



Application For A Grant Of Leave And Biometric Residence Permit Under Tier 5 (Temporary Worker) Main Applicant

In accordance with paragraph 34 of the Immigration Rules, this form is specified for applications made on or after the 1 October 2013.

You also need the separate Tier 5 (Temporary Worker) policy guidance notes and additional information for making a Tier 5 application for this form. Please read them before making your application. If you do not already have this item, you can download it from our website at www.ukba.homeoffice.gov.uk

When considering an application made on this form, we will decide only whether you qualify for endorsement under the Tier 5 (Temporary Worker) routes. We will not consider whether you qualify for leave to remain for any other reason. If you wish to be granted leave to remain for any other reason, please make an appropriate application using the correct form.

Applications made on this form may be made by post, courier or in person. To apply in person you must make an appointment.

Details of where you can make an application in person can be found on our website:

www.ukba.homeoffice.gov.uk/contact/applyinginperson/

Please post or courier your application to:

Postal address:

**Home Office
Tier 5 (Temporary Worker)
PO Box 506
Durham
DH99 1WB**

Courier address:

**Home Office
Tier 5 (Temporary Worker)
Millburngate House
Millburngate
Durham
DH97 1PA**

This form is
to be used for
applications
made on or after
1 October 2013

Contents

Tier 5 (Temporary Worker) Application - Payment Guidance Notes	3
The applicable fee	3
By completing this form you are also applying for a Biometric Immigration Document.	3
Biometric enrolment fee	3
Reduced fee for main applicants of certain nationalities	3
Dependants	3
How you can pay	3
Cheques and postal orders.....	4
Completing the payment details page	4
Method of payment	4
Paying by credit / debit card	4
Consideration process	4
Section 1 - Payment Details Tier 5 (Temporary Worker) Migrant	6
Section A. Application Details	6
Section 2 - Applicant's details	9
Section B - Personal Details	9
Section C - Passport or travel document	11
Section D - Biometric residence permit (BRP).....	13
Section E - Immigration History	15
Section F - Personal History (Criminal convictions, war crimes etc.)	17
Definitions	21
Section G - Public Funds	22
Section H - Reference numbers	23
Section I - Contact details in the UK	24
Section J - Previous addresses	25
Section K - Parent or legal guardian details	26
Section L - Attributes.....	27

Section 3 - Declarations	35
Section M – Applicant’s Declaration	35
Section N - Representative’s Details	36
Section O - Representative’s Declaration.....	38
Section 4 - Supporting Documents	39
Introduction	41
Who should apply using this form?	41
Submitting a valid application	41
Biometric Residence Permit	42
Question-Specific information	45
Section 4 – Supporting Documents	57
Evidence of identity.....	57
Evidence of Police Registration	57
Evidence of agreement on housing	57
Evidence of your finances.....	57
Evidence of care arrangements for children	58
Evidence relating to children in local authority care.....	59
Evidence of sponsor giving consent to application.....	59
Evidence of completion of previous studies.....	59
Evidence of exceptional circumstances which prevented you submitting your application in time	59
Evidence of employment for private servants in diplomatic households	60
Evidence of 12 months employment for contractual service suppliers	60
Evidence of qualifications for contractual service suppliers.....	60
Evidence of qualifications for independent professionals	60

TIER 5 (TEMPORARY WORKER) APPLICATION - PAYMENT GUIDANCE NOTES

The applicable fee

For applications made on this form as a Tier 5 (Temporary Worker) Migrant there is a fee of £200 for standard postal applications, or £575 for applications made in person at our Public Enquiry Offices (PEO).

By completing this form you are also applying for a Biometric Immigration Document.

For applications made in person at a public enquiry office, the total fee includes a £100 appointment fee, which may be retained should the applicant fail to attend their appointment without good reason.

Biometric enrolment fee

As part of your application, you are required to enrol your biometric information. You will be charged an additional handling fee for this service payable to the Post Office Ltd. You must pay the fee by cash or debit card when you attend Post Office Ltd. to enrol your biometrics. Each dependant included on your application must also pay this additional fee when they enrol their biometric information. Do not send the biometric enrolment fee with your application fee.

If you were exempt from paying an application fee, you are also eligible to claim a refund of your biometric enrolment fee after you have registered your biometrics.

Your application may be rejected as invalid if you do not enrol your biometrics when requested. For more information about enrolling biometrics and the current fee, please visit the following section of our website.

<http://www.ukba.homeoffice.gov.uk/aboutus/contact/enrol-biometric/>

Reduced fee for main applicants of certain nationalities

Nationals of countries that have ratified the 1961 Council of Europe Social Charter (CESC) pay a reduced fee of **£180** for standard postal applications, or **£555** for applications made in

person. This reduction is currently applicable to main applicant nationals of the Former Yugoslav Republic of Macedonia and Turkey only.

There are no other fee reductions or exemptions to the fees set out above.

Dependants

Each dependant must complete a separate PBS (Dependant) form. Any dependant applications that are submitted at the same time as the main applicant's form will incur a fee of **£150** for standard postal applications, or **£525** for applications made in person.

Please Note – Dependants' applications that are submitted at a later date and/or applications for dependent children who are aged 18 years or over will incur a charge and will not be considered without payment of the appropriate fee, currently **£200** for standard postal applications or **£575** for applications made in person.

