
APPLICATION FOR A GRANT OF LEAVE AND BIOMETRIC IMMIGRATION DOCUMENT UNDER TIER 2 - MAIN APPLICANT

ADDITIONAL INFORMATION FOR MAKING A TIER 2 APPLICATION

This document provides additional information to help you complete your Tier 2 application form if you are applying in the United Kingdom.

The application form is available from our website:

<http://www.ukba.homeoffice.gov.uk>.

Please check that this is the current form and additional information for use on the date that you apply.

This is for
use with the
application form
specified for
applications
made on or after
6 April 2012

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INTRODUCTION

This document provides information to help you to complete the Tier 2 application form. For further information on Tier 2 of the Points-Based System policy please see the relevant paragraphs of the immigration rules and the Tier 2 policy guidance notes. These documents are available on the UK Border Agency website at www.ukba.homeoffice.gov.uk.

All the above documents are available in Welsh, Braille, large print, audio and other alternative formats on request. For further information on alternative formats, and how to obtain these, please contact the Customer Contact Centre on 0114 207 4074.

WHO SHOULD APPLY USING THIS FORM?

This application form should only be completed by individuals who are already in the United Kingdom. Application forms for individuals applying from outside the United Kingdom can be found on the UK Border Agency website at www.ukba.homeoffice.gov.uk/countries/.

You should use this application form to apply for limited leave if you are:

- currently in the United Kingdom and wish to make an initial application under Tier 2;
- currently in the United Kingdom as a main applicant under Tier 2 seeking a change of employment or to extend your leave for a further period within your existing category; or,
- currently in the United Kingdom under the work permit arrangements, and seeking an extension under Tier 2.

Application forms for individuals applying for indefinite leave (settlement) can be found on the UK Border Agency website at www.ukba.homeoffice.gov.uk/visas-immigration/settlement/applicationtypes/.

This application form should not be used by dependants of main applicants. A separate application form titled 'Points Based System - Dependants Application Form' is available for this purpose and can be found on the UK Border Agency website at www.ukba.homeoffice.gov.uk.

Please note: Turkish nationals who have accrued employment rights under Decision 1/80 of the Turkey ECAA Association Council do not require sponsorship. More information on Decision 1/80 rights is available in Immigration Directorate Instructions Chapter 5 Section 10 on our website: www.ukba.homeoffice.gov.uk.

SUBMITTING A VALID APPLICATION

You will only be considered to have submitted a 'valid' application if the following has been complied with:

- the correct application form must be completed and submitted
- the correct application fee must be paid

- your current passport, biometric residence permit (BRP) if applicable or travel document must be provided, unless it is not available for one of the reasons specified on the application form
- the mandatory sections in the application form must be completed
- two identical passport-size photographs of you with your full name written on the back of each one must be supplied
- two identical passport-size photographs of any dependants who are applying with you with their full name written on the back of each one must be supplied.

The photographs provided must be in the format specified in the separate photograph guidance, which can be found on the UK Border Agency website at www.ukba.homeoffice.gov.uk.

Please ensure that they are placed in a small sealed envelope attached to section 2 of the form as instructed there - and without any staples, clips, pins or anything else which could mark or damage the photographs.

If the application is successful the photographs provided will be reproduced on your BRP.

If you are required to register with the police you must also include your Police Registration Certificate with your application.

If your application does not comply with the above, it will be rejected as invalid.

You are required to answer all questions in this application form truthfully. It is a criminal offence to make a false statement in this application, and it may also lead to refusal of your application.

BIOMETRIC RESIDENCE PERMIT (BRP)

Everyone applying to extend their leave as a Tier 2 skilled worker must apply for a BRP. Further information about these measures, which are based on powers contained in the UK Borders Act 2007, can be found on our website.

What is the BRP?

The BRP is a residence permit which holds your biographic details (name, date and place of birth) and biometric features, and shows your immigration status and entitlements while you remain in the UK.

It replaces the vignette (or sticker) and ink stamps previously placed in the passports of those granted permission to remain in the UK. If you are issued with a BRP, you will receive a leaflet giving more information about it and explaining any obligations.

What are biometric features?

Biometrics features are the unique physical characteristics that can be used to identify a person such as a facial image and fingerprints. We do this by taking a digital photograph of all applicants and scanning the fingerprints of applicants aged six or over.

How are biometric features recorded?

An applicant who is required by law to apply for a BRP must make arrangements to have their biometric features recorded.

The procedure (premium service applications)

If you apply in person at one of our public enquiry offices, you and any dependants applying with you will be required to have your biometric features recorded after signing an acknowledgement to confirm that you understand what you are required to do. You will then be asked to place your fingers, followed by your thumbs, on a fingerprint

scanner. If your hands are dirty, we will ask you to clean them. Once your fingerprints have been recorded we will then take a photograph of your face.

The same process will be carried out for any dependants applying with you, except that any children aged under 6 will not be required to provide fingerprints, although we will take their photograph.

The biometric features taken, and those of any children under 18 who are applying, will then be recorded as part of the application.

In some circumstances, you may be required to attend an identity interview if we require further information to establish your identity.

The procedure (postal applications)

If you apply by post, you will be sent a letter notifying you of the need to make arrangements for you and any children under 18 applying with you to have your biometric features recorded (enrolled).

Enrolling your biometrics at a post office

Postal applicants are able to enrol their biometrics at a participating Crown Post Offices. This is a walk-in service, with no need to book an appointment¹. You will be sent a letter which will supply all relevant information to enable you to enrol using the post office service.

You must bring the back page of the letter (which includes your case reference number, full name and date of birth) with you when you attend the Post Office Ltd branch. If you fail to bring the back page of this letter with you Post Office Ltd will not be able to proceed with your enrolment.

[¹ Please note that there may be a queue for this service]

There is more information about this at both our and the Post Office following website addresses: www.ukba.homeoffice.gov.uk/aboutus/contact/enrol-biometric/post-office-biometric-enrolment/

www.postoffice.co.uk

Super premium service

As part of the super premium service we will visit you to record your biometric features (fingerprints and photograph):

- at a location of your choosing; and
- at a convenient time and date for you (between 09:00 and 17:00, Monday to Friday), with a minimum of 48 hours' notice following initial contact.

We will make a decision on the application within 24 hours of the biometric features being recorded.

If you want to use this service, you should phone 020 8196 3893 or 020 8196 3892. The fee for the service is £6,000, and includes fees relating to dependants.

More information about this service, including the fee, is available on our website at <http://www.ukba.homeoffice.gov.uk/contact/super-premium/>.

How and when will I be notified of the outcome of my application for an extension of stay and for a Residence Permit?

If the application is successful, you will not be issued with a United Kingdom residence permit (vignette or sticker) in your passport. Instead, you will be issued with a BRP.

Applying in person

If you are applying in person and your application is successful, you will be sent a biometric residence permit or permits for yourself and any children applying with you within 7 working days of your appointment. BRP cannot be issued on the day of the appointment.

