



Home Office

Ukraine Scheme: process for in-country variation of entry clearance application

Version 1.0

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About this guidance

This guidance tells decision makers how to process an in-country variation of an entry clearance application where the applicant is a Ukrainian national and has travelled to the UK on a 'permission to travel' letter, been granted 6 month's leave to enter at the border and completed the "light touch" Ukraine Scheme form in the UK, for permission to stay under either the Ukraine Family Scheme or the Homes for Ukraine Sponsorship Scheme.

Contacts

If you have any questions about the guidance and your line manager or senior caseworker cannot help you or you think that the guidance has factual errors, then email the Family policy team.

If you notice any formatting errors in this guidance (broken links, spelling mistakes and so on) or have any comments about the layout or navigability of the guidance then you can email the Guidance Rules and Forms team.

Publication

Below is information on when this version of the guidance was published:

- version **1.0**
- published for Home Office staff on **08 April 2022**

Changes from last version of this guidance

This is new guidance.

Related content

[Contents](#)

Purpose

This section tells you about use of this guidance in considering the variation of an application for entry clearance made by a Ukrainian national on the “light touch” form. The entry clearance application is varied to an application for permission to stay when the light touch form is submitted. A decision needs to be made on that application for permission to stay under either the Ukraine Family Scheme or the Homes for Ukraine Sponsorship Scheme.

Use of this guidance

This guidance must be used for all applications by Ukrainian nationals made on the ‘light touch’ form under the Ukraine Family Scheme and the Homes for Ukraine Sponsorship Scheme.

Other information about this guidance

Within this guidance there are links to the Migration and Borders Guidance platform that are shown as an ‘internal link’ otherwise links are to the same guidance published on GOV.UK for external access.

Background

The Immigration Rules laid on 29 March (which came into force on 30 March) contain 3 Ukraine Schemes in Appendix Ukraine Scheme. This guidance only applies to the Ukraine Family Scheme and the Homes for Ukraine Sponsorship Scheme.

This guidance does not apply to applications under the Ukraine Extension Scheme as that has a different application form.

Where an application is made outside the UK for entry clearance under the Ukraine Family Scheme or Homes for Ukraine Sponsorship Scheme then in certain circumstances the applicant can travel to the UK on a “permission to travel” letter issued prior to entry to the UK, before providing biometrics and before the entry clearance application is decided. The applicant is advised that the letter is proof they can travel to the UK (see an [example of the letter](#)). They will be granted 6 months leave to enter at the border on the basis of the permission to travel letter and be told to apply to vary that application in country using the light touch form.

This process is only open to a Ukrainian national with a valid international passport.

The ‘permission to travel’ letter issued by the Home Office must be presented on arrival and in most cases Border Force will then grant the person leave to enter for 6 months on Code 1A (permission to work, study and access public funds).

To complete their entry clearance application (which will be varied to an application for permission to stay) the individual will need to apply on the “light touch” form and enrol their biometrics before their leave to enter ends.

Burden and standard of proof

The burden of proof is on the applicant to demonstrate they qualify under a Ukraine Scheme. The standard of proof is the balance of probabilities (i.e., it is more likely than not).

When considering an application, the fact that UKVI will already have considered the entry clearance application (but not decided it) is relevant to what information is required when considering the application for permission to stay.

Considering the application for permission to stay

Before issuing the “permission to travel” letter UKVI will already have considered eligibility under the Ukraine Schemes.

Your starting position should be that the applicant has given honest answers in their entry clearance application, and UKVI were satisfied that it was appropriate to issue the “permission to travel” letter. You do not need to make enquiries into eligibility for the Ukraine Scheme unless there are good grounds to do so.

If there are good grounds to consider that the applicant may not be eligible under the Ukraine Schemes, or that there has been a change of circumstances since the permission to travel letter was issued, or you have safeguarding concerns, you should consider requesting more information only after reference to a senior caseworker (SCW).

You may receive an application where either the applicant has the permission to travel letter but was not granted leave to enter on arrival or where leave to enter was granted prior to entering the UK but has now expired. In these cases, you the applicant may not meet the requirements of the rules but you should only refuse an application in these circumstances after reference to a senior caseworker (SCW).

You must be mindful of the difficulties that people may face in providing documentary evidence to demonstrate they meet the requirements of the rules. Those fleeing conflict zones or dangerous situations may not have time to collect documents and may not realise they would be required.

See guidance on the eligibility requirement of the Ukraine Family Scheme ([internal link](#)).

You can find guidance on the eligibility requirements of the Homes for Ukraine Sponsorship Scheme on [GOV.UK](#).

Requirements for variation and grant

The variation of application process is intended to be a “light-touch” process to enable completion of the application which has already been made and had an initial consideration overseas.

Applicants will be required to do the following once in the UK:

- make an online application on the “light touch” form
- provide their biometrics
- provide evidence of their identity and nationality

Biometrics

As part of the in-country application process the applicant is required to provide their biometrics in the UK (There are very limited exceptions from the requirement to enrol biometrics contained in the policy ‘Biometric Information: Introduction Version 8.0’ and in forthcoming updated guidance on biometric enrolment. For example amputees are excepted from the requirement to provide fingerprints.). For applicants aged 5 years or over, this will be a scan of their fingerprints and a facial image. Applicants who are under 5 are not required to provide their fingerprints but must still provide a facial image.