How you can pay

You can pay by any of the following methods:

- Cheque/Bankers Draft

If applying in person, please check the Home Office website for the payment methods available at the location you are attending as these can vary.

- Postal Order
- *Credit card¹ - Mastercard or Visa (including Electron) or American Express (Amex)
- *Debit card - Delta, Maestro** (including Solo)

* If you are applying in person and wish to pay by credit or debit card, the cardholder must be present in order for the payment to be taken.

** Maestro - We can accept any Maestro card if you are applying in person but only Maestro cards issued in the UK if you are applying by post.

Please note that when making large or multiple payments using your credit card, the anti fraud measures that banks operate sometimes stop the full payment being taken. This is because either the maximum limit on a single transaction, or the number of transactions allowed in a given period of time, has been exceeded. To prevent this you must ensure that you inform your bank of your intention to make large or multiple payments in advance so that your bank allows the full payment to be taken when you submit your application.

Please note that your application is invalid if you do not pay the specified fee in full or if you pay by any method other than those specified above. You will be required to make a fresh application, and any delay in doing so may affect your appeal rights if your application is subsequently refused.

Cheques and postal orders

You must make the cheque or postal order payable to 'Home Office' and cross the cheque or postal order A/C Payee only. Please write the full name and date of birth of the applicant on the back of the cheque and/or each postal order and keep the postal order receipt(s). Please make sure that the date and the amount (words and figures) are correct and that the cheque is signed properly. Attach your cheque or postal order(s) to the front of the application form.

Completing the payment details page

To ensure that your payment is processed without any delay, please follow this guidance when completing Section 1 of this form (Payment Details).

A1 Tick the fee appropriate to your application - see above guidance. If you do not select a fee, then we cannot take a payment and your application will be rejected as invalid.

A2 - A3 If the address for correspondence is different from your home address in the UK, please give that address at A2. If a solicitor or other authorised immigration adviser is submitting the application, it should be their address at A2 and their name at A3. These details will also be used to acknowledge receipt of the application.

A4 Your full name, as given in your passport or travel document.

A5 Your date of birth

Method of payment

A6 Tick one of the boxes to show which method of payment you are using

A7 - A9 If paying by cheque or bankers draft, enter the bank account number, sort code and cheque number

Paying by credit / debit card

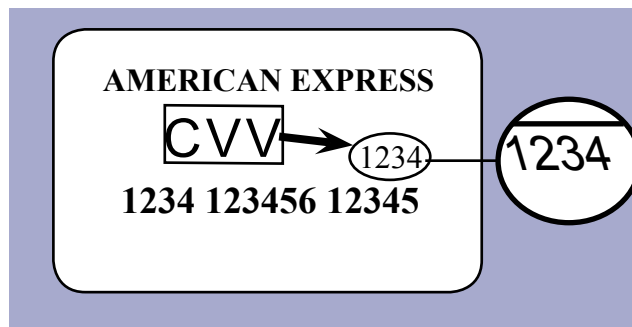
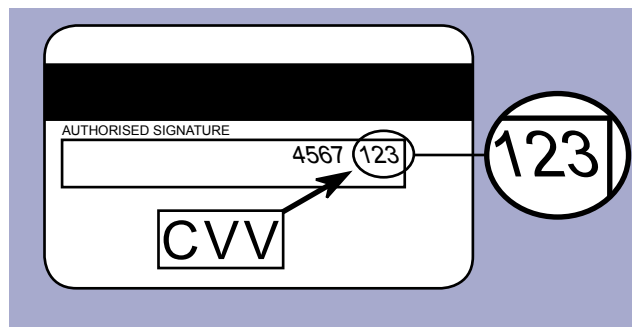
A10 The name as displayed on the credit/

debit card

A11 Card number - this is the long number across the centre of the card

A12-A14 Enter the details where available on the card.

A15 The Card Verification Value (CVV) is a 3-digit security code found on the back of the card on the signature strip - it consists of the last 3 digits. For Amex, the security code consists of 4-digits and is found on the front of the card.



If you do not provide the CVV number, we cannot take your payment and your application will be rejected as invalid.

A16-A17 Cardholder's signature - the person named on the credit/debit card must sign and date these sections.

A18 List all the dependants' applications you are enclosing with your application.

Consideration process

- If the payment submitted does not cover the full cost of your application, it will be an invalid application and the form, together with any documentation submitted, will be returned to you.
- The fee charged is for the processing and consideration of the application. This fee will be payable once the application form is

received by the Home Office or its payment processing agent, regardless of the outcome of the application.

- We cannot begin the consideration process until the payment has cleared. We allow 5 working days for payments made by cheque to clear, credit/debit cards and postal orders will clear immediately.
- Should the application be withdrawn at any time during the consideration process, the fee will not be refunded, other than under circumstances set out on the website of the Home Office (www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/IDs/idichapter1a).

A18. Please give full details of any dependants' applications submitted with this form

Dependant 1 - First name

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

Last name

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

Date of birth:

D	D	M	M	Y	Y	Y	Y
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Dependant 2 - First name

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Last name

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Date of birth:

D	D	M	M	Y	Y	Y	Y
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Dependant 3 - First name

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

Last name

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Date of birth:

D	D	M	M	Y	Y	Y	Y
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Dependant 4 - First name

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Last name

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Date of birth:

D	D	M	M	Y	Y	Y	Y
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Dependant 5 - First name

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Last name

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Date of birth:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Dependant 6 - First name

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

Last name

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Date of birth:

D	D	D	D	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Please photocopy this page if space for additional dependants is required.

