

**APPLICATION FOR SETTLEMENT IN THE
UK IN ACCORDANCE WITH THE HOME
OFFICE POLICIES ON REFUGEE LEAVE
AND HUMANITARIAN PROTECTION BY A
PERSON IN ONE OF THE CATEGORIES
LISTED IN THIS FORM**

A person who was
granted 5 years
refugee leave

A person who was
granted 5 years
leave on
Humanitarian
Protection
grounds

**Please read the Guidance Notes at the end of
this form before completing it.**

**Applications on this form must be made by post. You
must send your application form to the following
address:**

**UK Border Agency
SET (Protection Route) Applications
Dept 21
PO BOX 306
Liverpool
L2 0QN**

SECURING OUR BORDER CONTROLLING MIGRATION

SECTION 1 Applicant's Personal Details

1.1 Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other: _____		
1.2 Full name		1.3 Family name
1.4 Nationality	1.5 Date of birth (e.g. 01/Jan/1999)	1.6 Place of birth
1.7 Name at birth if different, and any other names by which you have been known		1.8 Passport Number
1.9 Full address where you live in the UK (Please let us know if this changes) Postcode: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
1.10 The address to which you would like us to return your passport(s)/documents and send any correspondence about your application if different from that in 1.9. (For example if a representative or immigration advisor is helping you. Please let us know if this changes) Postcode: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
1.11 Your contact telephone number	1.12 Your Home Office reference number and/or Port Reference number (normally a letter followed by several numbers e.g. A999999)	

SECTION 2 ~ How did you know to apply on this form?

This section is optional. It would be useful for us to know how you learnt of this form, and of the need to complete it in order to apply for indefinite leave to remain in the UK. Please tick one or more boxes below, as appropriate:

- | | |
|---|---|
| Letter from UKBA <input type="checkbox"/> | One stop services e.g. Refugee Council <input type="checkbox"/> |
| UKBA website <input type="checkbox"/> | Legal Representative <input type="checkbox"/> |
| Doctor's surgery <input type="checkbox"/> | Member of Parliament <input type="checkbox"/> |
| Other (please specify) <input type="checkbox"/> | |

SECTION 3 ~ Your history and circumstances since you were granted 5 years limited leave to enter or remain as a refugee or on grounds of Humanitarian Protection

3.1 When does your limited leave to enter or remain expire? *Please do not submit your application earlier than 1 month before the expiry date of your current leave. See the Guidance Notes (Note 1).*

3.2 If your limited leave has already expired, please explain why you overstayed your leave to remain and did not apply for settlement earlier.

3.3 Have you applied for or obtained a national passport or other travel document from the country/countries from which you sought protection? Yes No

3.4 Have you applied for or obtained a national passport or other travel document from any other country apart from the UK? Yes No

3.5 Have you travelled to the country or countries from which you sought protection (either asylum or on human rights grounds) since you made your asylum and/or human rights claim? Yes No

*If you have answered **Yes** to question 3.6, you must list the dates of travel (departure from and return to the UK) in the box below and explain the reasons why you travelled to that country in each case*

Dates of travel (list both departure and return dates)	Reason(s) for travelling

3.6 Have you spent any period outside the UK of 3 months or more since you were granted limited leave to enter or remain as a refugee or on grounds of humanitarian protection? Yes No

If you have answered **Yes** to question **3.7**, you must list these absences in the box below and explain the reasons for them. You do not need to list again any absences you have mentioned in response to question **3.6**.

Dates of absence	Reasons for and location of absence(s)

Your application will be considered in accordance with the published Home Office Asylum Instructions on Refugee Leave and Humanitarian Protection. The Asylum Instructions may be viewed on the Home Office website www.ukba.homeoffice.gov.uk.

We will make a decision about whether or not you qualify for settlement in the United Kingdom on the basis of the information about your circumstances that you have already provided and any new information which you submit with this application form.

There is no need to send us any information that you provided when you made your asylum and/or human rights claim, or during any subsequent appeals, or in connection with any other application for further leave to remain in the UK which you may have made.

You should tell us immediately if there is any material change in your circumstances that is relevant to this application, or if any new information relevant to this application becomes available. See the *Guidance Notes (Note 10)*.

If you wish to send us any documents, you should send us the original version together with a description of what it is and an English translation if it is not in English.