Applying by post

If you are applying by post and your application is successful, your passport(s) and other documents will be returned to you. You will then be sent a BRP for yourself and any children applying with you under separate cover within 7 working days of the date of the decision(s) on your application(s).

What if I do not receive my BRP?

If you do not receive your BRP within ten working days of the enrolment or date of the decision letter, please e-mail BRPDelivery@homeoffice.gsi.gov.uk providing the following information:

- full name;
- date of birth;
- nationality;
- passport number;
- case reference number;
- the delivery address for the BRP; and
- a contact telephone number;

Alternatively, you can send this information to us by post to: **Freepost RRYX-GLYU-GXHZ, Returns Unit, P.O. Box 163, Bristol BS20 1AB.**

You cannot ask about undelivered BRP in person at our public enquiry offices or biometric enrolment centres.

What if you fail to record your biometric features?

If you fail to record your biometric features within 15 working days from the date of the notification letter you received, you will be sent a warning letter giving you another opportunity within a limited period. The letter will also advise that failure to record your biometric features within the stated period will result in your application being rejected as invalid.

What about any medical or physical conditions that may require the UK Border Agency to provide me with special arrangements?

If you and/or any dependants who are applying with you have a medical or physical condition which may require special arrangements to be made in order for your biometric features to be recorded, you must obtain a letter or other document giving the details of any such condition and enclose it with your application. Appropriate documentary evidence would be a letter from a treating clinician, such as a practising doctor registered with the General Medical Council, giving details of the condition and/or special needs and explaining any arrangements that may be necessary.

Do you need to make any special preparations before your biometric identifiers are recorded?

Before you attend your enrolment, we recommend that you check your hands and fingers are clean. If your hands are not clean, you may be asked to wash them before we scan your fingerprints.

We would advise you not to have any colouring or similar substances (such as henna) on your hands as this could prevent us from recording your fingerprints on the day of your enrolment. You would then have to make arrangements to enrol at a later date which would delay the consideration of the application.

What if the BRP contains errors?

You must check the permit carefully upon receipt, to ensure that all the details on it are correct. If you find a mistake, you should e-mail BRPError@homeoffice.gsi.gov.uk within 10 working days of receiving the permit - otherwise you may be charged for a replacement and will need to apply again. The following details must be provided in the e-mail:

- full name;
- date of birth;
- nationality;
- passport number;

- BRP reference number;
- case reference number;
- a contact telephone number; and
- exactly what is wrong with the BRP.

Alternatively, this information can be sent by post to: **Freepost RRYX-GLYU-GXHZ, Returns Unit, P.O. Box 163, Bristol BS20 1AB.**

We advise you to make a photocopy of the front and back of the permit, in case it is lost or stolen. If you want to make another application in the future, you will need to send your permit to the UK Border Agency, so you may want to retain a copy for your records.

What if any BRP issued to me or any of my dependants was/is lost or stolen?

You must report any lost or stolen BRP as soon as possible by e-mailing BRPLost@homeoffice.gsi.gov.uk providing the following information:

- full name;
- date of birth;
- nationality;
- passport number;
- BRP reference number;
- case reference number;
- contact details; and
- when, where and how the BRP was lost or stolen

Alternatively, this information can be sent by post to: **Freepost RRYX-GLYU-GXHZ, Returns Unit, P.O. Box 163, Bristol BS20 1AB.** You cannot ask about undelivered permits in person at our public enquiry offices or biometric enrolment centres.

You must also report the loss or theft to the police and get a police report and crime reference number as soon as possible. You will need to provide the crime reference number and a police report (if you have one) when you apply for a replacement permit on form BRP(RC).

If you fail to apply for a replacement BRP within three months of reporting the loss or theft you could be liable to a sanction, such as a Civil Penalty Notice of up to £1,000 and/or curtailment of your leave to stay in the United Kingdom.

SUPPORTING EVIDENCE

It is your responsibility to provide the evidence to support any statements made in your application. You must satisfy us that the requirements for the category under which you have applied have been met. We must be satisfied, by considering the evidence provided that you meet the necessary criteria.

You must ensure that all of the necessary supporting documentation is provided at the time the application is submitted. Only those documents specified in the application form and set out in detail in the Tier 2 policy guidance will be considered acceptable for the purposes of establishing that you are awarded points in any scoring area.

You must be selective in submitting evidence, as sending large amounts of irrelevant or poor quality documentation may delay the consideration of the application. It is only necessary to submit evidence that is directly appropriate to the application as requested, as unrelated evidence cannot be considered for points scoring.

Any documentary evidence that you provide should be original (unless otherwise stated).

Where a document is not in English or Welsh, the original must be accompanied by a fully certified translation by a professional translator. This translation must include details of the translator's credentials and confirmation that it is an accurate translation of the original document. It must also be dated and include the original signature of the translator.

We will return your passport(s) and other documents by recorded delivery. If you would like them to be returned by Special Delivery, you must provide a prepaid Special Delivery envelope which is large enough. If your application is successful, your BRP will be sent to you separately by secure delivery.

QUESTION-SPECIFIC INFORMATION

Further advice on specific questions in the application form is detailed below.

B1 - B4. Enter your full name and other details exactly as they appear in your passport or travel document.

B5. Nationality

You should state the country of which you are a national.

B5a & B5b. If you are a dual national or have held a previous nationality?

If you currently hold any nationalities other than the one entered in **B5**, or if you have previously held another nationality which you no longer hold, you must provide the details.

B7. You should indicate your current relationship status.

This status may be:

- Married – a person legally married;
- Civil partner – a person in a same sex relationship and who has gone through a legal ceremony in the UK under or by virtue of the Civil Partnership Act 2004, or in the country of your residence;
- Unmarried partner – a person in a heterosexual or same sex relationship like a marriage or civil partnership, which has been subsisting for two years or more but is not married or in a civil partnership;
- Widow/widower – a person whose spouse has died and has not re-married or is not currently in an unmarried relationship that has subsisted for more than two years;
- Single – a person who is unmarried and not in a relationship that has subsisted for two or more years;
- Separated – a person legally married in or outside the UK but no longer living with your married partner;
- Divorced – a person married in or outside the UK whose marriage has been legally dissolved;
- Dissolved civil partnership – a person who has been in a civil partnership which has been legally dissolved;
- Separation Order – a separated person

who remains in law the civil partner of the other person.

B8 & B9. Are you currently known, or have you ever been known, by any other name(s) than those given above?

You must provide full details, including supporting evidence (please also see the section of this document entitled 'Supporting Evidence'), of any other name or names by which you are known or have been known. If you submit documentation in support of this application that refers to you by a name which you have not provided to us we will not consider that documentation. We do not need to know about informal nicknames.

C1. Please give details of your current passport or travel document. (If your current leave is shown on a previous passport or travel document, this must also be provided). Please note that for the application to be valid and complete your current passport/travel document must be provided unless it is not available for one of the reasons specified below:

Document Number Passport/travel document numbers are unique to an individual and their passport. It will be clearly shown and is often found on the same page as the photograph.

