentary evidence*

The documents and photographs needed in support of your application, as well as those of any dependants included in your application, are listed in Sections 8A-8E 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. If applicable, please tick one of the boxes in Sections 8B-8E next to the category in which you are applying and provide all the relevant documents listed in that section.

You should attach all photographs to Sections 2 and 3 of the form in the spaces provided.

8 A

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 Section 3), with their name written on the back of the photographs.

Your current passport(s) or travel document(s). 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 Section 3). 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 answered **yes** to question 4.5, a document confirming that you are still sponsored for the course of study and the period for which you are applying for an extension of stay, or that a former sponsoring authority consents to you continuing to study in the UK.

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 5.4).

If you have to complete Section 5 and your place of study has not completed question 5.5, a document showing your attendance during your current or most recent course.

Document(s) from your place of study confirming your enrolment on the course for which you are applying for an extension of stay. These should include details of your course/qualification, and course start and end dates (see Section 6).

Document(s) showing that you have received an unconditional offer of a place on a course of study (see question 6.6).

SECTION 8 *Documentary evidence (continued)*

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

Document(s) showing that you have accepted the unconditional offer made to you (see question 6.6).

Evidence that:

(a) you have the funds to meet the costs of your course and to maintain and accommodate yourself and any dependants without taking employment or engaging in business or having recourse to public funds; or

(b) **if you are applying as a prospective student**, you have the funds without working or recourse to public funds to meet the costs of your intended course and to maintain and accommodate yourself and any dependants while making arrangements to study and during the course of your studies.

In each case, the evidence must be formal documents such as bank statements, a building society passbook, or wage slips (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 4**).

8 B

If you are applying for an extension of stay to re-sit an examination:

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

8 C

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 educational institution as either a full-time, part-time or writing up student; and

(b) a document confirming your application is supported by the educational institution.

8 D

If you are applying for an extension of stay as a prospective student:

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

8 E

If you are applying for an extension of stay as a sabbatical officer:

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

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

You must now complete Section 9

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. If you are under 18, your parent or guardian must sign.

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

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

I understand that all information 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, other bodies and the police 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 granted leave to enter or remain in the United Kingdom.

Data given on this form may also be used for training purposes.

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

Signed

Date



IMMIGRATION & NATIONALITY DIRECTORATE

SECTION 1 *Payment Details (please see guidance before completing)*

APPLICANT'S DETAILS

1.1 Full Name

1.2 Nationality

1.3 Date of birth Day Month Year

1.4 Home Office reference

Applicant's contact address

PAYEE'S DETAILS

1.5 Contact Name

1.6 Contact Address

1.7 Post code

METHOD OF PAYMENT

1.8 Postal order

1.9 Cheque Cheque number

Account number Sort code --

1.10 Please debit my: Visa MasterCard Delta Switch Maestro

1.11 Insert current fee Postal £ Premium £

1.12 Name on card

1.13 Card number

1.14 Card details Valid from Expiry date Issue N* (where available)

1.15 Signature (card only) Date

FLR (SEGS) Version 09/2005



Home Office IMMIGRATION & NATIONALITY DIRECTORATE

SECTION 2 Applicant's details (please see guidance before completing)

Attach applicant's photographs here

The personal details of the main applicant are to be entered at **2.1** to **2.9**. Where there are dependants of the main applicant, their personal details should be entered at Section 3.

Is a representative assisting you with your application? Yes No

If **yes** please insert their OISC Registration Number if they have one.

APPLICANT'S DETAILS

2.1 Title (Mr, Mrs, Ms, Miss, Other) _____

Full Name _____

2.2 Nationality _____

2.3 Date of birth Day Month Year Gender M F

2.4 Home Office reference _____

2.5 Passport number _____

2.6 Any other names by which you have been known _____

2.7 UK address. Please let us know immediately if this changes _____

2.8 Post code _____

2.9 Daytime telephone number _____

2.10 The address to which you would like us to return your documents and send any letters about your application _____

Post code _____

FLR(SEGS)

Form

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Tick a box to show us why you are applying for an extension of stay in the UK under the Science and Engineering Graduates Scheme:

Currently have leave as a student.

Complete all sections

Currently have leave under SEGS and this was granted for a period of less than 12 months.

Complete all sections

This form is valid only for applications made on or after 15 September 2005

SECTION 3 Family details (please see guidance before completing)

This is where you give details of any dependants included in the application.

3.1

Do you have a partner and/or children under 18 living with you in the UK? Yes No

If you have answered **yes** to question **3.1** and they are applying for an extension of stay as your dependants, please give their details below. If you need more space continue on another sheet and provide it with your application.

Attach partner's photographs here	Partner's full name			
	Nationality			
	Date of birth	Marital Status	Gender	
	Day Month Year		M <input type="checkbox"/>	F <input type="checkbox"/>

Attach child's photographs here	Child's full name			
	Nationality			
	Date of birth	Relationship to you	Gender	
	Day Month Year		M <input type="checkbox"/>	F <input type="checkbox"/>

Attach child's photographs here	Child's full name			
	Nationality			
	Date of birth	Relationship to you	Gender	
	Day Month Year		M <input type="checkbox"/>	F <input type="checkbox"/>

SECTION 4 *Your home and your finances***This section must be completed by all applicants.**

4.1	Is your home in the UK:	a) owned by you?	<input type="checkbox"/>	b) rented from a local authority by you?	<input type="checkbox"/>
		c) privately rented by you?	<input type="checkbox"/>	d) owned or rented by a relative or friend?	<input type="checkbox"/>
e) other (please give details)					

4.2	Do you or your partner pay any rent or mortgage for your home?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, how much each month?		<input type="text" value="£"/>	

4.3	Are you working in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, what is your net pay each month?		<input type="text" value="£"/>	

4.4	Do you intend to seek and take employment if you are granted leave as a SEGS participant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
-----	---	------------------------------	-----------------------------

4.5	Are you receiving, or have you received for your recent studies in the UK, sponsorship from your place of study, the British Government, any other government, or an international scholarship agency?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
-----	--	------------------------------	-----------------------------

4.6	Are you receiving any public funds?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
-----	-------------------------------------	------------------------------	-----------------------------

If you answered **yes** to question 4.6, you must tick the box(es) to show which public funds are being received. Please note that, under the Immigration Rules, public funds include the following:

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

SECTION 5 *Details about your application*

This section must be completed as indicated by all applicants.

5.1

When did you begin your studies in the UK?

Day	Month	Year

5.2

What is the full name and address of the place in the UK where you have been studying for your degree (see **Note 1**)?

Note 1:
The details required here are of the organisation which awarded you the qualification referred to in part 1 of the guidance.

Postcode									
----------	--	--	--	--	--	--	--	--	--

5.3

Please provide your personal tutor's contact details including address, telephone number and email address.

--

5.4

Please state your degree title and the course's Joint Academic Coding System (JACS) code (your personal tutor or another member of the university's staff will be able to provide you with this) - see **Note 2**.

Note 2:
The DfES list of approved courses at different levels of qualification is available on the IND website. You must refer to the list applicable for the time you graduated.

--

5.5

Please state your degree classification e.g. BSc (**see Note 3**), Master's degree or PhD.

Note 3:
The degree must have been awarded with second class honours (2.2) or higher.

--

5.6

If you have previously been granted leave under SEGS, please state when this was granted and when it expires.

--

SECTION 6 Additional questions

This section must be completed by all applicants. Information given may be checked with other agencies.

6.1 Do you have any criminal convictions in the UK or any other country (including traffic offences) or any civil judgements made against you? Yes No

If you have answered **yes** to question **6.1** you must give details below for each sentence starting with the most recent one. If you have received more than two sentences you should continue on another sheet (see **Note 4**). If you have answered **no** to question **6.1** please go to question **6.2**.

Note 4:

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

First sentence

Nature of offence

Date sentenced

Sentence given

Country where sentenced

Second sentence

Nature of offence

Date sentenced

Sentence given

Country where sentenced

6.2 Have you ever been charged or indicted inside or outside the UK with a criminal offence for which you have not yet been tried in court? Yes No

6.3 Have you ever been involved in the commission, preparation or organisation of war crimes, crimes against humanity or genocide? **For help in answering this question, please read the information on the next page.** Yes No

6.4 To your knowledge, have you ever been suspected, accused, investigated, charged, prosecuted or convicted for involvement in war crimes, crimes against humanity or genocide? **For help in answering this question, please read the information on the next page.** Yes No

6.5 Have you ever been involved in the financing, planning, preparation, commission or attempted commission of terrorist acts or in supporting acts of terrorism either within or outside the UK or have you ever been a member or supporter of an organisation which has perpetrated or supported acts of terrorism in furtherance of its aims? Yes No

SECTION 6 Additional questions (continued)

6.6

Have you engaged in any other activities which might be relevant to the question of whether you are a person of good character?