SECTION 4 ~ Details of your family

4.1 Do you have any dependants living in the UK?

Yes No

*If you have answered **yes** to question 4.1, please give their details below. Please make sure that you have completed the sixth column to show whether you are applying for settlement for any members of your family. If you need more space please continue on another sheet and send it with your application.*

Name	Date of Birth (e.g.01/Jan/ 1999)	Relationship	Nationality	Home Office Reference number (if different to the main applicant)	Is settlement requested? (state yes or no)	Address/contact details (if different to main applicant)

4.2 Have you included any dependants on this application who were not previously dependent on your claim?

Yes No

If so, please provide original copies of any documentary evidence you have to prove your relationship, for example birth certificates, and list these below:

4.3 Have you **not** included any dependants on this application who were previously dependent on your claim?

Yes No

If so, please explain why you have not included them e.g. because they are no longer dependent on you, because you are estranged etc.

SECTION 5 ~ Personal history

This section must be completed by all applicants and must include information relating to any dependants applying with you. You must answer every question in this section. It is an offence under section 26(1)(c) of the Immigration Act 1971 to make a statement or representation which you know to be false or do not believe to be true. Information given may be checked with other agencies.

5.1 Do you or any dependants who are applying with 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 above, please give details below for each criminal conviction and/or civil judgment, starting with the most recent one – but first see **Note 1** below about criminal convictions.*

Note 1 – Convictions spent under the Rehabilitation of Offenders Act 1974 need not be disclosed. More information about that Act is given on page 7.

Name of person convicted and/or against whom a civil judgment was made

Nature of the criminal offence(s) and/or civil action(s) - give details on a separate sheet and enclose it with this form if you need more space

Details, including date(s) of the sentence(s) and/or civil judgment(s) - give details on a separate sheet and enclose it with this form if you need more space

Country or countries where the sentence(s) was/were passed or the civil judgment(s) was/were made

You must answer questions 5.2 to 5.7 below even if you have answered no to question 5.1. For help in answering these questions, please see the definitions on the next page.

5.2 Have you or any dependants who are applying with you ever been charged or indicted in any country with a criminal offence for which you have not yet been tried in court? Yes No

5.3 In times of either peace or war, have you or any dependants who are applying with you ever been involved, or suspected of involvement, in the commission, preparation or organisation of war crimes, crimes against humanity or genocide? Yes No

5.4 Have you or any dependants who are applying with you ever been involved in, supported or encouraged terrorist activities in any country? Yes No

5.5 Have you or any dependants who are applying with you ever been a member of, or given support to, an organisation which has been concerned in terrorism? Yes No

5.6 Have you or any dependants who are applying with you ever, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to terrorist acts or other serious criminal acts? Yes No

5.7 Have you or any dependants who are applying with you ever engaged in any other activities which might indicate that you may not be considered to be persons of good character? Yes No

*If you have answered **yes** to any of the questions 5.2 - 5.7 above you must give further details in the space provided below. If you need more space, continue on a separate sheet and enclose it with this form.*

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 **5.4** to **5.7**, the following information provides guidance on actions which may constitute war crimes, crimes against humanity, genocide, or terrorist activities.

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

War crimes

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

Crimes against humanity

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

Genocide

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

Terrorist activities

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

Organisations concerned in terrorism

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

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

SECTION 6 ~ Documentary evidence

- The documents and photographs needed in support of your application are listed below.
- Please tick the boxes next to the relevant items to show what documents and photographs you are sending.
- Please submit original documents, photocopies are not acceptable.
- **You should retain photocopies of any original documents that you submit with this application**

Please see the box below for advice on what to do if you cannot provide any of the required documents

Two **unseparated** passport sized photographs of yourself, sized 45mm x 35mm (standard passport photograph size). On the reverse clearly print your name, date of birth and Home Office or Port reference number.

Two **unseparated** passport sized photographs of each of your dependants who are requesting settlement, sized 45mm x 35mm (standard passport photograph size). On the reverse of each, clearly print the name, date of birth and Home Office or Port reference number of the person who appears in the photograph (*see section 4.1*).

Evidence of your identity or confirmation of your current immigration status. If you or your dependants have any of the following, please provide:

-
- Current national passport(s)*
 - Travel document(s)*
 - Immigration Status Document(s) (ASL.2151, ASL.2152 or ASL.2150)
 - Relevant Birth or Marriage certificates

- Applicants are required to produce their current national passport or Travel Document if they have one, so that where appropriate it can be endorsed with indefinite leave, if the application is successful.

Evidence of the identity or confirmation of the current immigration status of each of your dependants requesting settlement. Evidence should be any and all of the above that they hold.