Nationality This is the nationality indicated on your passport or travel document.

Dates of issue This is the date the passport or travel document was issued and it is often found on the same page as the photograph.

Date of expiry This is the date the passport or travel document expires and it is often found on the same page as the photograph

Country of issue This is the country in which the passport/travel document was issued. It is often found on the same page as the photograph.

D1. Have you been issued with a BRP?

A BRP is a card which holds:

- your biographic details (your name, and your date and place of birth); and
- your 'biometric information' (fingerprints and facial image).

It also shows your immigration status and your entitlements while you are in the UK.

D2. BRP number

If you have previously been issued with a BRP, you should provide the unique reference number shown on your card.

D4. Have you reported this to the UK Border Agency card management service?

You should have reported any lost or stolen BRP to the police and to the UK Border Agency card management service.

The police should have given you a police report and/or crime reference number. The loss or theft of your BRP should have been reported to the UK Border Agency. More information about BRPs can be found on the UK Border Agency website at:

www.ukba.homeoffice.gov.uk/visas-immigration/while-in-uk/do-i-need-brp/responsibilities/

D10. Is this person your parent or legal guardian?

Under Biometric Registration Regulations, any child under the age of 16 who is required to provide a record of their fingerprints and/or a photograph, must have them taken in the presence of a responsible adult who is the child's parent or guardian, or another person who for the time being takes responsibility for the child. This person must be the person named in question D6 of the application form. If there is any reason preventing a parent/legal guardian from accompanying the child, the parent/legal guardian must nominate the responsible adult who will be accompanying the child.

The responsible adult accompanying any child under the age of 16 must provide an acceptable form of identification, such as

a passport or driving licence. If that person is not the parent or guardian of the child, they must have a letter from the parent or guardian confirming that they are a responsible adult who has been authorised to accompany the child.

E1. What is your current immigration status?

Your immigration status is the type of leave you currently hold.

'Leave to enter' means that you currently have permission to be in the UK based on leave/entry clearance (visa) that was issued to you before you entered or when you entered the UK.

'Leave to remain' means that you were already in the UK when we issued your current permission to stay, and we issued it within the UK.

'Limited period' means that your leave/entry clearance (visa) has an expiry date, and we have not given you unlimited, otherwise known as 'indefinite', permission to stay.

E2. Were you required to register with the police as a condition of your current or last grant of leave in the UK?

Certain nationalities are required to register with the police as a condition of their leave. If this condition applied to you, you will have been instructed to register with your local police department when you were granted your last period of leave in the UK. The requirement to register with the police also features on your visa or your BRP, if you are required to have one.

You must submit your Police Registration Certificate as part of your application. For detailed guidance about Police Registration Certificates, visit our website at: www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/modernised/cross-cut/police-registration/police-registration.pdf?view=Binary

E11. Are you currently waiting for a decision on any other application made to the UK Border Agency?

If you have made an application to the UK Border Agency which has not yet been decided, this application will be treated as a variation of that application and that application will no longer be decided. If that application has already been decided and it has been refused, you cannot make a new application until any appeal you may have against that refusal is finally determined.

E13. Are you currently waiting for a decision on an immigration appeal to the Asylum and Immigration Chamber (AIC)?

If you have an appeal outstanding you cannot make a new application until that appeal is finally determined.

This may apply to you if your last application for leave in the UK was refused and you were given a right of appeal against that decision.

Under Section 3C of the Immigration Act 1971, a person may not make an application for a variation of their leave to enter or remain in the UK while their leave is extended by that section.

This includes any period when the application for variation is neither withdrawn nor decided or the period when an appeal under Section 82(1) of the Nationality, Immigration and Asylum could be brought or remains pending. If you have an appeal outstanding or you are still in the limited period when you could lodge an appeal then you should not make a fresh application.

The period during which you are able to lodge an appeal after an application has been refused is usually five or ten working days from the date that the refusal decision was served or sent to you. If you are unsure about this then you should carefully read the letters and forms sent to you with the refusal decision.

F1. Have you been convicted of any criminal offence in the UK or any other country?

We routinely conduct eligibility and background checks and you should ensure that you fully disclose all information which could be relevant to your application and be aware that the failure to do so could result in your application being refused.

We will carry out criminal record checks on all applicants and dependants. The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or ignored after a 'rehabilitation period'. You do not need to disclose spent convictions. 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.

For further guidance on the rehabilitation periods please see our website; www.ukba.homeoffice.gov.uk/britishcitizenship/eligibility/goodcharacter/

F2. Please give details below for each criminal conviction, starting with the most recent one – but first see Note 1 about criminal convictions. If you have received more than two convictions, please photocopy this page and enclose it with this form.

You must give details of all unspent criminal convictions. This includes road traffic offences but not fixed penalty notices (such as speeding or parking tickets) unless they were part of a sentence of the court. This includes all drink-driving offences.

F3. Do you have any civil judgments against you or any civil penalty under the UK Immigration Acts?

A Civil Judgement is where a court has ordered you to pay money to another person/party usually because of damages or monetary loss incurred by that person/party. A Civil Penalty under a UK Immigration Act would be a financial penalty imposed on you, for example, as a result of the failure to check an employees immigration status.

F7. In either peace or war time have you ever been involved in, or suspected of involvement in, war crimes, crimes against humanity, or genocide?

War Crimes are grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict.

The types of acts that may constitute a war crime include:

- wilful killing;
- torture;
- extensive destruction of property not justified by military necessity;
- unlawful deportation;
- the intentional targeting of civilians and;
- the taking of hostages.
- Crimes against humanity;
- Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons;
- Genocide;
- Acts committed with intent to destroy, in whole or in part, a national, ethnic, racial or religious group.

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001. This can be found at www.opsi.gov.uk/acts/acts2001/ukpga_20010017_en_1 or purchased from The Stationery Office (telephone 0870 600 5522). It is your

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

F9. Have you ever been involved in, supported or encouraged terrorist activities in any country?

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

F11. Have you ever been a member of, or given support to, an organisation which has been concerned in terrorism?

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

G1. Are you currently receiving or have you ever received public funds in the UK?

If you require more information on public funds please see the UK Border Agency's public funds guidance. This can be found at <http://www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/modernised/cross-cut/public-funds/funds.pdf?view=Binary>

G5. Was the housing provided as part of an agreement with your employer?

If your housing is provided by a local council or housing association as part of an agreement with your employer you will be asked to provide evidence of that agreement.

H1. Have you ever had any Home Office or UK Border Agency reference number assigned to you?

All Home Office applications are given an individual reference number. This allows us to track and link past applications. You should

provide your dependant's full Home Office reference number if they have one. This number can be found on any previous Home Office correspondence relating to your dependant. Your dependant may have numerous Home Office reference numbers. If so, you should provide all such numbers.