Yes No

If you have answered **yes** to question **6.2, 6.3, 6.4, 6.5** or **6.6** above please give further details in the space provided below. If you need more space, continue on a separate sheet.

REHABILITATION OF OFFENDERS ACT 1974

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

Definitions

For the purposes of answering questions **6.3** and **6.4**, the following information provides guidance on actions which may constitute genocide, crimes against humanity and war crimes.

This guidance is not exhaustive. Before you answer these questions you should consider the full definitions of war crimes, crimes against humanity and genocide which can be found in Schedule 8 of the International Criminal Court Act 2001 at the following website www.opsi.gov.uk/acts/acts2001/20010017.htm

Alternatively, copies can be purchased from The Stationery Office, telephone **0870 600 5522**.

It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately.

Genocide

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

Crimes against humanity

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

War crimes

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

SECTION 7 *Documentary evidence*

The documents and photographs needed in support of your application, as well as those of any dependants included in your 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 attach all photographs to Sections 2 and 3 of the form in the spaces provided.

**Note 5:
The documents showing the funds available to you should cover at least the last 3 months. We do not accept cashpoint printouts or internet bank statements as evidence of funds.**

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 Section 3), with their name written on the back of the photographs.

Your current passport or travel document. If you last entered the UK on a previous passport or travel document, please also provide this document if you have it.

Current passport(s) or travel document(s) for each dependant applying for an extension of stay in the UK with you (see Section 3). If they last entered 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 who is applying for an extension of stay in the UK with you (if they have been asked to register with the police).

Documents showing that you have been awarded at the required level and by a relevant UK institution a qualification that is on the relevant list of eligible courses. If you have graduated, you must provide your original degree certificate. If you are awaiting graduation, you must provide a signed letter from your personal tutor confirming that you have been awarded a degree at the required level from a UK institution of higher or further education and are awaiting graduation.

If you have answered **yes** to question **4.5**, a document confirming that your sponsor or former sponsoring authority consents to your remaining in the UK under SEGS.

Documents showing that you intend to seek and take employment 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 5**).

You must now complete Section 8

SECTION 8 *Declaration*

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

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, other bodies and the police where necessary for immigration and nationality purposes or to enable them to carry out their functions.

Data given on this form may also be used for training purposes.

I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in the 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



IMMIGRATION & NATIONALITY DIRECTORATE

SECTION 1 *Payment Details (please see guidance before completing)*

APPLICANT'S DETAILS

1.1 Full Name

1.2 Nationality

1.3 Date of birth Day Month Year

1.4 Home Office reference

Applicant's contact address

PAYEE'S DETAILS

1.5 Contact Name

1.6 Contact Address

1.7 Post code

METHOD OF PAYMENT

1.8 Postal order

1.9 Cheque Cheque number

Account number Sort code --

1.10 Please debit my: Visa MasterCard Delta Switch Maestro

1.11 Insert current fee Postal £ Premium £

1.12 Name on card

1.13 Card number

1.14 Card details Valid from Expiry date Issue N° (where available)

1.15 Signature (card only) Date



Home Office IMMIGRATION & NATIONALITY DIRECTORATE

SECTION 2 *Applicant's details (please see guidance before completing)*

Attach applicant's photographs here

The personal details of the main applicant are to be entered at **2.1** to **2.9**. Where there are dependants of the main applicant, their personal details should be entered at Section 3.

Is a representative assisting you with your application? Yes No

If **yes** please insert their OISC Registration Number if they have one.

APPLICANT'S DETAILS

2.1 Title (Mr, Mrs, Ms, Miss, Other)

Full Name _____

2.2 Nationality

2.3 Date of birth

Day	Month	Year

 Gender M F

2.4 Home Office reference

2.5 Passport number

2.6 Any other names by which you have been known _____

2.7 UK address. Please let us know immediately if this changes _____

2.8 Post code

2.9 Daytime telephone number

2.10 The address to which you would like us to return your documents and send any letters about your application _____

Please provide your email address if you have one _____

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Tick a box to show us why you are applying for an extension of stay under the Fresh Talent: Working in Scotland scheme

Currently have leave as a student.

Complete all sections

Currently have leave under

FT:WISS and this was granted for less than the maximum period.

Complete all sections

Currently have leave under the

Science and Engineering Graduates Scheme (SEGS).

Complete all sections

This form is valid only for applications made on or after 15 September 2005

SECTION 3 Family details (please see guidance before completing)

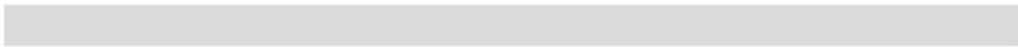
This is where you give details of any dependants included in the application.

3.1

Do you have a partner and / or children under 18 living with you in the UK? Yes No

If you have answered **yes** to question **3.1** and they are applying for an extension of stay as your dependants, please give their details below. If you need more space continue on another sheet and provide it with your application.

Attach partner's photographs here	Partner's full name			
	Nationality			
	Date of birth	Marital Status	Gender	
	Day Month Year		M <input type="checkbox"/>	F <input type="checkbox"/>



Attach child's photographs here	Child's full name			
	Nationality			
	Date of birth	Relationship to you	Gender	
	Day Month Year		M <input type="checkbox"/>	F <input type="checkbox"/>



Attach child's photographs here	Child's full name			
	Nationality			
	Date of birth	Relationship to you	Gender	
	Day Month Year		M <input type="checkbox"/>	F <input type="checkbox"/>

SECTION 4 *Your home and your finances*

This section must be completed by all applicants

4.1	Is your home in the UK:	a) owned by you?	<input type="checkbox"/>	b) rented from a local authority by you?	<input type="checkbox"/>
		c) privately rented by you?	<input type="checkbox"/>	d) owned or rented by a relative or friend?	<input type="checkbox"/>
		e) other (please give details)			
4.2	Do you pay any rent or mortgage for your home?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	If so, how much each month?	£ <input type="text"/>			
4.3	Are you working in the UK?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	If so, what is your net pay each month?	£ <input type="text"/>			
4.4	Do you intend to seek and take employment in Scotland if you are granted leave as a FT:WISS participant?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
4.5	Are you receiving, or have you received for your recent studies in the UK, sponsorship from your place of study, the Scottish Executive, the British Government, any other government, or an international scholarship agency?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
4.6	Are you receiving any public funds?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	If you have answered yes to question 4.6, you must tick the box(es) to show which public funds are being received. Please note, that under the Immigration Rules, public funds include the following:				
	Housing and homelessness assistance	<input type="checkbox"/>			
	Attendance Allowance	<input type="checkbox"/>			
	Severe Disablement Allowance	<input type="checkbox"/>			
	Carer's Allowance	<input type="checkbox"/>			
	Disability Living Allowance	<input type="checkbox"/>			
	Income Support	<input type="checkbox"/>			
	Working Tax Credit	<input type="checkbox"/>			
	Social Fund payment	<input type="checkbox"/>			
	Council Tax Benefit	<input type="checkbox"/>			
	Child Benefit	<input type="checkbox"/>			
	Income based Jobseeker's Allowance	<input type="checkbox"/>			
	Housing Benefit	<input type="checkbox"/>			
	State Pension Credit	<input type="checkbox"/>			
	Child Tax Credit	<input type="checkbox"/>			

SECTION 5 *Details about your application*

This section must be completed as indicated by all applicants

<p>5.1 Note 1: The details required here are of the organisation which awarded you the qualification referred to in part 1 of the guidance.</p>	<p>What is the full name and address of the place in Scotland where you have been studying for your HND, undergraduate degree, Master's degree or PhD (see Note 1)?</p>	<div style="border: 1px solid black; height: 100px;"></div> <p>Postcode <input style="width: 150px;" type="text"/></p>						
<p>5.2</p>	<p>When did you begin your studies in the UK?</p>	<table border="1"><tr><td style="width: 30px; text-align: center;">Day</td><td style="width: 30px; text-align: center;">Month</td><td style="width: 30px; text-align: center;">Year</td></tr><tr><td><input style="width: 20px;" type="text"/></td><td><input style="width: 20px;" type="text"/></td><td><input style="width: 20px;" type="text"/></td></tr></table>	Day	Month	Year	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
Day	Month	Year						
<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>						
<p>5.3</p>	<p>Please provide your personal tutor's contact details including address, telephone number and email address.</p>	<div style="border: 1px solid black; height: 100px;"></div>						
<p>5.4</p>	<p>Please state the title of your qualification.</p>	<div style="border: 1px solid black; height: 60px;"></div>						
<p>5.5</p>	<p>Please state the classification of your qualification e.g. HND, undergraduate or Master's degree or PhD.</p>	<div style="border: 1px solid black; height: 50px;"></div>						
<p>5.6 Previous leave under FT:WISS</p>	<p>If you have previously been granted leave under FT:WISS, please state when this was granted and when it expires.</p>	<div style="border: 1px solid black; height: 80px;"></div>						

SECTION 5 *Details about your application (continued)*

5.7 Previous leave under SEGS If you have previously been granted leave under SEGS, please state when this was granted and when it expires.