If you are producing a double-sided copy of this application form, please include this page and make sure it falls on the reverse of the payment details page in the two-sided copy.

For administrative reasons, it is important that the rest of the form begins with Section 2 - Applicant's Details facing upwards

SECTION 2 - APPLICANT'S DETAILS

You must answer all of the questions that are asked and should do so in an open and accurate way as the details you provide will be checked against the information we, and other agencies, already hold.

Providing the correct information will also assist us when considering your application and could mean that we do not need to seek further information from you resulting in your application being completed in a timely manner.

The failure to declare information about your immigration status and history to the best of your knowledge at the time of the application could result in your application being refused.

Photographs

For your application to be valid, you must provide two recent identical passport-size photographs of yourself with your full name written on the back of each one. The photographs must be in the format specified in the separate photograph guidance, including the mandatory requirements, which can be found on our website at <http://www.ukba.homeoffice.gov.uk>. Please ensure that you place the photographs in a small sealed envelope attached to this part of the form - and without allowing any staples, clips, pins or anything else to mark or damage the photographs. The photographs will be checked against the images taken when your biometric features are recorded.

Please tick to confirm that you have enclosed the required photographs

Section B - Personal Details

This section will ask you questions about your personal details, for example, about your current name, date of birth and nationality together with details of any other names which you have previously been known by or other nationalities you may have held.

You should complete all questions in this part of the form that apply to you. Please note that this application will not be valid if this section is not completed.

B1. Name as given in your passport or travel document:

Title - please select from the following list:

Mr

Mrs

Miss

Ms

Dr

First name(s) or given name(s):

Last name(s) or family name(s):

B2. Date of Birth:

Day

D	D
---	---

Month

M	M
---	---

Year

Y	Y	Y	Y
---	---	---	---

B3. Village, town or city of birth:

B4. Country of Birth

B5. Nationality.

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

If you are a dual national or have held a previous nationality, please answer B5a - B5c

B5a. If you are a dual-national, what is your other nationality?

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B5b. If you have held a previous nationality, what was it?

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

B5c. When did you hold your previous nationality

	Day		Month		Year					Day		Month		Year			
From	D	D	M	M	Y	Y	Y	Y	To	D	D	M	M	Y	Y	Y	Y

B6. Gender

Male Female

B7. Relationship status - please select from following list

Married	<input type="checkbox"/>	Dissolved Civil Partnership	<input type="checkbox"/>
Civil Partner	<input type="checkbox"/>	Surviving Civil Partner	<input type="checkbox"/>
Single	<input type="checkbox"/>	Unmarried Partner	<input type="checkbox"/>
Divorced	<input type="checkbox"/>	Separated	<input type="checkbox"/>
Widow/widower	<input type="checkbox"/>	Separation Order	<input type="checkbox"/>

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

Yes Go to question B9 No Go to next section

B9. If you are known, or have ever been known, by any other name(s) than those given above, please give details below and send evidence showing the name change:

Name known by	Nationality at time of using this name	Dates from and to	Evidence sent

B10. Why did you change your name? Please tick the reason that applies

Married / Civil Partnership
 Divorced
 Other

Section C - Passport or travel document

This section will ask you for information about your current and previous passports or travel documents. If you have lost or had any passports or travel documents stolen, then you should have reported this to the Police. Please note that this application will not be valid if this section is not completed.

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:

Current passport or travel document

Passport/ Travel Document number	Nationality	Issue date	Expiry date	Country of issue and issuing authority	Passport / Travel document enclosed	If not enclosed, then location of Passport/ Travel Document
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Expired - returned to national authorities <input type="checkbox"/> Elsewhere in the Home Office

Previous passport or travel document

Passport/ Travel Document number	Nationality	Issue date	Expiry date	Country of issue and issuing authority	Passport / Travel document enclosed	If not enclosed, then location of Passport/ Travel Document
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Expired - returned to national authorities <input type="checkbox"/> Elsewhere in the Home Office

TIER 5 (TEMPORARY WORKER) APPLICATION FORM

Please photocopy previous page if additional space is needed and enclose the photocopy with this application form.

C2. Does your current passport or travel document include a photograph of you?

Yes

No

C3. Do you have any passport or travel document which contains a previous grant of leave or which you used when you last travelled to the UK?

Yes

Complete table below

No

Go to next section

Passport / Travel Document Number	Passport / Travel Document enclosed	If not enclosed, then location of Passport / Travel Document
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Expired <input type="checkbox"/> Elsewhere in the Home Office

Section D - Biometric residence permit (BRP)

This section will ask you for information about the BRPs that have previously been issued to you. If you have lost or had a BRP stolen, then you should have reported this to the Police. Please note that this application will not be valid if this section is not completed.

D1. Have you been issued with a BRP?

Yes Go to question D2
 No Go to question D5

Please give details of your BRP. Please note for the application to be valid and complete, your current BRP must be provided, unless it is not available for one of the reasons specified on the application form.

D2. BRP number

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D3. Where is your BRP now?

Important - the application will not be valid unless the BRP is not available for one of the reasons specified below.