H3. Do you have a National Insurance number?

National Insurance numbers are issued by another Government department - HM Revenue and Customs.

H4 & H6. National Insurance Number

National Insurance Numbers are made up of nine characters, in either of the following formats:

- two letters, six numbers and a final letter e.g. AB123456A
- two letters, six numbers and a space e.g. AB123456

I1. Give your telephone numbers and indicate which is your preferred contact number

You should enter your UK telephone number. This can either be a landline number or a mobile number. This must be a number on which you are easily contactable. If this is a landline, please begin with the area code.

I2. Email address

An e-mail address will usually be in the following format; name@InternetServiceProvider.country. In some circumstances we may try to contact your dependant using this email address.

I3. Home address in the UK

This should be the address where you currently live in the UK.

I6. What is your correspondence address in the UK?

If you have a correspondence address we will send all correspondence to this address unless you have a representative acting on your behalf.

K2. Are you in local authority care in the UK?

Please tell us whether you are currently living under local authority care in the UK. If you are, you must provide evidence.

L3. What Intra Company Transfer category are you applying for?

You can apply to extend your stay in the Tier 2 (Intra Company Transfer) Long Term Staff sub-category if you are already in the UK and your most recent leave to enter or remain was given as:

- Tier 2 (Intra Company Transfer: Established Staff);
- Tier 2 (Intra Company Transfer), under the Immigration Rules in place before 6 April 2011;
- Intra company transfer work permit holder (except multiple-entry work permits); or
- Representative of an overseas business (this includes representatives of overseas media companies).

You can apply to extend your stay for the maximum period allowed in your specific sub-category if you are already in the UK and your most recent leave to enter or remain was given as:

- Tier 2 (Intra Company Transfer) Long Term Staff on or after 6 April 2011;
- Tier 2 (Intra Company Transfer) Short Term Staff;
- Tier 2 (Intra Company Transfer) Graduate Trainee; or
- Tier 2 (Intra Company Transfer) Skills Transfer.

You will not be able to change into a different sub-category while you are in the UK and you cannot stay in the UK for longer than the period allowed for your category. If you are attempting to change into a different sub-category or have already been in the UK for the maximum time allowed and continue to apply, your application is likely to be refused.

L4. Are you applying for leave that would take your total leave under the Intra Company Transfer category to more than three years?

If you have spent, or as a result of this application will spend, more than three years in the UK as a Tier 2 (Intra Company Transfer) migrant, you must meet the English language requirements.

Any time you have spent as an intra company transfer work permit holder does not count towards the three years.

We calculate the three years from the date on which your most recent leave/entry clearance (visa) to enter the UK commenced as a Tier 2 (Intra Company Transfer) migrant.

L5. What is your current or last grant of leave?

This is the immigration category in which you were last given leave to enter or remain. If you don't have current leave, select the category in which you most recently had leave to enter or remain.

If you do not already have leave as a Tier 2 (General), Tier 2 (Sportsperson) or Tier 2 (Minister of Religion), you can only switch into these categories if you have, or were last given, leave to enter or remain in one of the following categories as a:

- Tier 1 (General) migrant;
- Tier 1 (Entrepreneur) migrant;
- Tier 1 (Graduate Entrepreneur) migrant;
- Tier 1 (Post Study Work) migrant;
- Tier 1 (Investor);
- Tier 2 (General) migrant,
- Tier 2 (Intra-Company Transfer: Established Staff) if you are applying to change sponsor
- Tier 2 (Intra-Company Transfer), under the rules in place before 6 April 2010 if you are applying to change sponsor
- Tier 2 (Minister of Religion) migrant;
- Tier 2 (Sportsperson) migrant;
- Tier 4 (General) student;
- Dependant partner of a Tier 4 student;
- Highly Skilled Migrant;
- Innovator;

- Jewish Agency Employee;
- Member of the Operational Ground Staff of an Overseas-owned Airline;
- Minister of Religion, Missionary or Member of a Religious Order;
- Overseas Qualified Nurse or Midwife;
- Participant in the Fresh Talent: Working in Scotland Scheme;
- Participant in the International Graduates Scheme (or its predecessor, the Science and Engineering Graduates Scheme);
- Person Writing Up a Thesis;
- Postgraduate Doctor or Dentist;
- Qualifying Work Permit Holder;
- Representative of an Overseas Business;
- Representative of an Overseas Newspaper, News Agency or Broadcasting Organisation;
- a Student;
- a Student Re-Sitting an Examination;
- a Student Nurse;
- a Student Union Sabbatical Officer;
- a Tier 5 (Temporary Worker) migrant in the Creative and Sporting sub-category, for a job as a professional footballer;

If you are not, or did not last have leave, in one of these categories you cannot switch into the Tier 2 (General), Tier 2 (Sportsperson) or Tier 2 (Minister of Religion) categories whilst you are in the UK and if you continue to apply, it is likely we will refuse your application.

If you already have, or were last granted, leave either as a Tier 2 (General), Tier 2 (Sportsperson) or Tier 2 (Minister of Religion) you can apply to extend within these categories. However, if you are already in the UK and were last granted leave on or after 6 April 2011 under any of these Tier 2 categories; and you have not since been granted leave to remain, entry clearance or leave to enter in any other route.

You can apply to extend your stay for the maximum period of 6 years. Please note that you will not be able to extend beyond 6 years and you will not be able to re-apply to return to the UK under Tier 2 until 12 months after your last leave under Tier 2 expired.

If you are Switching from a Tier 4 (General)

or another student category into Tier 2 (General), Tier 2 (Sportsperson) or Tier 2 (Minister of Religion), you must have current leave which has not expired.

If you are applying to switch from Tier 5 as a professional footballer, you are permitted to switch into Tier 2 (Sportsperson) only.

If you do not already have leave as a Tier 2 (Intra Company Transfer: Long Term Staff) migrant you can switch into that category if you have, or were last given, leave to enter or remain in one of the following categories as a:

- a Tier 2 (Intra Company Transfer) migrant in the Established Staff sub-category under the Rules in place before 6 April 2011;
- a Tier 2 (Intra Company Transfer) migrant granted under the Rules in place before 6 April 2010;
- a Qualifying Work Permit Holder, provided that the work permit was granted because the applicant was the subject of an Intra Company Transfer;
- as a representative of an Overseas Business (this includes representatives of overseas media companies).

If you are not, or did not last have leave, in one of these categories you cannot switch into the Tier 2 (Intra Company Transfer) Long Term Staff sub-category whilst you are in the UK and if you continue to apply, it is likely we will refuse your application.

If you came into the UK as a Tier 2 (Intra Company Transfer) Long Term Staff migrant on or after the 6th April 2011, you can apply to extend your stay for the maximum period allowed under Tier 2 (Intra Company Transfer) Long Term Staff sub-category, which is five years.