You must refer to the Operating Mandate - Biometric information: case working (internal link) - for details of the checks you are required to undertake. ATLAS will undertake checks independently (these are IABS and IDENT 1 biometric checks and then Watchlist and PNC biographic checks) and this will be clearly notified to the caseworker in the ATLAS record.

If an applicant does not enrol their biometrics, then you can treat the application as invalid. See the validity guidance (internal link). In this scenario, please consult with a senior caseworker (SCW) before rejecting the application.

Identity and Nationality

Only Ukrainian nationals with a biometric passport who applied for entry clearance before arrival in the UK are eligible for a “permission to travel” letter telling them they can come to the UK before receiving a decision on their application.

You should check that the copy of the Ukrainian biometric passport provided with the variation application is the same as the passport provided as part of the entry clearance application and that it matches the identity of the person who was given the “permission to travel” letter. If the passport has expired since the entry clearance application, then the caseworker should still grant the application.

Some Ukrainian nationals were granted leave to enter at the border without having made an entry clearance application outside the UK. Therefore, they have no outstanding application to vary and are not eligible for consideration of an application made using the “light touch” form.

Fees and Immigration Health Charge

This Ukraine Scheme is free for applicants. They are not required to pay an application fee or the Immigration Health Charge (IHS). You must not reject an application for non-payment of the fee or IHS.

Suitability requirements

Those who were issued with a permission to travel letter will not at that point have provided their biometrics so when they do so you will need to use that information to undertake checks to enable you to be satisfied they meet the suitability requirements under the Ukraine Schemes.

Only the following grounds for refusal under Part 9 of the Immigration Rules should be considered when assessing applications under the Ukraine Scheme:

- exclusion and deportation (paragraph 9.2.1 to 9.2.2)
- non conducive to the public good (paragraph 9.3.1 to 9.3.2)
- criminality grounds (including sentences over 12 months, persistent offending or serious harm as well as sentences less than 12 months or non-custodial) (paragraph 9.4.1 to 9.4.5)
- exclusion from asylum or humanitarian protection grounds (paragraph 9.5.1 to 9.5.2)
- sham marriage or sham civil partnership (paragraph 9.6.1 to 9.6.2)
- false representations and deception (paragraph 9.7.1 to 9.7.3)
- Admissibility to the Common Travel Area or other countries (paragraph 9.10.1 to 9.10.2)
- Grounds for refusal and cancellation on arrival (paragraphs 9.14.1 to 9.20.2 and 9.23.1 to 9.24.1)

Grounds that could normally lead to refusal on suitability grounds which do not apply to the Ukraine Scheme are as follows:

- previous breach of immigration laws (Part 9 9.8.1)
- failure to provide required information (Part 9 9.9.1)
- debt to the NHS (Part 9 9.11.1)
- unpaid litigation costs (Part 9 9.12.1)
- rough sleeping (Part 9 9.21.1)
- crew members (Part 9 9.22.1)

Please see the current guidance on Part 9 on refusal on suitability grounds ([internal link](#)).

False documents and evidence

If an applicant or sponsor has submitted false documents or evidence either as part of their entry clearance application or as part of the variation application, you may

refuse their application for permission to stay. This is covered in the [grounds for refusal](#) section of this guidance.

Safeguarding and vulnerable persons

You have a duty, under section 55 of the Borders, Citizenship and Immigration Act 2009, to ensure that immigration, asylum, and nationality functions are discharged having regard to the need to safeguard and promote the welfare of children in the UK.

See guidance on Section 55 and safeguarding child welfare ([internal link](#)).

Where you have safeguarding concerns for a child or vulnerable adult you should refer to a Senior Caseworker for guidance. In addition, advice can be sought from the two safeguarding advisers in the Safeguarding Advice and Children's Champion's office.

When making a child referral to a local authority you must, following the local authority child referrals guidance ([internal link](#)). You should be aware of the differences in legislation and local arrangements across the UK.

Granting permission to stay

You should normally grant permission to stay under the Scheme under the route which the applicant was granted permission to travel to the UK.

The grant should be for a period which, when added to the end of the period of the grant of leave to enter, brings the total period granted under the Ukraine Schemes to 36 months (including any leave extended under section 3C of the Immigration Act 1971).

For example, if the applicant was granted leave to enter on 1 April 2022 and applies for permission to stay on 1 August 2022 and that application is granted on 1 October 2022 permission to stay should be granted until 31 March 2025.

The conditions of grant are code 1A, which means access to work, study and public funds.

The correct template for IC grant is:

UKR_grant_IC BRP (if AUK1 application)
UKR_grant_IC BRP & DS (if AUK2 application)

Police registration

Those granted under the Ukraine Schemes are not required to register with the police.