Please tick the reason that applies:

I am submitting it with this application	<input type="checkbox"/>	Go to Question D5
Stolen	<input type="checkbox"/>	Go to Question D4
Lost	<input type="checkbox"/>	Go to Question D4
Expired and returned to the Home Office	<input type="checkbox"/>	Go to Question D5
Elsewhere in the Home Office	<input type="checkbox"/>	Go to Question D5

D4. Have you reported this to the Home Office card management services?

Yes
 No

D5. Which age group do you belong to (at the date of submitting your application)?

Under 6 years old	<input type="checkbox"/>	Go to question D6
6 - 15 years old	<input type="checkbox"/>	Go to question D6
16 - 17 years old	<input type="checkbox"/>	Go to next section
18 - 64 years old	<input type="checkbox"/>	Go to next section
65 and over	<input type="checkbox"/>	Go to next section

D6. What is the name of the person accompanying you to have your biometric details taken?

Title - please select from the following list

Mr Mrs Miss Ms

Dr

First name(s) or given name(s)

Last name(s) or family name(s)

D7. Their date of birth

Day	Month	Year								
<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">D</td> <td style="width: 20px; text-align: center;">D</td> </tr> </table>	D	D	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">M</td> <td style="width: 20px; text-align: center;">M</td> </tr> </table>	M	M	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">Y</td> <td style="width: 20px; text-align: center;">Y</td> <td style="width: 20px; text-align: center;">Y</td> <td style="width: 20px; text-align: center;">Y</td> </tr> </table>	Y	Y	Y	Y
D	D									
M	M									
Y	Y	Y	Y							

D8. Their place of birth

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D9. Relationship to you

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D10. Is this person your parent or legal guardian?

Yes	<input type="checkbox"/>	Go to next section
No	<input type="checkbox"/>	Go to question D11

D11. Explain why your parent or legal guardian will not be accompanying you

Section E - Immigration History

In this section, you will be asked to provide details about your current and previous immigration status and history and you will need to provide specific information and reference numbers that relate to your immigration history.

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

It is mandatory to complete Section E. If it is not completed, the application will be invalid and returned to you.

E1. What is your current immigration status in the UK?

- | | | |
|--|--------------------------|-------------------|
| I have leave to enter / remain for a limited period | <input type="checkbox"/> | Go to question E2 |
| I am an EU national / family member of an EU national | <input type="checkbox"/> | Go to question E4 |
| I am exempt from control | <input type="checkbox"/> | Go to question E4 |
| I had leave to enter / remain for a limited period, but this leave has now expired | <input type="checkbox"/> | Go to question E2 |
| None of the above | <input type="checkbox"/> | Go to question E4 |

E2. What is your current or last grant of leave?

- | | |
|-----------------------------------|--------------------------|
| Tier 5 (Temporary Worker) | <input type="checkbox"/> |
| Student | <input type="checkbox"/> |
| Student Nurse | <input type="checkbox"/> |
| Student re-sitting an examination | <input type="checkbox"/> |
| Student Union sabbatical officer | <input type="checkbox"/> |
| Person writing up a thesis | <input type="checkbox"/> |
| Postgraduate doctors and dentists | <input type="checkbox"/> |
| Tier 4 (General) | <input type="checkbox"/> |
| Sports Visitor | <input type="checkbox"/> |
| Entertainer Visitor | <input type="checkbox"/> |
| Qualifying Work Permit Holder | <input type="checkbox"/> |
| Overseas Government Employee | <input type="checkbox"/> |
| Other | <input type="checkbox"/> |

E3. Were you required to register with the police as a condition of this leave?

- Yes No

E4. Have you ever knowingly used deception when applying for entry clearance, leave to enter or remain, entered the United Kingdom illegally or worked in the United Kingdom without immigration permission to do so (contrary to your conditions of stay)?

Yes Go to question E5

No Go to question E6

E5. Provide details

E6. Have you ever been refused entry clearance leave to enter or leave to remain in the UK?

Yes Go to question E7

No Go to question E8

E7. Provide details

E8. Do you currently have any other applications with the Home Office on which you are awaiting a decision?

Yes Go to question E9

No Go to question E10

E9. Provide details

E10. Do you currently have an immigration appeal before the Asylum and Immigration Chamber which has not yet been determined?

Yes Go to question E11

No Go to next section

E11. Provide details

Section F - Personal History (Criminal convictions, war crimes etc.)

This section asks you about any criminal convictions you have, any civil judgements or civil penalties made against you and details of any involvement you may have had in war crimes, genocide, crimes against humanity or terrorism. If you fail to answer all of these questions as fully and accurately as possible, your application may be refused.

It is mandatory to complete this section. If it is not completed, the application will be invalid and will be returned to you.

Please 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 is known to be false or is not believed to be true. Information given will be checked with other agencies.

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

Yes - go to question F2

No - go to question F3

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

Conviction 1

Details of offence

--

Sentence given

--

If you were sentenced to a period of imprisonment, what was the length of the prison sentence? (in months)?

--

Date sentenced

Day

Month

Year

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

Country where convicted

--

Conviction 2

Details of offence

--

Sentence given

--

If you were sentenced to a period of imprisonment, what was the length of the prison sentence? (in months)

--

Date sentenced

Day

Month

Year

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

Country where convicted

--

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

Yes

Go to question F4

No

Go to question F5

F4. Please give details below for each civil judgment or any civil penalty under the UK Immigration Acts, starting with the most recent one. If you have received more than two civil judgments and / or civil penalties under the UK Immigration Acts, please photocopy this page and enclose it with this form.