You will not be able to switch or extend into the Tier 2 (Intra Company Transfer) Short Term Staff, Tier 2 (Intra Company Transfer) Graduate Trainee, Tier 2 (Intra Company Transfer) Skills Transfer sub-categories from within the UK.

L6. Are you currently being sponsored by a government or international scholarship agency?

And

L7. Were you previously sponsored by a government or international scholarship agency?

You are/were sponsored by a government or an international scholarship agency if you receive/received financial sponsorship from them that fully pays for both your fees and your maintenance (living costs).

L8. Did this scholarship, by a government or international scholarship agency, end within the last 12 months?

If you are currently sponsored by a government or an international scholarship agency, or have been financially sponsored within the 12 months preceding this application, you will need their consent to you remaining in the UK. If they do not give their consent, your application will be refused.

You may have been financially sponsored to be in the UK by a government or an international scholarship agency in one of the following immigration categories:

- Student; or
- Tier 4 (General); or
- Tier 4 (Child) student ; or
- Student nurse; or
- Student re-sitting an examination; or
- Student writing up a thesis; or
- Postgraduate doctors and dentists.

L9. Have you been awarded a UK degree/PGCE/PGDE or completed at least one years PhD study whilst you have been in the UK?

This applies to you if your most recent period of leave to enter or remain was as a

- Tier 4 (General);
- Student;
- Student Nurse;

- Student Re-Sitting an Examination;
 - Person Writing Up a Thesis;
 - Postgraduate Doctor or Dentist;
 - An Overseas Qualified Nurse or Midwife;
- or
- Student Union Sabbatical Officer.

In addition to the other requirements of Tier 2, you must have successfully completed and passed a UK recognised bachelor or postgraduate degree, Postgraduate Certificate in Education or Professional Graduate Diploma of Education or have completed a minimum of 12 months study in the UK towards a UK PhD during your current period of leave or a period of continuous leave which includes your last grant of leave; and you must have studied for the eligible award at a UK institution that is a UK recognised or listed body, or holds a sponsor licence under Tier 4 of the points-based system; and you must be applying from inside the UK.

You must meet these requirements. If you do not, your application is likely to be refused. You must submit one of the following documents:

- an original degree certificate; or
- an original academic transcript; or
- an academic reference on official headed paper of the institution

L10. Is your current or last grant of leave in the same category as which you are now applying?

You can apply to extend your stay for the maximum period your sub-category allows if you are already in the UK and were last given leave to enter or remain as:

- Tier 2 (Intra Company Transfer) Short Term Staff;
- Tier 2 (Intra Company Transfer) Graduate Trainee; or
- Tier 2 (Intra Company Transfer) Skills Transfer.

You cannot switch from one sub-category of Tier 2 (Intra Company Transfer) to a different sub-category while you are in the UK. You cannot stay in the UK for longer than the period allowed for your sub-category. If you have already been in the UK for the maximum time allowed and continue to apply, it is likely we will refuse your application.

L11. Are you still working for the same employer as you were at the time of your last grant of leave?

If you are not working for the same sponsor for which you were last given leave to enter or remain as a Tier 2 (Intra Company Transfer) migrant, it is likely your application will be refused.

M1. What is your Sponsor's Licence Number?

Your Sponsor will be able to provide you with their Sponsor licence number which will be unique to them.

M2. Do you have a Certificate of Sponsorship?

A Certificate of Sponsorship is a virtual document assigned to you by your sponsor, containing information about you, your sponsor and your job. A Certificate of Sponsorship cannot be used more than once.

You must have a valid Certificate of Sponsorship to qualify for leave to remain under Tier 2. Without one, we are likely to refuse your application.

By assigning a Certificate of Sponsorship, your sponsor confirms that to the best of its knowledge you are able to undertake a particular job and intend to do so.

The Certificate of Sponsorship contains details of your job, pay, details of any resident labour market tests your sponsor may have done (or why there might be an exemption from the resident labour market test) and other employment details, as well as your personal information.

To be valid, a Certificate of Sponsorship must, amongst other things:

- have been issued by a licensed sponsor; and
- have the same details on it as your passport; and
- have been assigned no more than 3 months before the date you submit your application; and
- have a start date no more than 3 months after the date you submit your application; and

- not have been withdrawn or cancelled by your sponsor or by the UK Border Agency.

The Certificate of Sponsorship must confirm that your sponsor is sponsoring you under the appropriate Tier 2 category for which you have applied.

A valid Certificate of Sponsorship does not guarantee that an application for leave to remain will be successful. You must meet the specific criteria for the Tier 2 category or sub-category you are applying for.

M3. Certificate of Sponsorship reference number

This is a reference number which is unique to you. If you do not know your Certificate of Sponsorship reference number, please contact your sponsor.

M4. What is the rating of your sponsor?

Sponsors are given one of the following ratings:

A-rated (Premium)

A-rated (Small and Medium sized Enterprise ((SME+))

A-rated

B-rated

You can check your sponsor's rating on the Tier 2 and Tier 5 Sponsor Register on the UK Border Agency website at www.ukba.homeoffice.gov.uk/business-sponsors/points/sponsoringmigrants/registerofsponsors/.

M5. Is your sponsor certifying Maintenance for you on your Certificate of Sponsorship?

Your sponsor is certifying maintenance for you if they have stated on the Certificate of Sponsorship that they will maintain and accommodate you up to the end of your first month of employment in the UK. Your sponsor may limit the amount it is prepared to fund but the amount must be at least £800.

Please contact your sponsor if you are unsure whether they are certifying maintenance for you.

M7. Sponsor Address

You must give us the full address of your sponsor, including the post code.

M8. Date Certificate of Sponsorship assigned

You must give us the date on which your sponsor assigned the Certificate of Sponsorship to you. If you do not know this, please contact your sponsor.

M10. Do you hold shares in the UK company or connected business that sponsors you?

If you are a Tier 2 (General) applicant you must not own more than 10 per cent of your sponsor's shares, if the sponsor is a limited company. If you do, we will refuse your application.

M11. Gross annual salary (not including allowances)

You must give your gross annual salary (salary before tax) in pounds sterling.

Your sponsor must also put your salary on your Certificate of Sponsorship. The salary you give here must match the one on the Certificate of Sponsorship.

If your salary is being paid in another country, the amount in pounds sterling should be calculated using the exchange rate published at www.oanda.com. You must use the exchange rate on the date that your Certificate of Sponsorship was assigned.

M12. Annual allowances (if any)

You must state what allowances you will be paid, if any.

Your sponsor should include your allowances on your certificate of sponsorship and also give a breakdown of what these allowances are for. The allowances you give us here must match the allowances on your certificate of sponsorship.

If your allowances are being paid in another country, the amount in pounds sterling should be calculated using the exchange rate

published at www.oanda.com. You must use the exchange rate on the date that your certificate of sponsorship was assigned.

Allowances do not include benefits such as overtime; bonuses that are not guaranteed; incentive pay; or travel and subsistence, including travel to and from your country of residence or home country.