Refusing an application

If an applicant does not meet the requirements of a grant under either the Ukraine Family Scheme or the Homes for Ukraine Sponsorship Scheme and it is not appropriate to apply discretion, you should refuse the application. Refusal templates:

- UKR_IC refusal of variation of EC

Appeals and Administrative Review

There is no right of appeal or administrative review against a refusal under the Ukraine Schemes.

If an applicant asks to challenge a decision to refuse their application, they should be advised they can apply again for free under the Ukraine Scheme. There are no restrictions to the number of times a person can apply for the Scheme. A new application will ensure a further consideration of the applicant's eligibility and will allow them to submit any additional evidence which was not submitted in their previous application.

If an applicant makes subsequent applications, you must consider each application afresh, noting any changes to the original or previous applications. If nothing has changed you must still write a full notice of refusal; do not simply refuse on the grounds that there has been no change in the applicant's circumstances.

Related content

[Contents](#)

Permission to travel letter

Below is a copy of the “permission to travel” letter which is sent to those who apply on the Ukraine Scheme:



Home Office

2 Marsham Street
London SW1P 4DF
www.gov.uk/home-office

If you are the sponsor in the UK, please email this letter to the person you are sponsoring.

Please read this letter carefully and keep it in a safe place. It is proof that you can now travel to the UK.

Dear

Application reference number (GWF):

Passport number:

Thank you for your application to the Ukraine Scheme. You can now travel to the UK. Please make sure your sponsor knows that you are coming.

You must show this letter, along with your passport, to the airline, train, or ferry company you are travelling with. You can show the letter on your smartphone or as a printed copy.

If you are travelling to the UK with family members who had to attend a Visa Application Centre to give their biometrics (fingerprints and facial image), they will need to collect their visa from the same Visa Application Centre before starting their journey. They will not be able to travel to the UK without doing this.

At the UK border

When you arrive at the UK border, please show this letter to a Border Force officer, along with your passport.

The Border Force officer will, once the usual border checks have been approved, stamp your passport to show that you can stay in the UK for up to 6 months.

After you arrive in the UK

The stamp in your passport provides access to support that you and your family may need on arrival in the UK. It is proof that you can work, rent a home and access public services such as medical treatment and education.

The stamp in your passport is only valid for 6 months. Before the end of the 6 months, you must provide your biometrics (fingerprints and facial image) to give you permission to stay in the UK for 3 years and to enable you to continue accessing support. You will also need to do this before leaving and re-entering the UK within the initial 6 months.

How to provide biometrics

Once you are in the UK, to provide your biometrics within 6 months you need to visit gov.uk. This page will go live from 25 March 2022. Once we have received your details, we will tell you how to provide your biometric information to us. This might be by using the [ID Check](#) app on your phone or by visiting one of our centres in the UK. You should do this as soon as possible and you must do this within 6 months to enable you to stay in the UK for 3 years.

You can call the free 24/7 helpline on 0808 164 8810 if you are in the UK for help with any questions about the scheme.

When you made your online application, you provided an email address that we could use to contact you. Please make sure you keep checking the email address you provided (and your junk folder) as we may use that to send you other important information.

We look forward to welcoming you to the UK.

Yours sincerely,

UK Visas and Immigration
Home Office

Important information

This letter has been provided to you based on the information you have given to the Home Office being true and accurate.

You must follow UK law when you are in the UK.

#Your personal information

The Data Protection Act 2018 governs how we use personal data. For details of how we will use your personal information and who we may share it with please see our Privacy Notice for the Border, Immigration and Citizenship system at <https://www.gov.uk/government/publications/personal-information-use-in-borders-immigration-and-citizenship>. This also explains your key rights under the Act, how you can access your personal information and how to complain if you have concerns.



HM Government

Home Secretary and Secretary of
State for Levelling Up, Housing and
Communities

2 Marsham Street
London SW1P 4DF

www.gov.uk/home-office



Message from the Home Secretary and the Secretary of State for Levelling Up, Housing and Communities

We would like to send you a personal message as we welcome you to the UK. We know that you are coming here under extremely difficult circumstances. The British Government will do everything possible to support you.

Please read the enclosed letter very carefully and keep it safe. The letter confirms that you can now travel to the UK. It also contains important details, including all the information you need about how and when to provide your biometric requirements. It has a helpline (phone number) to call if you need more assistance.

Once you have provided your biometrics, you will have permission to stay here for 3 years. You will be allowed to work, study, rent a home, and access public services such as a doctor and a school. We want you to thrive here – to make friends, be part of the community, and live a well-rounded life.

The UK has a long, proud history of extending the hand of friendship to people from other countries, especially during difficult periods. The UK and Ukraine already enjoy a strong friendship. Recent events have served only to strengthen that bond. We are completely on your side.

Coming to live in a new country can be a daunting prospect at any time. We want you to know that you are coming to a place that hugely admires your homeland and its people. We all want you to be able to return to a Ukraine which is peaceful, safe, and happy. But we also want the time you spend in the UK to be something that you treasure.

Welcome.

Rt Hon Michael Gove MP

Rt Hon Priti Patel MP