Civil judgment / civil penalty 1

Details of judgment or civil penalty

Date of judgment or civil penalty

Day

D	D
---	---

Month

M	M
---	---

Year

Y	Y	Y	Y
---	---	---	---

Country where judgment was made

Civil judgment / civil penalty 2

Details of judgment or civil penalty

Date of judgment or civil penalty

Day

D	D
---	---

Month

M	M
---	---

Year

Y	Y	Y	Y
---	---	---	---

Country where judgment was made

F5. Have you ever been charged or indicted in any country with a criminal offence for which you have not yet been tried in court?

Yes

Go to question F6

No

Go to question F7

F6. Details of offence

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?

Yes Go to question F8

No Go to question F9

F8. Provide details of the war, humanity or genocide crime

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

Yes Go to question F10

No Go to question F11

F10. Provide details of the terrorist activity

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

Yes Go to question F12

No Go to question F13

F12. Provide details of the terrorist organisation

F13. Have you, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to commit terrorist or other serious criminal acts?

Yes Go to question F14

No Go to next section

F14. Provide details of those terrorist views

Definitions

For the purpose of answering questions **F7** to **F14**, 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.htm 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.

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, ethnical, 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 with 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.

Section G - Public Funds

This section asks you whether or not you have ever claimed any public funds and specific details about any claims you have made. It is mandatory to complete this section. If you fail to do so, your application will be invalid.

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

Yes - go to Question G2 No - go to next **section**

G2. Tick the relevant box(es) to show which of these are being received.

- | | |
|--|--|
| <input type="checkbox"/> Attendance Allowance | <input type="checkbox"/> Carer's Allowance |
| <input type="checkbox"/> Child Benefit | <input type="checkbox"/> Child Tax Credit |
| <input type="checkbox"/> Council Tax Benefit | <input type="checkbox"/> Disability Living Allowance |
| <input type="checkbox"/> Housing or homelessness assistance
- (Go to question G3) | <input type="checkbox"/> Housing Benefit |
| <input type="checkbox"/> Income-Based Jobseeker's Allowance | <input type="checkbox"/> Income Support |
| <input type="checkbox"/> Severe Disablement Allowance | <input type="checkbox"/> Social Fund Payment |
| <input type="checkbox"/> State Pension Credit | <input type="checkbox"/> Working Tax Credit |
| <input type="checkbox"/> Income Related Employment & Support
Allowance - ESA (IR) | <input type="checkbox"/> Council Tax Reduction |
| <input type="checkbox"/> Personal Independence Payment | <input type="checkbox"/> Universal Credit |

G3. Has housing been provided to you as a result of this assistance?

Yes - Go to question G4 No - Go to next **section**

G4. What is the name of the local authority or housing association that provided the housing?

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

Yes No

Section H - Reference numbers

This section asks you to provide details of any Home Office reference numbers that you might have which would have appeared on any documents or correspondence we have previously sent to you. You will also be asked for your current and any previous National Insurance numbers.

Please note that this application will not be valid if this section is not completed.

H1. Have you ever had any Home Office reference numbers assigned to you?

Yes - Go to question H2

No - Go to question H3

H2. Your Home Office reference numbers

H3. Do you have a National Insurance number?

Yes - Go to question H4

No - Go to question H5

H4. National Insurance Number

H5. Have you previously had a different National Insurance number?

Yes - Go to question H6

No - Go to next section

H6. National Insurance number

Section I - Contact details in the UK

This section asks you to provide your contact details including your address, contact telephone numbers, e-mail address, etc.. These details may be used if we need to contact you about your application. You can also choose to have a designated correspondence address that is different to your home address. The addresses you give must be within the UK.

Please note that this application will not be valid if this section is not completed.

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

	Telephone number												Preferred Contact (tick)	
Home														<input type="checkbox"/>
Work														<input type="checkbox"/>
Mobile														<input type="checkbox"/>

I2. Email address

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

I3. Address

House number or name																				
Street name																				
Town/City																				
County																				
Postcode																				

I4. When did you move to this address?

Day	Month	Year
D D	M M	Y Y Y Y

I5. Is this also your correspondence address?

Yes go to next section No Go to question I6

I6. What is your correspondence address?

House number or name																				
Street name																				
Town/City																				
County																				
Postcode																				

Section J - Previous addresses

This section asks you to provide details about any previous addresses you may have lived at within the last five years together with any addresses you may have lived at within Northern Ireland.

Please note that this application will not be valid if this section is not completed.

J1. Have you lived at any other address in the UK within the past 5 years?

Yes go to question J2

No Go to next section

J2. Address

House number or name																				
Street name																				
Town/City																				
County																				
Postcode																				

J3. Date moved to this address

J4. Date moved from this address

Day	Month	Year
D D	M M	Y Y Y Y

Day	Month	Year
M M	M M	Y Y Y Y

J5. Have you lived in Northern Ireland within the past 5 years?

Yes go to question J6

No Go to next section

J6. Address

House number or name																				
Street name																				
Town/City																				
County																				
Postcode																				

J7. Date moved to this address

J8. Date moved from this address

Day	Month	Year
D D	M M	Y Y Y Y

Day	Month	Year
M M	M M	Y Y Y Y

Section K - Parent or legal guardian details

This section asks you questions about your care and living arrangements in the UK and about your parents or legal guardians.