N1. Can you satisfy the English language requirement?

You meet the requirement if you

- have a relevant degree taught in English;
- have passed an Approved English Language Test;
- have previously submitted evidence / are considered to automatically meet;
- are a National of a majority English Speaking country.

If you do not meet the English language requirement, we will refuse your application even if you meet all the other requirements of the Immigration Rules in relation to this application.

N2. How will you show that you meet the English language requirement at level A1, B1 or B2 of the Common European Framework of Reference?

Applicants under Tier 2 (General) must have a level of English language equivalent to level B1 on the Common European Framework of Reference (CEFR).

Applicants under Tier 2 (Intra Company Transfer)* or Tier 2 (Sportsperson) must have a level of English language equivalent to level A1 on the Common European Framework of Reference (CEFR).

* Applicants under Tier 2 (Intra Company Transfer) are only required to have this level of English if they are applying to stay beyond three years.

Applicants under Tier 2 (Minister of Religion) must have a level of English language equivalent to level B2 on the (CEFR).

You meet the English language requirement if:

1) You have a degree taught in English.

Your degree must be recognised by the National Academic Recognition Information Centre for the United Kingdom (UK NARIC) as equivalent to at least a UK Bachelor's degree and be taught in English at the required level. Where the degree was taught in a majority English speaking country we will assume it to have been taught in English. Majority speaking countries are:

- Antigua and Barbuda;
- Australia;
- The Bahamas;
- Belize;
- Dominica;
- Grenada;
- Guyana;
- Ireland;
- Jamaica;
- New Zealand;
- St Kitts and Nevis;
- St Lucia;
- St Vincent and the Grenadines;
- Trinidad and Tobago;
- United Kingdom;
- United States of America.

2) You have a valid, approved English Language Test qualification from the list of approved tests. Please see the list of approved tests on our website at www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/new-approved-english-tests.pdf

3) You have provided evidence to show that you meet the English language requirements in a previous application, and this was accepted; or you:

4) You currently have, or were last granted, leave as a Tier 2 Migrant and you have successfully met the English language requirement in that application;

or

You have ever been granted leave as a Tier 1 (General) Migrant, a Tier 1 (Entrepreneur), a Business Person;

You were ever granted leave under Highly Skilled

Migrant Programme provided that the leave was granted under the rules at a time when they included the changes which came into force on 5 December 2006;

You currently have, or were last granted, leave on or after 23 August 2004 as a Minister of Religion under the old rules (applies to Tier 2 (General), Tier 2 (Intra Company Transfer) and Tier 2(Sportsperson));

You currently have or were last granted leave on or after 19 April 2007 as a Minister of Religion under the old rules (this applies to all Tier 2 categories);

You have, or last had, entry clearance, leave to enter or leave to remain as a:

- A Tier 2 Migrant under the Rules in place before 6 April 2011, excluding Intra Company Transfers extending beyond three years;
- A qualifying Work Permit Holder;
- A Representative of an Overseas Newspaper, News Agency or Broadcasting Organisation;
- A Member of the Operational Ground Staff of an Overseas-owned Airline, or Jewish Agency Employee.

or

5) You are a national of a majority English Speaking country. Majority speaking countries are:

- Antigua and Barbuda;
- Australia;
- The Bahamas;
- Belize;
- Canada;
- Dominica;
- Grenada;
- Guyana;
- Jamaica;
- New Zealand;
- St Kitts and Nevis;
- St Lucia;
- St Vincent and the Grenadines;
- Trinidad and Tobago;
- United Kingdom;
- United States of America.

N3. Which awarding body awarded your English Language test?

Please see the list of approved tests on our website at www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/new-approved-english-tests.pdf.

N6. State

In which state within the country was the course taught which led to the qualification awarded?

N12. Have you confirmed in the self assessment tool that your qualification may meet the English language requirement?

Your qualification must be recognised by UK NARIC as equivalent to at least a UK bachelor's degree and must have been taught in English at an acceptable level.

e the self assessment tool does not show that your qualification is equivalent to a UK degree, we may accept evidence from UK NARIC, if you are applying under Tier 2 (Intra Company Transfer) or Tier 2 (Sportsperson).

If the self assessment tool shows the qualification is equivalent to at least UK bachelor's degree level but does not show the qualification was taught in English, we may accept evidence from the university that the qualification was taught in English if you are applying under Tier 2 (Intra Company Transfer) or Tier 2 (Sportsperson).

Please note that if you are applying under Tier 2 (Minister of Religion) or Tier 2 (General) your qualification must be on the English language section of the Self Assessment Tool and meet the English Language requirements.

N13. Do you wish to use this qualification for the English language requirement?

You can only use this qualification if it is recognised by UK NARIC as equivalent to at least a UK bachelor's degree and was taught in English at an acceptable level.

Q1. How will you show that you meet the maintenance requirement?

You meet the maintenance requirement if you:

1) have personal savings of at least £800 (for applications submitted before 14 June 2012) or £900 (for applications submitted on or after 14 June 2012) which must have been held for a consecutive 90 day period ending no more than 31 days before the date of this application

or

2) currently have leave to enter or remain in the UK as a:

- Tier 2 migrant;
- Jewish Agency Employee;
- Member of the Operational Ground Staff of an Overseas-owned Airline;
- Minister of Religion, Missionary or Member of a Religious Order;
- Representative of an Overseas Newspaper, News Agency or Broadcasting Organisation; or
- Work Permit Holder.

You must meet the maintenance requirement. If you do not, we will refuse your application even if you meet all the other requirements in your application.

Q2. Name of the representative's organisation

If your representative works for an organisation, such as a firm of solicitors or a company, please provide the name of that organisation. If you have authorised an organisation rather than an individual to represent you, you must enter the name of the organisation here.

Q3. Contact name of representative

If you have authorised someone to represent you in relation to this application please provide the name of the person who is representing you. If you have a representative acting on your behalf then we will correspond with them rather than directly with you. If your representative is not permitted to provide advice and immigration services in the UK the UK Border Agency will inform you and your representative that we will correspond only with you and not with your representative.

Q8. Who is your representative regulated or approved by?

Your representative should tell you whether they are regulated by the Office of the Immigration Services Commissioner (OISC) or some other body and, if not, why it is lawful for them to act for you. This information is often on their notepaper. It is a criminal offence for a person to provide immigration advice or services unless they are a qualified person. Information about the provision of immigration services and who can provide them can be found at <http://oisc.homeoffice.gov.uk>) Information about who is registered with OISC can also be found here.

If the representative is regulated by a designated legal professional body, listed below, or if he/she works under the supervision of such a person, they will not be required to be regulated by the OISC.

Designated bodies are:

- 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.

The representative should indicate of which organisation they are a member. The representative should indicate whether they are personally a member of this organisation or whether they are working under the authorisation of another registered member.

Where the representative is not a direct registration holder and is working under the supervision of another registered person, the representative should name the registered supervisor under whom they are working.