If you cannot provide any photographs or all the documents that we have asked for, please still complete and submit this application form, but use this space to explain why some of the items cannot be sent in. You should also tell us when you will provide them. **We will not be able to complete your application until you have provided everything that we have asked for.**

You must now complete Section 7

SECTION 7 ~ 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 the age of 18, your parent or legal guardian may complete the application form and sign the declaration on your behalf.

I hereby apply for settlement in the United Kingdom for myself and any dependants listed in this form. The information I have given is complete and is true to the best of my knowledge. I also declare that the photograph(s) submitted with this form is/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 but may be disclosed to other government departments, agencies, local authorities and other bodies to enable them to carry out their functions. If my application is unsuccessful and I am to be removed from the United Kingdom, I understand that it may be necessary for the Home Office to provide information about my identity to the authorities in my own country in order to obtain travel documentation.

I understand that my details may in certain circumstances be passed to fraud prevention agencies to prevent and detect fraud and money laundering. I also understand that such agencies may provide the UK Border Agency with information about me. Further details explaining when information may be passed to or from fraud prevention agencies and how that information may be used can be obtained from the UK Border Agency website.

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

Signed: _____

Date: _____

YOUR PERSONAL CHECKLIST FOR FORM SET (PROTECTION ROUTE)

Please make the following checks before submitting your application. They should help to ensure that it is complete.

- Are you sure that Form SET (Protection Route) is the right form for your application? See Note 1 of the Guidance Notes.
- Do you have no more than 1 month until your current leave expires? See Note 1 of the Guidance Notes.
- Have you completed all sections of the form correctly as instructed? See Note 4 of the Guidance Notes.
- If you have used additional sheets of paper have you attached them?
- Have you sent us all of the following documents which you or your dependants hold, listed in Section 6?
 - i. Current national passport(s)
 - ii. Travel document(s)
 - iii. Immigration Status Document(s) (ASL.2151, ASL.2152 or ASL.2150)
 - iv. Relevant Birth or Marriage certificates
- Have you retained photocopies of all the original documents you will send with this application?
- If you are unable at present to send us any of the documents or photographs listed in Section 6, have you given an explanation and said when you will be able to send them?
- Have you signed and dated the declaration in Section 7 of the form?

Finally, please make sure that the application is addressed appropriately as on page 1 of this application form and in Note 5 of the Guidance Notes.

FORM SET (PROTECTION ROUTE): GUIDANCE NOTES AND OTHER RELEVANT INFORMATION

These notes and other information are intended to help you make an application for settlement in the United Kingdom (UK) on Form SET (Protection Route).

1. For which applications must you use Form SET (Protection Route)?

This form is for anyone who has been granted 5 years refugee leave and is now applying for settlement, in accordance with the published Home Office Asylum Instruction on Refugee Leave. It is also for anyone who has been granted 5 years limited leave to enter or remain on grounds of Humanitarian Protection, since 30 August 2005. Copies of the Asylum Instructions may be viewed on the Home Office website: www.ukba.homeoffice.gov.uk.

You have to be in the UK to make an application using this form. Please do not send in your application more than 1 month before your current leave expires, or it is likely to be refused as you will not have completed the required period of leave if you apply too early.

You can use this form to make your own application and an application on behalf of any dependants.

2. Payment of a fee

There is no charge if you are applying for settlement on Form SET (Protection Route). (See Note 1 for guidance to determine whether this form is the correct form to use.)

3. Making sure that your application is complete

This is very important. The decision on your application is likely to be delayed if you do not provide all the necessary information and documentation. To make sure that your application is complete, you need to do the following:

- Answer all the questions and complete or tick any boxes that apply to you personally, as well as to any dependants included in the application.
- Provide the documents and photographs needed in support of your application and those of any dependants included in the form. [Documents must be originals. You should retain photocopies of any original documents you submit with this application.]
- If you cannot provide a document or photograph at present, please explain the reason(s) and tell us when you will be able to let us have the missing item.
- Sign and date the declaration in Section 7.

4. Completing Form SET (Protection Route)

Please write in English in BLOCK letters and in black ink when completing the form. The notes below are designed to help you complete each section.

Section 1 must be completed in full in all cases. If the application includes dependants, the details of the main applicant must go in section 1. Details of the dependants should go in Section 3. If an immigration adviser is assisting you with your application, the adviser's address should be given at 1.9.