Please note that this application will not be valid if this section is not completed.

K1. Are you:

- | | | |
|-----------------------|--------------------------|--------------------|
| Under 6 years old | <input type="checkbox"/> | Go to question K2 |
| 6 to 15 years old | <input type="checkbox"/> | Go to question K2 |
| 16 or 17 years old | <input type="checkbox"/> | Go to question K2 |
| 18 years old or older | <input type="checkbox"/> | Go to next section |

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

- | | |
|-----|--------------------------|
| Yes | <input type="checkbox"/> |
| No | <input type="checkbox"/> |

Section L - Attributes

You must complete all questions in this part of the form that apply to you. Please note that the application will not be valid if it is not completed.

L1. Under which sub-category of Tier 5 are you applying for leave?

- Creative and sporting Go to question L34
- Charity worker Go to question L34
- Religious worker Go to question L34
- Government authorised exchange Go to question L2
- International agreement Go to question L6

L2. Are you currently being sponsored by a government or international scholarship agency?

- Yes Go to question L5
- No Go to question L3

L3. Were you previously sponsored by a government or international scholarship agency?

- Yes Go to question L4
- No Go to question L5

L4. Did this sponsorship, by a government or international scholarship agency, end within the last 12 months?

- Yes Go to question L5
- No Go to question L5

L5. Have you been awarded a UK degree/PGCE/PGDE or completed at least one year's PhD study whilst you have been in the UK?

- Yes Go to question L34
- No Go to question L34

L6. Under which International Agreement sub-category are you applying?

- As a private servant in a diplomatic household - Go to **question L7**
- As someone providing a service under contract as set out in GATS or similar trade agreement – Go to question L8
- As an employee of an overseas government or international organisation – Go to question L34

L7. What is the name of the individual who is employing you?

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

Go to question L34

TIER 5 (TEMPORARY WORKER) APPLICATION FORM

Advertising	<input type="checkbox"/>	Go to question L15
Management consulting services	<input type="checkbox"/>	Go to question L16
Services related to management consulting	<input type="checkbox"/>	Go to question L16
Technical testing and analysis services	<input type="checkbox"/>	Go to question L16
Translation services	<input type="checkbox"/>	Go to question L15
Interpretation services****	<input type="checkbox"/>	Go to question L16
Site investigation services	<input type="checkbox"/>	Go to question L16
Book keeping services*	<input type="checkbox"/>	Go to question L16
Computer-related services**	<input type="checkbox"/>	Go to question L16
Related scientific and technical consulting services****	<input type="checkbox"/>	Go to question L16
Environmental services****	<input type="checkbox"/>	Go to question L16
Research and development services****	<input type="checkbox"/>	Go to question L16
Market research and opinion polling**	<input type="checkbox"/>	Go to question L16
Medical (including psychologists) and dental services****	<input type="checkbox"/>	Go to question L16
Vetinary services****	<input type="checkbox"/>	Go to question L16
Midwives services****	<input type="checkbox"/>	Go to question L16
Services provided by nurses, physiotherapists and paramedical personnel****	<input type="checkbox"/>	Go to question L16
Chef de cuisine****	<input type="checkbox"/>	Go to question L25
Fashion models****	<input type="checkbox"/>	Go to question L25
Maintenance and repair of vessels***	<input type="checkbox"/>	Go to question L16
Maintenance and repair of rail and transport equipment***	<input type="checkbox"/>	Go to question L16
Maintenance and repair of motor vehicles, motorcycles and snowmobiles***	<input type="checkbox"/>	Go to question L16
Maintenance and repair of road transport equipment***	<input type="checkbox"/>	Go to question L16
Maintenance and repair of aircraft and parts thereof***	<input type="checkbox"/>	Go to question L16
Maintenance and repair of metal products, of (non-office) machinery, of (non-transport and non-office) equipment and of personal and household goods***	<input type="checkbox"/>	Go to question L16
Travel agencies and tour operator services****	<input type="checkbox"/>	
Tourist guide services****	<input type="checkbox"/>	Go to question L16
Entertainment services (other than audio-visual)****	<input type="checkbox"/>	Go to question L25

TIER 5 (TEMPORARY WORKER) APPLICATION FORM

If the sector is marked *, your employer must be based in one of the following countries and you must be either a national of that country or permanently resident there: Antigua and Barbuda, the Bahamas, Barbados, Belize, Chile, Columbia, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica or Peru.

If the sector is marked **, your employer must be based in one of the following countries and you must be either a national of that country or permanently resident there: Antigua and Barbuda, the Bahamas, Barbados, Belize, Columbia, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica or Peru.

If the sector is marked ***, your employer must be based in one of the following countries and you must be either a national of that country or permanently resident there: Antigua and Barbuda, the Bahamas, Barbados, Belize, Colombia, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica.

If the sector is marked ****, your employer must be based in one of the following countries and you must be either a national of that country or permanently resident there: Antigua and Barbuda, the Bahamas, Barbados, Belize, Dominica, Dominican Republic, Grenada, Guyana, Haiti, and Jamaica.

L15. Do you hold relevant qualifications in advertising or translation services?

- Yes Go to question L17
- No Go to question L25

L16. Do you hold a qualification at degree level or equivalent?