The representative should indicate whether he/she is registered with or authorised by an EEA body responsible for the regulation of the provision of legal advice in that EEA state; or employed or supervised by the person regulated as defined in Section 84(2) (c) (d), and (e) of the Immigration and Asylum Act 1999.

Q9. What is your representative's OISC registration number?

Your representative will be able to provide you with this number if it is not on their notepaper.

Q10. Is your representative approved by the British Council?

Information about the British Council website can be found on their website at www.britishcouncil.org/new/about-us/.

Q11. Do you want your representative to use the premium service to book a public enquiry office appointment through the Third Party Representative Service?

Some public enquiry offices (PEO) offer a concessionary service to third party representatives (such as legal advisers or immigration advisers) that allow them to submit cases for premium consideration on behalf of their clients. Your representative must be registered with one or more PEO to use this service.

SECTION 4 – SUPPORTING DOCUMENTS

You should ensure that you list all the supporting documentation you have submitted with this application.

Evidence of Identity

- Current passport(s) or travel document(s). This document is **mandatory**, if you do not submit it your application will be rejected as invalid.
- BRP. This document is **mandatory**, if you do not submit it your application will be rejected as invalid.
- Passport photographs. These photographs are **mandatory**. If they are not submitted, or are not in the right format, the application will be rejected as invalid. Please make sure you read our photograph guidance to be found at: <http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/flr/photoguidance0409.pdf>.

Evidence of Police Registration

The Police Registration Certificate is a mandatory document if you were required to register with the police. If you do not submit it your application will be rejected as invalid. For detailed guidance about Police Registration Certificates, visit our website at: <http://www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/modernised/cross-cut/police-registration/police-registration.pdf?view=Binary>

Evidence of Agreement on housing

Evidence of agreement between employer and housing authority. You must submit an original letter from a housing authority if your housing is provided as part of an agreement between your employer and a housing authority.

Evidence of your finances

- **Your bank or building society statement.**

Your bank or building society statement must meet certain requirements. The personal bank or building society statements should clearly show:

- your name; and
- your account number; and
- the date of the statement; and
- the financial institution's name and logo; and
- any transactions between during the 90 day period; and
- that there have been enough funds in your account throughout the period (The balance must always be at least £800 or £900 as applicable) covering the 90 day period before the date of application ending no more than 31 days before the date of application.

Ad hoc bank statements printed on the bank's letterhead are acceptable as evidence (this excludes mini-statements from cash machines).

If you wish to submit electronic bank statements from an online account these must contain all of the details listed above. In addition, you will need to provide a supporting letter from your bank, on company headed paper, confirming the authenticity of the statements provided.

Alternatively an electronic bank statement bearing the official stamp of the bank in question will be accepted. This stamp must appear on every page of the statement.

We will not accept statements which only show the balance in the account on a particular day as these documents do not show that you hold enough funds for the full period needed.

If you want to use a joint account as evidence of funds, you must be named on the account along with one or more other

person.

Evidence of your Finances

- **Your building society pass book**

The building society passbook that you send us must cover a consecutive 90 day period ending no more than 31 days before the date of this application. The passbook must be original (not a copy) and must clearly show:

- your name; and
- your account number; and
 - the financial institution's name and logo; and
- any transactions during the consecutive 90 day period; and
- that there have been enough funds in your account (the balance must always be at least £800 or £900 as applicable) throughout the consecutive 90 day period ending no more than 31 days before the date of this application.

- **Letter from your bank or building society**

Letter from your bank or building society
The letter(s) from your bank or building society that you send us must cover a consecutive 90 day period ending no more than 31 days before the date of this application. The letter(s) must be original (not a copy) and must clearly show:

- your name; and
- your account number; and
- the date of the letter (which must be no more than one calendar month before the date of your application); and
- the financial institution's name and logo; and
- the funds held in your account; and
- confirmation that there have been enough funds in your account (the balance must always be at least £800 or £900 as applicable) throughout the consecutive 90 day period.

The letter must be dated no more than 31 days before the date of this application. We will not accept letters which show the

balance in your account on a particular day as these documents do not show that you hold enough funds for the full period needed.

All statements must be on the bank's or building society's letterhead/official stationery.

- **Letter from a regulated financial institution confirming funds held**

The letter(s) from a regulated financial institution that you send us must cover a consecutive 90 day period ending no more than 31 days before the date of this application. The letter(s) must be original (not a copy) and must clearly show:

- your name; and
- your account number; and
- the date of the letter (which must be no more than one calendar month before the date of your application); and
- the financial institution's name and logo; and
- the funds held in your account; and
- confirmation that funds in your account (the balance must always be at least £800 or £900 as applicable) throughout the consecutive 90 day period on and before the date of the letter.

The letter must be dated no more than one calendar month before the date of this application.

We will not accept letters which only show the balance in your account on a particular day as these documents do not show that you hold enough funds for the full period needed.

All statements must be on the bank's or building society's letterhead/official stationery.

Evidence of care arrangements for children

- **Letter of consent from your parent(s) or legal guardian**

You must submit a letter from your parent

or legal guardian giving their consent to you making this application and to the arrangements for your care in the UK. The letter must be the original (not a copy) and must clearly show:

- the relationship between the parent(s) or legal guardian(s) and you
- that your parent(s) or legal guardian have given their consent to this application;
- that your parent(s) or legal guardian agrees to the applicant's living arrangements in the UK;
- your parent(s) or legal guardian's full name and address.

The letter must confirm if your parent(s) or legal guardian have legal custody or sole responsibility for you. If they have sole custody they must sign the letter. If they do not, the letter must confirm that each parent or legal guardian agrees to the contents of the letter and must be signed by each parent or legal guardian.

Evidence relating to children in local authority care

You must provide a letter from the local authority that is caring for you confirming that you are in local authority care. This document must be original (not a copy) and be on official headed paper.

Evidence of proof of working

- **Payslips covering the full specified period from your sponsor**

The payslips must cover the full period of employment that you have declared in this application.

The most recent payslip must be dated no earlier than 31 days before the date this application is submitted.

These should be either original payslips or on company-headed paper. If your payslips are not on headed paper or are printouts of online payslips, you must provide a letter from your sponsor, confirming the authenticity of the payslips. This letter can be posted, faxed or

scanned and emailed to you. The letter must be on company headed paper, and must be signed by a senior official.

- **Personal bank statements showing payments made to you covering the full specified period from your sponsor**

The personal bank or building society statements must cover the full period of employment that you have declared in this application.

The most recent statement must be dated no earlier than 31 days before the date of this application.

The statements should clearly show:

- your name; and
- your account number; and
- the date of the statement; and
- the financial institution's name and logo; and
- transactions by your sponsor covering the full specified period.

Ad hoc bank statements printed on the bank's letterhead are acceptable as evidence (This excludes mini-statements from Automatic Teller Machines (ATMs)).