Section 2 is optional, but it would help the UK Border Agency if you complete this section.

Section 3 must be completed in full in all cases. The date needed in answer to the question at 3.1 is the date that the main applicant's limited leave expires. There is no need to include information which was submitted in connection with your asylum claim and/or any subsequent appeal and/or any subsequent application for leave. If, after your application is made, your circumstances change or you have new information which you would like to be considered, please submit this as soon as possible (*see Note 10*).

Section 4 must be completed in full in all cases where you have family living with you in the United Kingdom.

Section 5 must be completed as indicated in all cases.

Section 6 must be completed in all cases. If any dependants are included in the application, please make sure that you provide their documents and photographs, and tick the relevant boxes.

You should send us two identical, recent passport-size photographs of yourself and of each of your dependants applying on the same form. Write the name of that person on the back of each photograph.

You should not pin, staple, glue or tape the photographs to your application form.

See the UKBA Photographic guidance for more information, available on our website: www.ukba.homeoffice.gov.uk.

Section 7 must be completed in all cases. Where more than one applicant is included on the form, the signature must be that of the main applicant.

Personal Checklist. This is a final reminder to help you make sure that you have done everything correctly, including the address where you should send the application.

After completing the form, please make sure that you submit all pages up to and including Section 7. Please keep the Personal Checklist at the end of the form.

5. Applying by post

All applications must be posted, applications cannot be dealt with in person. Please post your application before your leave expires, when your limited leave will expire in 1 month or less, to:

SET (Protection Route) Applications
UK Border Agency
Dept 21
PO BOX 306
Liverpool
L2 0QN

It is very important that you address the envelope exactly as above when using Form SET (Protection Route). We recommend that you use Recorded Signed For or Special Delivery, as this helps us to record the receipt of your application. Please make sure that you keep a record of the Recorded Signed For or Special Delivery number.

6. Obtaining another form

You can download application forms from the Home Office website:

www.ukba.homeoffice.gov.uk.

For any other enquiries the telephone number is **0870 606 7766**. If you have a hearing impediment, we have a freephone textphone service on **0800 38 98 289**.

7. Choosing an immigration adviser

This form is designed to let you to make your own application. If you need help in completing it or in dealing with any other aspect of your application, you may wish to engage an immigration adviser. However, you should take care when choosing one. The Office of the Immigration Services Commissioner (OISC) regulates immigration advisers. Generally, apart from solicitors, barristers and legal executives who hold a practising certificate, anyone who offers services as an immigration adviser must be authorised to do so by the OISC. Anyone else could be committing a criminal offence if they act on your behalf without being regulated by the OISC or exempted by a Ministerial Order. If your adviser is not a solicitor, barrister or legal executive you should ask if they are regulated by the OISC. A list of OISC authorised advisers is on their website, www.oisc.gov.uk. To complain about any immigration adviser, call the OISC (tel. 0845 000 0046 - calls charged at local rate) or write to OISC, 5th Floor, Counting House, 53 Tooley Street, London SE1 2QN.

8. How long will it take to process your application?

Your application will be dealt with as quickly as possible, and in line with our current service level agreements, which are to make decision on 95% of cases within 6 months. If you fail to submit all the necessary documents with your application, there may be a delay in dealing with your application while we wait for you to submit these documents.

If you submit your application out of time we may need to make further enquiries, and there may be a delay in considering your application while these are made.

If your application needs to be referred to an asylum-trained case owner, because a full review of your refugee status is necessary, the application process may take longer.

9. How will your passport (s) and other documents be returned?

Your passport(s) and any other documents we return to you will be returned by Recorded Signed For Delivery in all cases.

10. Contacting us after you have applied

If you have to send us a document which you cannot provide when making your application, or if you need to tell us anything else, including a change of address or circumstances, before you hear from us, please use the following address: **UK Border Agency, SET (Protection Route) Applications, Dept 21, PO Box 306, Liverpool, L2 0QN**. Please make sure that you give the following details in your letter: the applicant's full name (as it appears on the application form), date of birth, nationality, the Recorded Signed For or Special Delivery number (if you used such postage), the date on which the application was posted and your Home Office reference if you have one.

If you need to recover your passport or any other document urgently for unforeseen reasons, please telephone **0870 606 7766** in the first instance. The telephone agent will tell you if you have to write.

11. Other application forms

Other application forms on which to apply for an extension of stay or indefinite leave to remain in the UK can be downloaded from the UK Border Agency website:

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

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