- Yes Go to question L17
- No Go to question L25

L17. Country of award

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

L18. State if applicable

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

L19. Level of qualification

--

L20. Name of institution or body which awarded the qualification

--

L30. In which sector is the service you are providing to the UK sponsor?

Legal services

Architectural services

Urban planning and landscape architectural services

Engineering services

Integrated engineering services

Management consulting services

Services related to management consulting

Translation services

Computer-related services

Research and development services

Market research and opinion polling

L31. Do you hold a qualification at degree level or equivalent?

Yes

Go to question L17

No

Go to question L32

L32. What professional qualifications do you hold?

--

L33. Do you have 6 years or more professional experience in this service?

Yes

No

L34. Do you have a Certificate of Sponsorship?

Yes Go to question L35
No Go to question L37

L35. Certificate of Sponsorship reference number

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

L36. Date Certificate of Sponsorship assigned

Day Month Year

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

L37. Sponsor's name

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

L38. Sponsor's address

House number or name

Street name

Town/City

County

Postcode

L39. What is the rating of your sponsor?

A - rated Go to question L40
A - rated premium Go to question L40
A - rated (Small and Medium sized Enterprise (SME+)) Go to question L40
B - rated Go to question L41

L40. Is your sponsor willing to certify maintenance for you?

Yes Go to question L43
No Go to question L41

L41. Can you show that you meet the maintenance requirement?

TIER 5 (TEMPORARY WORKER) APPLICATION FORM

Yes	<input type="checkbox"/>	Go to question L42
No	<input type="checkbox"/>	Go to question L43

L42. What supporting evidence have you sent in order to prove you have access to £900 available funds? (Overdraft facilities are not classed as available funds.)

Tick to show

Building society pass book covering a consecutive 90 day period ending no more than 31 days before the date of application.

Personal bank or building society statements covering a consecutive 90 day period ending no more than 31 days before the date of application.

Letter from a financial institution regulated by the Financial Services Authority or by the appropriate home regulator, confirming funds and covering a consecutive 90 day period ending no more than 31 days before the date of application.

Letter from a bank or building society confirming funds and that they have been in the bank for at least a consecutive 90 day period ending no more than 31 days before the date of application.

L43. Your job title

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

L44. Are you applying as a charity worker or under the international agreement sub-category as a contractual service supplier or independant professional?

Yes	<input type="checkbox"/>	Go to next section
No	<input type="checkbox"/>	Go to question L45

L45. Gross annual salary (not including allowances)

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

L46. Annual allowances (if any)

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

SECTION 3 - DECLARATIONS

Section M – Applicant’s Declaration

The applicant must sign below to show they have read and understood the following declaration. It must be signed by the applicant personally and not by a representative or other person acting on their behalf. If the applicant is under 18, their parent or legal guardian should sign on their behalf.

Declaration

The information given in my application is complete and is true to the best of my knowledge and belief.

The photographs I have submitted with my application are a true likeness of me.

The documents I have submitted in support of my application are complete and correct to the best of my knowledge and belief.

I agree to co-operate with Home Office officials, or any other person charged by the Secretary of State for the Home Office with conducting pre-issue and post-issue checks in relation to this application.

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

I am aware that the rules and requirements for applications may change in the future and that I should not assume the current rules and requirements will continue to apply.

I agree to the Home Office using the data provided in this application in accordance with its Information Charter. I understand that my details may in certain circumstances be passed to other people, including fraud prevention agencies, to prevent and detect fraud, money laundering and other crimes. I also understand that the Home Office may receive information about me.

Applicant’s signature
Parent/legal guardian
signature if applicant is
under 18

Date

Month

Year

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

Section N - Representative’s Details

TIER 5 (TEMPORARY WORKER) APPLICATION FORM

If you are a representative acting in relation to this application, you must complete the declaration below to show you have read and understood the representative's declaration and to confirm that you are authorised to act on behalf of the applicant(s).

I have been appointed by the applicant(s) to act on their behalf in relation to this application which has been submitted online to the Home Office.

I confirm that I am aware of the contents of this application, including its supporting documents, and that the application is, to the best of my knowledge and belief, true and correct.

I confirm that I will promptly give the applicant all correspondence I receive from the Home Office about this application.

I am permitted to give immigration advice and immigration services by virtue of section 84 of the Immigration and Asylum Act 1999.

I am aware that it is an offence to do an act which facilitates a person who is not a citizen of the European Union to commit a breach of immigration law, knowing or having reasonable cause to believe that the act has this effect.

Representative's signature:

And name of representative's organisation:

--

Date

D	D
---	---

Month

M	M
---	---

Year

Y	Y	Y	Y
---	---	---	---

SECTION 4 - SUPPORTING DOCUMENTS

TIER 5 (TEMPORARY WORKER) APPLICATION FORM

Fill in this part of the form to help us make sure that we have received your documents and to keep a record of them while they are with us.

From list “A”, tell us how many of each of the listed documents you have sent with this application. This is a standard list. You should only send in the documents from this list that are required for your application. At “B”, list any other documents you have sent and state how many in each case. Continue on a separate sheet if necessary.