Note 2:
Applicants are eligible for a maximum of 2 years leave under the FT:WISS and the SEGS combined.

5.8 How long did your course referred to at question 5.1 last?

 Academic Years

5.9 How long did you live in Scotland during those studies?

Years Months

5.10 Please give the address(es) you lived at in Scotland during your studies. Continue on a separate sheet if necessary.

Postcode

Date lived at the above address

From To

SECTION 6 *Additional questions*

This section must be completed by all applicants. Information given may be checked with other agencies.

6.1 Do you have any criminal convictions in the UK or any other country (including traffic offences) or any civil judgements made against you? Yes No

If you have answered **yes** to question **6.1** you must give details below for each sentence starting with the most recent one. If you have received more than two sentences you should continue on another sheet (see **Note 3**). If you have answered **no** to question **6.1** please go to question **6.2**.

Note 3:

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

First sentence

Nature of offence _____

Date sentenced _____
Sentence given _____
Country where sentenced _____

Second sentence

Nature of offence _____

Date sentenced _____
Sentence given _____
Country where sentenced _____

6.2 Have you ever been charged or indicted inside or outside the UK with a criminal offence for which you have not yet been tried in court? Yes No

6.3 Have you ever been involved in the commission, preparation or organisation of war crimes, crimes against humanity or genocide? **For help in answering this question, please read the information on the next page.** Yes No

6.4 To your knowledge, have you ever been suspected, accused, investigated, charged, prosecuted or convicted for involvement in war crimes, crimes against humanity or genocide? **For help in answering this question, please read the information on the next page.** Yes No

6.5 Have you ever been involved in the financing, planning, preparation, commission or attempted commission of terrorist acts or in supporting acts of terrorism either within or outside the UK or have you ever been a member or supporter of an organisation which has perpetrated or supported acts of terrorism in furtherance of its aims? Yes No

SECTION 6 Additional questions (continued)

6.6

Have you engaged in any other activities which might be relevant to the question of whether you are a person of good character?

Yes

No

If you have answered **yes** to question **6.2, 6.3, 6.4, 6.5** or **6.6** above please give further details in the space provided below. If you need more space, continue on a separate sheet.

REHABILITATION OF OFFENDERS ACT 1974

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

Definitions

For the purposes of answering questions **6.3** and **6.4**, the following information provides guidance on actions which may constitute genocide, crimes against humanity and war crimes.

This guidance is not exhaustive. Before you answer these questions you should consider the full definitions of war crimes, crimes against humanity and genocide which can be found in Schedule 8 of the International Criminal Court Act 2001 at the following website www.opsi.gov.uk/acts/acts2001/20010017.htm

Alternatively, copies can be purchased from The Stationery Office, telephone **0870 600 5522**.

It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately.

Genocide

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

Crimes against humanity

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

War crimes

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

SECTION 7 *Documentary evidence*

The documents and photographs needed in support of your application, as well as those of any dependants included in your 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 attach all photographs to Sections 2 and 3 of the form in the spaces provided.

<p>Note 4: You must provide documents of the kind described below as evidence of where you have lived:</p> <ul style="list-style-type: none"> • telephone bills or statements • gas bills or statements • electricity bills or statements • tenancy agreements • credit card statements • bank or building society statements or passbooks • letters from your place of study • government departments or agencies • local health authorities • mobile telephone bills or statements. 	<p>Two recent passport sized photographs of yourself with your name written on the back of each photograph. <input type="checkbox"/></p> <hr/> <p>Two recent passport sized photographs of each dependant applying for an extension of stay in the UK with you (see Section 3), with their name written on the back of the photographs. <input type="checkbox"/></p> <hr/> <p>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. <input type="checkbox"/></p> <hr/> <p>Current passport(s) or travel document(s) for each dependant applying for an extension of stay in the UK with you (see Section 3). If they last entered on a previous passport(s) or travel document(s), please also provide these documents if you have them. <input type="checkbox"/></p> <hr/> <p>Your police registration certificate (if you have been asked to register with the police). <input type="checkbox"/></p> <hr/> <p>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). <input type="checkbox"/></p> <hr/> <p>Documents showing that you have been awarded an HND or a UK recognised undergraduate degree, Master's degree or PhD by a relevant Scottish institution. If you have graduated, you must provide your original HND or degree certificate. If you are awaiting graduation, you must provide a signed letter from your personal tutor confirming that you have been awarded a qualification from a Scottish institution and are awaiting graduation. <input type="checkbox"/></p> <hr/> <p>If you have answered yes to question 4.5, a document confirming that your sponsor or former sponsoring authority consents to your remaining in the UK under FT:WISS. <input type="checkbox"/></p>
<p>Note 5: The documents showing the funds available to you should cover at least the last 3 months. We do not accept cashpoint printouts and internet bank statements as evidence of funds.</p>	<p>Documents showing that you have lived in Scotland for a suitable period during your studies (see Note 4). <input type="checkbox"/></p> <hr/> <p>Document(s) showing that you intend to seek and take employment in Scotland. <input type="checkbox"/></p> <hr/> <p>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 5). <input type="checkbox"/></p>

You must now complete Section 8

SECTION 8 *Declaration*

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

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, other bodies and the police where necessary for immigration and nationality purposes or to enable them to carry out their functions.

In addition, I understand that if my application is successful, my personal details will be passed to the Scottish Executive for research purposes and that the Scottish Executive will contact me periodically during my stay in Scotland.

Data given on this form may also be used for training purposes.

I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in the 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



IMMIGRATION & NATIONALITY DIRECTORATE

SECTION 1 *Payment Details (please see guidance before completing)*

APPLICANT'S DETAILS

1.1 Full Name

1.2 Nationality

1.3 Date of birth Day Month Year

1.4 Home Office reference

Applicant's contact address

PAYEE'S DETAILS

1.5 Contact Name

1.6 Contact Address

1.7 Post code

METHOD OF PAYMENT

1.8 Postal order

1.9 Cheque Cheque number

Account number Sort code --

1.10 Please debit my: Visa MasterCard Delta Switch Maestro

1.11 Insert current fee Postal £ Premium £

1.12 Name on card

1.13 Card number

1.14 Card details Valid from Expiry date Issue N° (where available)

1.15 Signature (card only) Date



Home Office IMMIGRATION & NATIONALITY DIRECTORATE

SECTION 2 *Applicant's details (please see guidance before completing)*

Attach applicant's photographs here

The personal details of the main applicant are to be entered at **2.1** to **2.9**. Where there are dependants of the main applicant, their personal details should be entered at Section 3.

Is a representative assisting you with your application? Yes No

If **yes** please insert their OISC Registration Number if they have one.

APPLICANT'S DETAILS

2.1 Title (Mr, Mrs, Ms, Miss, Other)

Full Name

2.2 Nationality

2.3 Date of birth Day Month Year Gender M F

2.4 Home Office reference

2.5 Passport number

2.6 Any other names by which you have been known

2.7 UK address. Please let us know immediately if this changes

2.8 Post code

2.9 Daytime telephone number

2.10 The address to which you would like us to return your documents and send any letters about your application

Post code

FLR (O) Version 09/2005

FLR (O)

Form

Version 09/2005

Tick a box to show us why you are applying for an extension of stay in the UK.