Electronic bank statements from an online account are acceptable but must contain all of the details listed above. In addition, you must provide a supporting letter from your bank, on company headed paper, confirming the authenticity of the statements provided. Alternatively an electronic bank statement bearing the official stamp of the bank on every page is acceptable.

- **Building society pass book showing payments made to you covering the full specified period from your sponsor**

The building society pass book must cover the full period of employment that you have declared in this application. The building society pass book should clearly show:

- your name; and
- your account number; and
- the financial institution's name and logo; and
- transactions by the sponsor and you

covering the full specified period, depending on the category-sub-category you are applying under, immediately before the date of this application.

Evidence of proof of maternity, paternity, adoption or long term sick leave from the workplace

- **Child's birth certificate (or Certificate of Adoption, if appropriate).** You must provide an original full birth certificate or original full certificate of adoption (as appropriate) containing the names of the parents/adoptive parents of the relevant child.
You must provide one of the following types of documents:
official adoption papers issued by the relevant authority; or
any relevant medical documents that you are content to let us see; or
a relevant extract from a register of birth provided it is accompanied by an original letter from the issuing authority.
- **Letter from your sponsor confirming dates of maternity, paternity, adoption or long term sick leave**
You must provide an original letter from your sponsor, on company headed paper, confirming the start and end dates of your maternity, paternity, adoption or long term sick leave.
- **Payslips or other payment / remittance advices covering the period of maternity, paternity, adoption or long term sick leave**
You must provide payslips or other payment remittance advices covering the full period of employment, including details of any statutory maternity / paternity / adoption or long term sick payments that you have declared in this application.

The most recent payslip must be dated no earlier than one calendar month before the date this application is submitted.

These should be either original payslips or on company-headed paper. If your payslips are not on headed paper or

are printouts of online payslips, you must provide a letter from your sponsor, confirming the authenticity of the payslips. This letter can be posted, faxed or scanned and emailed to you. The letter must be on company headed paper, and must be signed by a senior official.

Evidence of English Language

Evidence that you are a national of a majority English speaking country

If your current passport/travel document has been lost or stolen; or has expired and been returned to the relevant authorities; or has been sent to another part of the UK Border Agency, you may exceptionally provide one of the following alternatives:

- a current national identity document; or
- an original letter from your home government or embassy, on the letter-headed paper of the government or embassy. This letter must have been issued by an authorised official of that institution and must confirm your full name, date of birth and nationality.

Evidence that you have passed English language test awarded by Cambridge ESOL

- **English language Certificate**
The Test Report Form must be original. Your Test Report Form must show that it is still within its validity period and that you have achieved the required CEFR level in all four components (reading, writing, speaking and listening).
The certificate must clearly show:
your name; and
the qualification obtained; and
the date of the award.
- **Statement of Results / Test Report Form**
The Statement of Results/Test Report Form must be original.
- **Statement of Entry (if relevant)**
The Statement of Entry must be submitted if you have been issued with one and must be original. If not then you must provide your candidate ID number and candidate secret

number.

Evidence that you have passed English language test awarded by City & Guilds

- The English language certificate must be original (not a copy).
- Notification of Candidate Results Sheet must be original (not a copy).
- Speaking Notification of Candidate Results Sheet must be original (not a copy).

Evidence that you have passed English language test awarded by Educational Testing Service

The Score Report must be original (not a copy)

Evidence that you have passed English language test awarded by Pearson

Print-out of Online Score Report.

Evidence that you have passed English language test awarded by Trinity College London

- The English language certificate must be original (not a copy)
- The Summary Slip must be original (not a copy)

Evidence that you have passed English language test awarded by IELTS

- Test Report Form must be original (not a copy)

Evidence that you have a qualification taught in English

You must submit one or more of the following documents:

- **Original certificate of award.**
The qualification certificate you send us must be the original (not a copy) and must clearly show the:
 - applicant's name;
 - title of the award;

- date of the award; and
 - name of the awarding institution.
- We will not accept original provisional certificates.

- **Original academic reference alone**
The original academic reference must be on the official headed paper of the awarding institution and clearly show: your name; and the title of award; and the date of award, confirming that it has been/will be awarded; and the date that the certificate will be issued (if you have not yet graduated) or confirmation that the institution is unable to reissue the original certificate or award.
- **Original academic reference from awarding body and original academic transcript**
Each transcript you send us must be the original (not a copy). The original academic reference must be on the official headed paper of the awarding institution and clearly show: your name; and the title of award; and the date of award, confirming that it has been/will be awarded; and the date that the certificate will be issued (if you have not yet graduated) or confirmation that the institution is unable to reissue the original certificate or award. The original academic transcript must be on the official paper of the awarding institution and must clearly show: your name; and the name of the academic institution; and the course title; and confirmation of the award.
- **Letter from the awarding institution**
If you have a PhD qualification a letter from the awarding institution is required if it is not possible to provide an academic transcript. As PhD qualifications are research-based, it may not be possible to produce an academic transcript. In such circumstances, a letter from the awarding institution will be acceptable in the absence of a transcript. This letter should outline the key details requested for academic transcripts as below:

your name; and
the name of the academic institution; and
the course title; and
confirmation of the award.

- **Translation(s) of certificate(s), transcriptions of results, references and letters**

For each document that is not in English or Welsh you must also submit a certified translation by a professional translator or translation company. Each translation you send us must include:

- details of the translator/translation company's credentials; and
- confirmation that it is an accurate translation of the original document; and
- the translator/translation company's contact details.

It must also be dated and include the original signature of the translator or an authorised official of the translation company

Evidence that you have a qualification taught in English, where it is not on the points-based calculator self assessment tool.

Where the self assessment tool shows the qualification is equivalent to a United Kingdom degree but does not show the qualification was taught in English, you must submit:

- **University letter confirming that the qualification was taught in English.**
This letter must be original, issued by the awarding institution on the official headed paper of the institution and include:
your name; and
the title of award; and
the date of the award; and
confirmation that the qualification was taught in English.

Where the self assessment does not show the qualification is equivalent to a United Kingdom degree, you must submit:

- **University letter confirming that the qualification was taught in English.**
This letter must be original, issued by the awarding institution on the official headed paper of the institution and include:
your name; and

the title of award; and
the date of the award; and
confirmation that the qualification was taught in English.

and

- **Original letter and / or certificate from UK NARIC confirming the level of the qualification.**

The letter must be the original (not a copy) and confirm the level of the qualification.

Evidence of sponsor giving consent to application.

You must submit a letter from the Government or agency who sponsored you for your studies. The letter must be original, on the official letter-headed paper or stationery of the organisation. It must have been issued by an authorised official of that organisation.

Evidence of completion of previous studies.

- Original degree certificate, academic transcript or academic reference
These must be original and must clearly show all the information detailed below:
 - your name; and
 - the course title/award; and
 - the course duration; and
 - the date of course completion unless you are studying a PhD course

Evidence of care arrangements for children

Letter of consent from your parent(s) or legal guardian.