Visitor
Complete all sections

Crew member
Complete all except Section 4

Postgraduate doctor or dentist
Complete all sections

Au pair
Complete all sections

UK ancestry
Complete all sections

Employment not requiring a work permit
Complete all sections

Writer, composer or artist
Complete all sections

Private medical treatment
Complete all sections

Dependants of exempt HM Forces
Complete all sections

Other purposes/reasons not covered by other application forms
Complete all sections

This form is valid only for applications made on or after 15 September 2005

SECTION 3 Family details (please see guidance before completing)

This is where you give details of any dependants included in the application.

3.1

Do you have a partner and / or children under 18 living with you in the UK? Yes No

If you have answered **yes** to question **3.1** and they are applying for an extension of stay as your dependants, please give their details below. If you need more space continue on another sheet and provide it with your application.

Attach partner's photographs here

Partner's full name _____
Nationality _____
Date of birth _____ Marital Status _____ Gender _____
Day Month Year M F

Attach child's photographs here

Child's full name _____
Nationality _____
Date of birth _____ Relationship to you _____ Gender _____
Day Month Year M F

Attach child's photographs here

Child's full name _____
Nationality _____
Date of birth _____ Relationship to you _____ Gender _____
Day Month Year M F

SECTION 3 *Family details (continued)*

Child's full name

Nationality

Date of birth

Relationship to you

Gender

Day Month

Year

M F

Attach
child's
photographs here

Child's full name

Nationality

Date of birth

Relationship to you

Gender

Day Month

Year

M F

Attach
child's
photographs here

Child's full name

Nationality

Date of birth

Relationship to you

Gender

Day Month

Year

M F

Attach
child's
photographs here

SECTION 4 *Your home and your finances*

This section should not be completed if you are applying as a crew member.

4.1	Is your home in the UK:	a) owned by you?	<input type="checkbox"/>	b) rented from a local authority by you?	<input type="checkbox"/>
		c) privately rented by you?	<input type="checkbox"/>	d) owned or rented by a relative or friend?	<input type="checkbox"/>
		e) other (please give details)			
4.2	Do you or your partner, or both, pay any rent or mortgage for your home?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	If so, how much each month?		£ <input type="text"/>		
4.3	Are you working in the UK?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	If so, what is your net pay each month?		£ <input type="text"/>		
4.4	Does a relative or friend of you or your partner, or both of you, regularly give you money?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	If so, how much do you receive each month?		£ <input type="text"/>		
4.5	Are you receiving any public funds?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	If you have answered yes to question 4.5, you must tick the box(es) to show which public funds are being received. Please note that, under the Immigration Rules, public funds include the following:				
	Housing and Homelessness Assistance		<input type="checkbox"/>		
	Attendance Allowance		<input type="checkbox"/>		
	Severe Disablement Allowance		<input type="checkbox"/>		
	Carer's Allowance		<input type="checkbox"/>		
	Disability Living Allowance		<input type="checkbox"/>		
	Income Support		<input type="checkbox"/>		
	Working Tax Credit		<input type="checkbox"/>		
	Social Fund payment		<input type="checkbox"/>		
	Council Tax Benefit		<input type="checkbox"/>		
	Child Benefit		<input type="checkbox"/>		
	Income based Jobseeker's Allowance		<input type="checkbox"/>		
	Housing Benefit		<input type="checkbox"/>		
	State Pension Credit		<input type="checkbox"/>		
	Child Tax Credit		<input type="checkbox"/>		

SECTION 5 *Additional questions*

This section must be completed by all applicants. Information given may be checked with other agencies.

5.1 Do you have any criminal convictions in the UK or any other country (including traffic offences) or any civil judgements made against you? Yes No

If you have answered **yes** to question **5.1** you must give details below for each sentence starting with the most recent one. If you have received more than two sentences you should continue on another sheet (see **Note 1**).

Note 1: If you have answered **no** to question **5.1** please go to question **5.2**.

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

First sentence

Nature of offence _____

Date sentenced _____

Sentence given _____

Country where sentenced _____

Second sentence

Nature of offence _____

Date sentenced _____

Sentence given _____

Country where sentenced _____

5.2 Have you ever been charged or indicted inside or outside the UK with a criminal offence for which you have not yet been tried in court? Yes No

5.3 Have you ever been involved in the commission, preparation or organisation of war crimes, crimes against humanity or genocide? **For help in answering this question, please read the information on the next page.** Yes No

5.4 To your knowledge, have you ever been suspected, accused, investigated, charged, prosecuted or convicted for involvement in war crimes, crimes against humanity or genocide? **For help in answering this question, please read the information on the next page.** Yes No

5.5 Have you ever been involved in the financing, planning, preparation, commission or attempted commission of terrorist acts or in supporting acts of terrorism either within or outside the UK or have you ever been a member or supporter of an organisation which has perpetrated or supported acts of terrorism in furtherance of its aims? Yes No

SECTION 5 Additional questions (continued)

5.6

Have you engaged in any other activities which might be relevant to the question of whether you are a person of good character?

Yes No

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

REHABILITATION OF OFFENDERS ACT 1974

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

Definitions

For the purposes of answering questions **5.3** and **5.4**, the following information provides guidance on actions which may constitute genocide, crimes against humanity and war crimes.

This guidance is not exhaustive. Before you answer these questions you should consider the full definitions of war crimes, crimes against humanity and genocide which can be found in Schedule 8 of the International Criminal Court Act 2001 at the following website www.opsi.gov.uk/acts/acts2001/20010017.htm Alternatively, copies can be purchased from The Stationery Office, telephone **0870 600 5522**.

It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately.

Genocide

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

Crimes against humanity

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

War crimes

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

SECTION 6 *Documentary evidence*

The documents and photographs needed in support of your application, as well as those of any dependants included in your application, are listed in Sections 6A-6K below. You only have to provide those which are relevant to your case.

Tick the boxes in Section 6A next to the relevant items to show the documents and photographs you are providing. You must also tick one of the boxes in Sections 6B-6K next to the category in which you are applying and provide all the relevant documents listed in that section.

You should attach all photographs to Sections 2 and 3 of the form in the spaces provided.

6 A

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 Section 3), with their name written on the back of the photographs.

Note 2:

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

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.

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.

Current passport(s) or travel document(s) for each dependant applying for an extension of stay in the UK with you (see Section 3). 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).

We do not accept internet or cashpoint statements as evidence of funds.

If you have to complete Section 4 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**).

6 B

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.

6 C

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.

SECTION 6 *Documentary evidence (continued)***6 D****If you are applying as a postgraduate doctor or dentist:**

- a) a letter from your Postgraduate Dean approving your training plan and recommending the period of leave you should be granted;
- b) if your studies, at medical or dental school or subsequently, were sponsored by a government or an international sponsorship agency, a document confirming that your sponsor consents to your continuing stay in the UK as a postgraduate doctor or dentist and;
- c) If you are applying to undertake a Foundation Programme:
 - i) evidence that you are a graduate from a medical or dental school, and
 - ii) evidence that you have a confirmed place on a recognised Foundation Programme, or
- d) If you are applying to undertake basic or higher specialist training, including the General Practice Vocational Training Scheme (GPVTS), evidence that you have full, limited or temporary registration with the General Medical Council or General Dental Council or are eligible for this.

6 E**If you are applying as an au pair:**

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

6 F**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.

6 G**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.****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.

- a) Minister of religion, missionary or member of a religious order (see **Notes 3 and 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:

If you entered the UK with an entry clearance as a minister of religion on or after 23 August 2004, or if you are someone who did not enter the UK as a minister of religion, you must provide the following document issued to you:

an International English Language Testing System certificate to certify that you have achieved level 4 competence in spoken English, and dated no more than 2 years prior to your application.

SECTION 6 *Documentary evidence (continued)*

6 H

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.

6 I

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

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

- (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.

6 J

If your spouse is exempt from UK immigration control as a member of HM Forces, and you are applying on the basis of your spouse's service in HM Forces:

a letter from your spouse's unit confirming the date they enlisted and their expected final date of service with HM Forces.

Or

If your spouse is not serving with HM Forces but they are exempt from UK immigration control on the basis of their armed forces training, posting or service in the UK or as a member of a designated international headquarters or defence organisation:

a letter from your spouses's unit or employer confirming the start date of their training, posting or service in the UK and the expected end date of this period of training, posting or service in the UK.

6 K

If you are applying for an extension of stay in the UK for any other purposes or reasons:

a letter or other document explaining why you should be given an extension of stay. You must give full details in the box below and provide any relevant document(s) to support your case. If you need more space than is given below, continue on a separate sheet and provide it with your application.

You must now complete Section 7

SECTION 7 *Declaration*

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

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

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

I understand that all information 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, other bodies and the police where necessary for immigration and nationality purposes.

Data given on this form may also be used for training purposes.

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

Signed _____

Date _____

IMMIGRATION & NATIONALITY DIRECTORATE

SECTION 1 *Payment Details (please see guidance before completing)*

APPLICANT'S DETAILS

1.1 Full Name

1.2 Nationality

1.3 Date of birth Day Month Year

1.4 Home Office reference

Applicant's contact address

PAYEE'S DETAILS

1.5 Contact Name

1.6 Contact Address

1.7 Post code

METHOD OF PAYMENT

1.8 Postal order

1.9 Cheque Cheque number

Account number Sort code - -

1.10 Please debit my: Visa MasterCard Delta Switch Maestro

1.11 Insert current fee Postal £ Premium £

1.12 Name on card

1.13 Card number

1.14 Card details Valid from Expiry date Issue N° (where available)

1.15 Signature (card only) Date



Home Office IMMIGRATION & NATIONALITY DIRECTORATE

SECTION 2 Applicant's details (please see guidance before completing)

Attach applicant's photographs here

The personal details of the main applicant are to be entered at 2.1 to 2.9. The personal details of the spouse/unmarried partner of the applicant are to be entered at 3.1. Where there are dependants of the applicant, their personal details should be entered at 3.2.

Is a representative assisting you with your application? Yes [] No []

If yes please insert their OISC Registration Number if they have one. []

Are you: Married Divorced Widowed (please circle)

2.1 Title (Mr, Mrs, Ms, Miss, Other)

Full Name

2.2 Nationality

2.3 Date of birth Day Month Year Gender M [] F []

2.4 Home Office reference

2.5 Passport number

2.6 Any other names by which you have been known

2.7 UK address. Please let us know immediately if this changes

2.8 Post code

2.9 Daytime telephone number

2.10 The address to which you would like us to return your documents and send any letters about your application

Post code

SET(M)

Form

Version 09/2005

Tick a box to show us why you are applying for indefinite leave to remain in the UK.

Spouse (husband or wife) of a person present and settled in the UK. []

Complete sections as instructed

Unmarried partner of a person present and settled in the UK. []

Complete sections as instructed

This form is valid only for applications made on or after 15 September 2005

SECTION 3 Family details

3.1 Your spouse or unmarried partner's details

Attach spouse or partner's photograph here	Spouse or partner's full name	
	Nationality	
	Date of birth	Marital Status
	Gender	
	His/her name at birth if different, and any other names by which he/she has been known	

Day Month Year

M F

How long has he/she lived in the UK?

Years: Months:

This is where you give details of any children under 18 included in the application (please see guidance before completing).

3.2 Do you, or your spouse or partner, have any children under 18 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 **3.2** and they are applying for indefinite leave to remain as your dependants, please give their details below. If you need more space continue on another sheet and provide it with your application.

Attach child's photographs here	Child's full name	
	Nationality	
	Date of birth	Gender
	Day Month Year	M <input type="checkbox"/> F <input type="checkbox"/>
	Do they live with you in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Who pays for their support?

Relationship to you Relationship to your spouse or partner

Attach child's photographs here	Child's full name	
	Nationality	
	Date of birth	Gender
	Day Month Year	M <input type="checkbox"/> F <input type="checkbox"/>
	Do they live with you in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Who pays for their support?

Relationship to you Relationship to your spouse or partner

SECTION 3 Family details (continued)

Child's full name _____

Nationality _____

Date of birth _____ Gender _____

Day Month Year M F

Do they live with you in the UK? Yes No

Who pays for their support? _____

Relationship to you _____ Relationship to your spouse or partner _____

Attach child's photographs here

Child's full name _____

Nationality _____

Date of birth _____ Gender _____

Day Month Year M F

Do they live with you in the UK? Yes No

Who pays for their support? _____

Relationship to you _____ Relationship to your spouse or partner _____

Attach child's photographs here

Child's full name _____

Nationality _____

Date of birth _____ Gender _____

Day Month Year M F

Do they live with you in the UK? Yes No

Who pays for their support? _____

Relationship to you _____ Relationship to your spouse or partner _____

Attach child's photographs here

SECTION 4 *Your finances***This section must be completed by all applicants.****4.1** Are you working in the UK? Yes No If so, what is your net pay each month? £ **4.2** Is your spouse or partner working in the UK? Yes No If so, what is their net pay each month? £ **4.3** Does a relative or friend of you or your spouse or partner, or both of you, regularly give you money? Yes No If so, how much do you receive each month? £ **4.4** Are you or your spouse or partner receiving any public funds? Yes No If you answered **yes** to question **4.4**, you must tick the box(es) to show which public funds are being received and by whom. Please note that, under the Immigration Rules, public funds include the following:

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

SECTION 6 *Additional questions*

This section must be completed by all applicants. Information given may be checked with other agencies.

6.1

Do you have any criminal convictions in the UK or any other country (including traffic offences) or any civil judgements made against you? Yes No

If you have answered **yes** to question **6.1** you must give details below for each sentence starting with the most recent one. If you have received more than two sentences you should continue on another sheet (see **Note 1**). If you have answered **no** to question **6.1** please go to question **6.2**.

Note 1:

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

First sentence

Nature of offence

Date sentenced

Sentence given

Country where sentenced

Second sentence

Nature of offence

Date sentenced

Sentence given

Country where sentenced

6.2

Have you ever been charged or indicted inside or outside the UK with a criminal offence for which you have not yet been tried in court? Yes No

6.3

Have you ever been involved in the commission, preparation or organisation of war crimes, crimes against humanity or genocide? **For help in answering this question, please read the information on the next page.** Yes No

6.4

To your knowledge, have you ever been suspected, accused, investigated, charged, prosecuted or convicted for involvement in war crimes, crimes against humanity or genocide? **For help in answering this question, please read the information on the next page.** Yes No

6.5

Have you ever been involved in the financing, planning, preparation, commission or attempted commission of terrorist acts or in supporting acts of terrorism either within or outside the UK or have you ever been a member or supporter of an organisation which has perpetrated or supported acts of terrorism in furtherance of its aims? Yes No

SECTION 6 Additional questions (continued)

6.6

Have you engaged in any other activities which might be relevant to the question of whether you are a person of good character?

Yes No

If you have answered **yes** to question **6.2, 6.3, 6.4, 6.5** or **6.6** above please give further details in the space provided below. If you need more space, continue on a separate sheet.

REHABILITATION OF OFFENDERS ACT 1974

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

Definitions

For the purposes of answering questions **6.3** and **6.4**, the following information provides guidance on actions which may constitute genocide, crimes against humanity and war crimes.

This guidance is not exhaustive. Before you answer these questions you should consider the full definitions of war crimes, crimes against humanity and genocide which can be found in Schedule 8 of the International Criminal Court Act 2001 at the following website www.opsi.gov.uk/acts/acts2001/20010017.htm
Alternatively, copies can be purchased from The Stationery Office, telephone **0870 600 5522**.

It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately.

Genocide

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

Crimes against humanity

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

War crimes

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

SECTION 7 *Documentary evidence*

The documents and photographs needed in support of your application, as well as those of any dependants included in your 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 attach all photographs to Sections 2 and 3 of the form in the spaces provided.

<p>7 A</p> <p>Note 2: The document(s) must be either</p> <ul style="list-style-type: none"> • 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. <p>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 for Work and Pensions or a local health authority.</p>	<p>Two recent passport sized photographs of yourself with your name written on the back of each photograph. <input type="checkbox"/></p> <hr/> <p>A recent passport sized photograph of your spouse or partner with their name written on the back of the photograph. <input type="checkbox"/></p> <hr/> <p>Two recent passport sized photographs of each dependent child applying for indefinite leave to remain in the UK with you (see Section 3) with their name written on the back of the photographs. <input type="checkbox"/></p> <hr/> <p>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. <input type="checkbox"/></p> <hr/> <p>Current passport(s) or travel document(s) for each dependent child applying for indefinite leave to remain in the UK with you (see Section 3). If they last entered the UK on previous passport(s) or travel document(s), please also provide these documents if you have them. <input type="checkbox"/></p> <hr/> <p>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. <input type="checkbox"/></p> <hr/> <p>Document(s) showing that your spouse or partner is present and settled in the UK (see Note 2). <input type="checkbox"/></p> <p>List any such document(s) in this box (continue on another sheet if necessary).</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div> <hr/> <p>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). <input type="checkbox"/></p>
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Note 3: The documents showing the funds available to you should cover at least the last 3 months. We do not accept internet or cashpoint statements as evidence of funds.

SECTION 7 *Documentary evidence (continued)*

You must now provide documents showing that your marriage or relationship subsists (see Note 4).

Note 4:

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

Please provide ten items of correspondence of the kind, or from the sources listed below, addressed to you and your spouse or partner jointly during each of the past 2 years if they clearly show that you live together at the same address. At least 5 of these documents should be from different sources. If you have not received any such correspondence that is addressed to you and your spouse or partner jointly, it is acceptable to provide no less than 4 items addressed to one of you and no more than 6 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 bills or statements
- council tax bills or statements
- local social services department
- local health authority
- government department or agency (eg Department of Health, Inland Revenue, Department for Work and Pensions, Employment Service)
- bank or building society statements or passbooks
- 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

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.

Data given on this form may also be used for training purposes.

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

Signed: _____

Date: _____

By the applicant's 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: _____

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.

Data given on this form may also be used for training purposes.

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

Signed: _____

Date: _____

By the applicant's 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 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: _____



IMMIGRATION & NATIONALITY DIRECTORATE

SECTION 1 *Payment Details (please see guidance before completing)*

APPLICANT'S DETAILS

1.1 Full Name

1.2 Nationality

1.3 Date of birth Day Month Year

1.4 Home Office reference

Applicant's contact address

PAYEE'S DETAILS

1.5 Contact Name

1.6 Contact Address

1.7 Post code

METHOD OF PAYMENT

1.8 Postal order

1.9 Cheque Cheque number

Account number Sort code --

1.10 Please debit my: Visa MasterCard Delta Switch Maestro

1.11 Insert current fee Postal £ Premium £

1.12 Name on card

1.13 Card number

1.14 Card details Valid from Expiry date Issue N° (where available)

1.15 Signature (card only) Date



Home Office IMMIGRATION & NATIONALITY DIRECTORATE

SECTION 2 Applicant's details (please see guidance before completing)

Attach applicant's photographs here

The personal details of the main applicant are to be entered at 2.1 to 2.9. Where there are dependants of the main applicant, their personal details should be entered at Section 3.3.

Is a representative assisting you with your application? Yes [] No []

If yes please insert their OISC Registration Number if they have one. []

APPLICANT'S DETAILS

2.1 Title (Mr, Mrs, Ms, Miss, Other) Full Name

2.2 Nationality

2.3 Date of birth (Day, Month, Year) Gender (M, F)

2.4 Home Office reference

2.5 Passport number

2.6 Any other names by which you have been known

2.7 UK address. Please let us know immediately if this changes

2.8 Post code

2.9 Daytime telephone number

2.10 The address to which you would like us to return your documents and send any letters about your application

Post code

SET(F)

Form

Version 09/2005

Tick a box to show us why you are applying for indefinite leave to remain in the UK as a family member (other than husband, wife or unmarried partner) of a person present and settled in the UK.

Child under the age of 18 of a parent, parents or a relative present and settled in the UK

Complete all except Section 3

Adopted child under the age of 18 of a parent or parents present and settled in the UK

Complete all except Section 3

Parent, grandparent or other dependent relative aged over 18 of persons present and settled in the UK.

Complete all sections

This form is valid only for applications made on or after 15 September 2005

SECTION 3 *Family details*

This section must only be completed if you are applying as a parent, grandparent or other dependent relative aged over 18.

3.1

Do you have any close relatives living outside the UK?

Yes

No

If you have answered **yes** to question **3.1**, please give their details below. If you need more space continue on another sheet and provide it with your application.

Name

Relationship to you

Country where they live

3.2

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

Name

Relationship to you

Country where they live

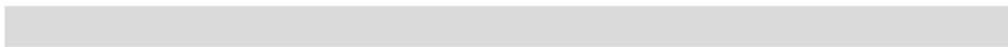
SECTION 3 Family details (continued)

This is where you give details of any dependants included in the application (please see guidance before completing).

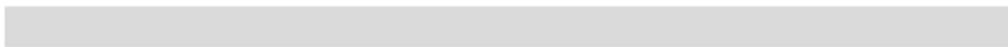
3.3 Do you have a spouse and/or children under 18 living with you in the UK? Yes No

If you have answered **yes** to question **3.3** and they are applying for indefinite leave to remain as your dependants, please give their details below. If you need more space continue on another sheet and provide it with your application.

Attach spouse's photographs here	Spouse's full name	_____		
	Nationality	_____		
	Date of birth	Marital Status	Gender	
	Day Month Year	_____	M <input type="checkbox"/> F <input type="checkbox"/>	



Attach child's photographs here	Child's full name	_____		
	Nationality	_____		
	Date of birth	Relationship to you	Gender	
	Day Month Year	_____	M <input type="checkbox"/> F <input type="checkbox"/>	



Attach child's photographs here	Child's full name	_____		
	Nationality	_____		
	Date of birth	Relationship to you	Gender	
	Day Month Year	_____	M <input type="checkbox"/> F <input type="checkbox"/>	



SECTION 4 *Details of your sponsor and his / her home and finances*

This section must be completed by all applicants.

4.1	What is the name of your sponsor (the relative you are applying for indefinite leave to remain with in the UK)?	<input type="text"/>
4.2	What is your sponsor's relationship to you?	<input type="text"/>
4.3	What is your sponsor's nationality?	<input type="text"/>
4.4	Is your sponsor's home in the UK:	a) owned by your sponsor? <input type="checkbox"/> b) rented from a local authority by your sponsor? <input type="checkbox"/> c) privately rented by your sponsor? <input type="checkbox"/> d) owned or rented by a relative or friend? <input type="checkbox"/> e) other (please give details)
4.5	Does your sponsor pay any rent or mortgage for his/her home? Yes <input type="checkbox"/> No <input type="checkbox"/>	If so, how much each month? <input type="text"/> £
4.6	How many rooms are there for your use?	<input type="text"/>
4.7	How many other people live in your sponsor's home?	<input type="text"/>
4.8	Will your sponsor be supporting you and all your dependants from his/her own money? Yes <input type="checkbox"/> No <input type="checkbox"/>	
4.9	What percentage of your total finances will your sponsor's support represent?	<input type="text"/> %
4.10	Did your sponsor provide financial support to you while you were living in your home country? Yes <input type="checkbox"/> No <input type="checkbox"/>	If so, how long did they provide this support? <input type="text"/>
4.11	Did you have any source of income of your own while you were living in your home country? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes , please give details.
4.12	Did you receive financial support from anyone else while you were living in your own country? Yes <input type="checkbox"/> No <input type="checkbox"/>	If so, how much and from whom? <input type="text"/> £

SECTION 4 *Details of your sponsor and his / her home and finances (continued)*

This section must be completed by all applicants.

4.13 Is your sponsor working in the UK? Yes No

If so, what is their net pay each month? £

4.14 Does he/she regularly receive any other money? Yes No

If so, how much does he/she receive each month? £

4.15 Are you receiving any public funds? Yes No

If you have answered **yes** to question **4.15** you must tick the box(es) to show which public funds are being received. Please note that, under the Immigration Rules, public funds include the following:

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

SECTION 5 *Details about your application*

This section must be completed as indicated by all applicants.

5.1 Are you: Single Married Divorced Widowed *(please circle)*

5.2 Are you currently in good health? Yes No

If not, please give details.

5.3 Please provide any compelling or compassionate details that you would like the Home Office to take into consideration. Please continue on a separate sheet if necessary.

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

5.5 Please state the number of rooms in the house and say whether or not it is in a good state of repair.

5.6 Did you live alone? Yes No

If not, who lived with you and why can that arrangement not continue? Please give your answer in this box, and continue on a separate sheet if necessary.

SECTION 6 Additional questions

This section must be completed by all applicants. Information given may be checked with other agencies.

6.1

Do you have any criminal convictions in the UK or any other country (including traffic offences) or any civil judgements made against you?

Yes

No

If you have answered **yes** to question **6.1** you must give details below for each sentence starting with the most recent one. If you have received more than two sentences you should continue on another sheet (see **Note 1**). If you have answered **no** to question **6.1** please go to question **6.2**.

Note 1

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

First sentence

Nature of offence

Date sentenced

Sentence given

Country where sentenced

Second sentence

Nature of offence

Date sentenced

Sentence given

Country where sentenced

6.2

Have you ever been charged or indicted inside or outside the UK with a criminal offence for which you have not yet been tried in court?

Yes

No

6.3

Have you ever been involved in the commission, preparation or organisation of war crimes, crimes against humanity or genocide? **For help in answering this question, please read the information on the next page.**

Yes

No

6.4

To your knowledge, have you ever been suspected, accused, investigated, charged, prosecuted or convicted for involvement in war crimes, crimes against humanity or genocide? **For help in answering this question, please read the information on the next page.**

Yes

No

6.5

Have you ever been involved in the financing, planning, preparation, commission or attempted commission of terrorist acts or in supporting acts of terrorism either within or outside the UK or have you ever been a member or supporter of an organisation which has perpetrated or supported acts of terrorism in furtherance of its aims?

Yes

No

SECTION 6 Additional questions (continued)

6.6

Have you engaged in any other activities which might be relevant to the question of whether you are a person of good character?

Yes

No

If you have answered **yes** to question **6.2, 6.3, 6.4, 6.5** or **6.6** above please give further details in the space provided below. If you need more space, continue on a separate sheet.

REHABILITATION OF OFFENDERS ACT 1974

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

Definitions

For the purposes of answering questions **6.3** and **6.4**, the following information provides guidance on actions which may constitute genocide, crimes against humanity and war crimes.

This guidance is not exhaustive. Before you answer these questions you should consider the full definitions of war crimes, crimes against humanity and genocide which can be found in Schedule 8 of the International Criminal Court Act 2001 at the following website www.opsi.gov.uk/acts/acts2001/20010017.htm Alternatively, copies can be purchased from The Stationery Office, telephone **0870 600 5522**.

It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately.

Genocide

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

Crimes against humanity

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

War crimes

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

SECTION 7 *Documentary evidence*

The documents and photographs needed in support of your application, as well as those of any dependants included in your 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 attach all photographs to Sections 2 and 3 of the form in the spaces provided.

7A

Two recent passport sized photographs of yourself with your name written on the back of each photograph.

Note 2
The document(s) must be from a Registered Medical Practitioner or General Practitioner. These must contain information about the nature of your illness, the treatment required and its estimated duration.

Two recent passport sized photographs of each dependant applying for indefinite leave to remain in the UK with you (see Section 3), with their name written on the back of the photographs.

Your current passport(s) or travel document(s). 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 Section 3). 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).

Note 3
The documents showing the funds available to you should cover at least the last three months. We do not accept internet or cashpoint statements as evidence of funds.

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).

Document(s) from your sponsor confirming the support that they have provided for you over the last 6 months i.e. credit transfer slips.

Document(s) showing the relationship between you and your sponsor e.g. full birth certificates.

Document(s) showing your sponsor's status in the United Kingdom e.g. passport or full birth certificate.

Document(s) showing any medical conditions for which you require medical treatment (see Note 2).

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 3).

SECTION 7 *Documentary evidence (continued)*

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

7 C If you are an adopted child, your adoption order.

7 D 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 that you are wholly or mainly financially dependent on your sponsor; and
2. Your sponsor is requested to complete the Sponsorship Undertaking attached to this form.

It is not compulsory to complete the Sponsorship Undertaking on page 19, but, if it is completed and provided, it will help us to decide your application more quickly.

You must now complete Section 8

SECTION 8 *Declaration*

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

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

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

I understand that all information 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, other bodies and the police where necessary for immigration and nationality purposes or to enable them to carry out their functions.

Data given on this form may also be used for training purposes.

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

Signed

Date



Home Office

IMMIGRATION & NATIONALITY DIRECTORATE

SECTION 1 *Payment Details (please see guidance before completing)*

APPLICANT'S DETAILS

1.1 Full Name

1.2 Nationality

1.3 Date of birth Day Month Year

1.4 Home Office reference

Applicant's contact address

PAYEE'S DETAILS

1.5 Contact Name

1.6 Contact Address

1.7 Post code

METHOD OF PAYMENT

1.8 Postal order

1.9 Cheque Cheque number

Account number Sort code - -

1.10 Please debit my: Visa MasterCard Delta Switch Maestro

1.11 Insert current fee Postal £ Premium £

1.12 Name on card

1.13 Card number

1.14 Card details Valid from Expiry date Issue N° (where available)

1.15 Signature (card only) Date

SET (O) Version 09/2005



Home Office IMMIGRATION & NATIONALITY DIRECTORATE

SECTION 2 Applicant's details (please see guidance before completing)

Attach applicant's photographs here

The personal details of the main applicant are to be entered at **2.1** to **2.9**. Where there are dependants of the main applicant, their personal details should be entered at Section 3.

Is a representative assisting you with your application? Yes No

If **yes** please insert their OISC Registration Number if they have one.

APPLICANT'S DETAILS

2.1 Title (Mr, Mrs, Ms, Miss, Other) _____

Full Name _____

2.2 Nationality _____

2.3 Date of birth

Day	Month	Year

 Gender M F

2.4 Home Office reference _____

2.5 Passport number _____

2.6 Any other names by which you have been known _____

2.7 UK address. Please let us know immediately if this changes _____

2.8 Post code _____

2.9 Daytime telephone number _____

2.10 The address to which you would like us to return your documents and send any letters about your application _____

Post code _____

SET (O) Version 09/2005

SET (O)

Form

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Tick a box to show us why you are applying for indefinite leave to remain in the UK.

Work permit holder
Complete all sections

Employment not requiring a work permit
Complete all sections

Writer, composer or artist
Complete all sections

UK ancestry
Complete all sections

Highly skilled migrant
Complete all sections

Long residence in the UK
Complete all except Section 4

Ex HM Forces
Complete all except Sections 4 and 5

Victim of domestic violence
Complete all except Sections 4 and 5

Other purposes/reasons not covered by other application forms.
Complete all sections

This form is valid only for applications made on or after 15 September 2005

SECTION 3 Family details (please see guidance before completing)

This is where you give details of any dependants included in the application.

3.1

Do you have a partner and/or children under 18 living with you in the UK? Yes No

If you have answered **yes** to question **3.1** and they are applying for indefinite leave to remain as your dependants, please give their details below. If you need more space continue on another sheet and provide it with your application.

Attach partner's photographs here	Partner's full name			
	Nationality			
	Date of birth	Marital Status	Gender	
	Day Month Year		M <input type="checkbox"/>	F <input type="checkbox"/>

Attach child's photographs here	Child's full name			
	Nationality			
	Date of birth	Relationship to you	Gender	
	Day Month Year		M <input type="checkbox"/>	F <input type="checkbox"/>

Attach child's photographs here	Child's full name			
	Nationality			
	Date of birth	Relationship to you	Gender	
	Day Month Year		M <input type="checkbox"/>	F <input type="checkbox"/>

SECTION 3 *Family details (continued)*

Child's full name

Nationality

Date of birth

Day: [] [] [] [] | Month: [] [] [] []

Year: [] [] [] [] [] []

Relationship to you

Gender

M

F

Attach
child's
photographs here

Child's full name

Nationality

Date of birth

Day: [] [] [] [] | Month: [] [] [] []

Year: [] [] [] [] [] []

Relationship to you

Gender

M

F

Attach
child's
photographs here

Child's full name

Nationality

Date of birth

Day: [] [] [] [] | Month: [] [] [] []

Year: [] [] [] [] [] []

Relationship to you

Gender

M

F

Attach
child's
photographs here

SECTION 4 *Your home and your finances*

This section should not be completed if you are applying on the grounds of long residence in the UK, or if you have been discharged from HM Forces or as a victim of domestic violence.

4.1	Is your home in the UK:	a) owned by you? <input type="checkbox"/>	b) rented from a local authority by you? <input type="checkbox"/>
		c) privately rented by you? <input type="checkbox"/>	d) owned or rented by a relative or friend? <input type="checkbox"/>
	e) other (please give details)		
4.2	Do you or your partner, or both, pay any rent or mortgage for your home? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	If so, how much each month? £ <input style="width: 150px;" type="text"/>		
4.3	Are you working in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	If so, what is your net pay each month? £ <input style="width: 150px;" type="text"/>		
4.4	Does a relative or friend of you or your partner, or both of you, regularly give you money? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	If so, how much do you receive each month? £ <input style="width: 150px;" type="text"/>		
4.5	Are you receiving any public funds? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	If you have answered yes to question 4.5, you must tick the box(es) to show which public funds are being received. Please note that, under the Immigration Rules, public funds include the following:		
	Housing and homelessness assistance	<input type="checkbox"/>	
	Attendance Allowance	<input type="checkbox"/>	
	Severe Disablement Allowance	<input type="checkbox"/>	
	Carer's Allowance	<input type="checkbox"/>	
	Disability Living Allowance	<input type="checkbox"/>	
	Income Support	<input type="checkbox"/>	
	Working Tax Credit	<input type="checkbox"/>	
	Social Fund payment	<input type="checkbox"/>	
	Council Tax Benefit	<input type="checkbox"/>	
	Child Benefit	<input type="checkbox"/>	
	Income based Jobseeker's Allowance	<input type="checkbox"/>	
	Housing Benefit	<input type="checkbox"/>	
	State Pension Credit	<input type="checkbox"/>	
	Child Tax Credit	<input type="checkbox"/>	

SECTION 5 *Details about your application*

This section should not be completed if you have been discharged from HM Forces or are applying as a victim of domestic violence.

5.1

When did you first enter the UK(see **Note 1**)?

Day	Month	Year
-----	-------	------

Note 1:

This refers to the date of the main applicant's first entry to the UK at the beginning of the stay on which the application is based.

5.2

Have you had any absence(s) outside the UK?

Yes No

If you have answered **yes** to question **5.2**, please enter the dates of those absences in the spaces provided below and explain the reason(s) for the absence(s). You should attempt to list all absences if you are able to do so, however short they may have been, but you should definitely list and explain **all** absences of **3 months or more**.

Dates of absence(s)

Reason(s) for absence(s)

5.3

Are you applying for indefinite leave to remain for other purposes/reasons not covered by other application forms?

Yes No

If you have answered **yes** to question **5.3**, you must provide a letter or other document explaining why you want to stay here. You must give full details in the box below and provide any relevant document(s) to support your case. If you need more space than is given below, continue on a separate sheet and provide it with your application.

SECTION 6 *Additional questions*

This section must be completed by all applicants. Information given may be checked with other agencies.

6.1 Do you have any criminal convictions in the UK or any other country (including traffic offences) or any civil judgements made against you? Yes No

If you have answered **yes** to question **6.1** you must give details below for each sentence starting with the most recent one. If you have received more than two sentences you should continue on another sheet (see **Note 2**). If you have answered **no** to question **6.1** please go to question **6.2**.

Note 2:

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

First sentence

Nature of offence _____

Date sentenced _____
Sentence given _____
Country where sentenced _____

Second sentence

Nature of offence _____

Date sentenced _____
Sentence given _____
Country where sentenced _____

6.2 Have you ever been charged or indicted inside or outside the UK with a criminal offence for which you have not yet been tried in court? Yes No

6.3 Have you ever been involved in the commission, preparation or organisation of war crimes, crimes against humanity or genocide? **For help in answering this question, please read the information on the next page.** Yes No

6.4 To your knowledge, have you ever been suspected, accused, investigated, charged, prosecuted or convicted for involvement in war crimes, crimes against humanity or genocide? **For help in answering this question, please read the information on the next page.** Yes No

6.5 Have you ever been involved in the financing, planning, preparation, commission or attempted commission of terrorist acts or in supporting acts of terrorism either within or outside the UK or have you ever been a member or supporter of an organisation which has perpetrated or supported acts of terrorism in furtherance of its aims? Yes No

SECTION 6 *Additional questions (continued)***6.6**

Have you engaged in any other activities which might be relevant to the question of whether you are a person of good character?

Yes

No

*If you have answered **yes** to question **6.2**, **6.3**, **6.4**, **6.5** or **6.6** above please give further details in the space provided below. If you need more space, continue on a separate sheet.*

REHABILITATION OF OFFENDERS ACT 1974

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

Definitions

For the purposes of answering questions **6.3** and **6.4**, the following information provides guidance on actions which may constitute genocide, crimes against humanity and war crimes.

This guidance is not exhaustive. Before you answer these questions you should consider the full definitions of war crimes, crimes against humanity and genocide which can be found in Schedule 8 of the International Criminal Court Act 2001 at the following website www.opsi.gov.uk/acts/acts2001/20010017.htm

Alternatively, copies can be purchased from The Stationery Office, telephone **0870 600 5522**.

It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately.

Genocide

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

Crimes against humanity

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

War crimes

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

SECTION 7 *Documentary evidence*

The documents and photographs needed in support of your application, as well of those of any dependants included in your 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 attach all photographs to Sections 2 and 3 in the spaces provided.

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 Section 3), 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.

A current passport or travel document for each dependant applying for indefinite leave to remain in the UK with you (see Section 3). If they last entered the UK on previous passports or travel documents, 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 4 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 3**).

Note 3:
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.
We do not accept internet or cashpoint statements as evidence of funds.

SECTION 7 *Documentary evidence (continued)*

7B If you are applying as a work permit holder, document(s) from your employer confirming that your employment with them is continuing.

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.

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.

- 1 Minister of religion, missionary or member of a religious order (see **Note 4**);
- 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.

7D If you are applying as a writer, composer or artist, documents(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. You may have been given leave to enter or remain in other categories leading to settlement before being granted permission to stay under HSMP. If you would like this stay to be considered in connection with your application for indefinite leave to remain, you should provide details of the categories involved and the periods spent in each of these categories.

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 cannot provide them all, you must provide the passports you have together with any Home Office letter(s) or other document(s) granting you leave to enter and/or remain in the UK.

SECTION 7 *Documentary evidence (continued)***7 H**

If you are applying because you have had at least 14 years' continuous residence in the UK, documents 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 for each year;
- 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 Department for Work and Pensions;
- i) full birth certificate(s) i.e. one which shows the parent's 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.

7 I

If you are applying following your discharge from HM Forces, your Certificate of Discharge.

7 J

If you are applying as a victim of domestic violence, documents showing:

Note 5: We cannot accept an ex-parte or interim order.

Whether you have provided documents at 1 to 3 or a) to e), 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.

- 1 an injunction, non-molestation order or other protection order against your partner (see **Note 5**); or
- 2 a relevant court conviction against your partner;
- 3 full details of a relevant police caution against your partner. The information needed here is your partner's full name, date of birth, nationality, address at the time of the incident(s), and now, if different; 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.

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 (see Note 5);

- 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. The doctor must be registered with the General Medical Council;
- b) an undertaking given to a court that your partner will not approach you;
- c) a police report confirming attendance at the then marital address because 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 one of the men's or women's refuges or a domestic violence support organisations listed at Annex AB of the Immigration Directorate Instructions, which can be found on the IND website at www.ind.homeoffice.gov.uk.

7 K

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.

SECTION 8 *Declaration*

You must now complete Section 8

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

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

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

I understand that all information 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, other bodies and the police where necessary for immigration and nationality purposes or to enable them to carry out their functions.

Data given on this form may also be used for training purposes.

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

Signed

Date

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations prescribe forms which are to be used for applications for limited or indefinite leave to remain in the United Kingdom, and prescribe the procedures to be followed in relation to an application for which a form is prescribed. An application made on a prescribed form may include an application in respect of anyone applying for leave to remain in the United Kingdom as a dependant of the main applicant.

These Regulations revoke and replace the Immigration (Leave to Remain) (Prescribed Forms and Procedures) Regulations 2005 (the “2005 Regulations”). The forms prescribed by these Regulations are largely the same as the forms prescribed by the 2005 Regulations, although there are some minor changes to existing questions, and new questions have been added. These Regulations also prescribe a new application form for limited leave to remain in the United Kingdom as a participant in the Fresh Talent: Working in Scotland Scheme.

These Regulations make two changes to the procedure prescribed for applications. First, the procedures prescribed by regulation 14(1) now include a provision that each part of the form is to be completed as directed in the form. Secondly, regulation 15(1)(b) increases the period for notifying the applicant of any failure to comply with the procedures prescribed in regulation 14(1) from 21 to 28 days.