A. Type of document	How many?
Passports	
Biometric Residence Permit and/or travel documents	
Police registration certificates	
Evidence of care arrangements if you are under 18 years old	
Passport Photographs	
Evidence of exceptional circumstances which prevented me from submitting my application within 28 days of overstaying	
Evidence of 12 months employment for contractual service suppliers	
Evidence of qualifications for contractual service suppliers and independent professionals	

B. Listed items	How many?



UK Visas
& Immigration

Additional
Information for
form TIER 5
(TEMPORARY
WORKER)

version 10/13

Application For A Grant Of Leave And Biometric Immigration Document Under Tier 5 (Temporary Worker)

Additional Information For Making A Tier 5 Application

This document provides additional information to help you complete your Tier 5 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 form is
to be used for
applications
made on or after
1 October 2013

INTRODUCTION

This document provides information to help you to complete the Tier 5 (Temporary Worker) application form. For further information on Tier 5 (Temporary Worker) of the Points-Based System policy please see the relevant paragraphs of the immigration rules and the Tier 5 (Temporary Worker) policy guidance notes. These documents are available on the Home Office 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 Home Office 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 5 (Temporary Worker);
- currently in the United Kingdom as a main applicant under Tier 5 (Temporary Worker) seeking a change of employment or to extend your leave for a further period within your existing immigration category.

Application forms for individuals applying for indefinite leave (settlement) can be found on the Home Office 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 Home Office website at www.ukba.homeoffice.gov.

[uk](http://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 have 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 Home Office 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

Everyone applying to extend their leave in the UK as a Tier 5 (Temporary Worker) must apply for a biometric immigration document - also known as a BRP.

As part of this application process you must make arrangements to have your biometric features recorded.

What is a BRP?

The BRP is a residence permit which holds your biographic details (name, date and place of birth) and biometric information, 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?

Biometric features are 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 his/her biometric features recorded.

The procedure (premium service applications)

If you apply in person, 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. The letter will supply all relevant information for anyone enrolling 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 the Home Office and Post Office website: www.ukba.homeoffice.gov.uk/aboutus/contact/enrol-biometric/post-office-biometric-enrolment/ and 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 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 BRP?

If the application is successful, you will not be issued with a residence permit in your passport. Instead, you will be issued with a residence permit in the form of a BRP.

Applying in person

If the application is successful, you will be sent a BRPs for yourself and any dependants applying with you by secure delivery. The BRPs should reach the applicant within seven working days of your appointment. **BRPs cannot be issued on the day itself.**

Applying by post

If the application is successful, your passport(s) and other documents will be returned to you with a decision letter. You will then be sent BRPs for yourself and any dependants applying with you by secure delivery. The BRPs should reach you within 10 working days of the date of the decision letter.

Children under the age of 16

We cannot record the biometric features of children under the age of 16 unless they are accompanied by a responsible adult.

If any such children are applying with you as your dependants, we would expect you to be with them when their biometric features are recorded. If not, the person accompanying them must be a responsible adult aged 18 or over who is either the child's parent or

guardian, or a person who for the time being takes responsibility for the child. Any such person must be named on the application form.

If you are a sole applicant under the age of 16, you must be accompanied by your parent, guardian or other responsible adult aged 18 or over.

If the person accompanying the child(ren) under 16 is not their parent or guardian, that person must bring with them a letter confirming that they are authorised to take responsibility for the child(ren) when they have their biometrics recorded.

At the enrolment the responsible adult will also be asked to provide an acceptable form of identity, such as a passport or driving licence.

What if I do not receive my BRP?

If you do not receive the BRPs 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 permits in person at our public enquiry offices or biometric enrolment centres.

What if I fail to record my 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 receive a warning letter giving you another opportunity within a limited period. The letter will also

advise that failure to record your biometric features or to book an appointment within the stated period will result in your application being rejected as invalid.

What about any medical or physical conditions that may require the Home Office to provide you 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 I need to make any special preparations before my 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, we may ask you 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. If that were to happen, you would have to make arrangements to enrol at a later date which would delay the consideration of your 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 Home Office, so you may want to retain a copy for your records.

What if the BRP is lost or stolen?

You must report the loss or theft 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: **Freeport 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 issued) when applying for a replacement BRP 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 5 (Temporary Worker) 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 biometric residence permit (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 Home Office card management service?

You should have reported any lost or stolen BRP to the police and to the Home Office 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 Home Office. More information about BRPs can be found on the Home Office website at www.ukba.homeoffice.gov.uk/visas-immigration/while-in-uk/do-i-need-brp/responsibilities/

D11. 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. 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 them.

E1. What is your current immigration status?

Please select 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 and/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.

A '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.

Applications from those who have overstayed by more than 28 days will normally be refused. If you wish to obtain new permission to be in the UK after the 28 day period, you should leave the UK and reapply for a visa.

'Overstaying' means that you have remained in the UK beyond the latest of:

(a) the time limit attached to your last period

of leave

(b) any extended period of leave pending determination of an in-time application and any subsequent appeal, or

(c) the date that you received a notice confirming that an application was not valid, provided that the application was submitted before the time limit attached to your last period of leave expired.

Please read the Tier 5 (Temporary Worker) policy guidance for more information www.ukba.homeoffice.gov.uk

E2. What is your current grant of leave?

This is the immigration category in which you were last given leave to enter or remain. Please select your current or most recent category. 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 have leave as a Tier 5 (Temporary Worker) Migrant, you can switch into that category if you have, or were last given, leave in one of the following categories as a:

- Sports Visitor - you can apply to switch into the Tier 5 (Temporary Worker) Creative and Sporting sub-category if you were assigned a valid Certificate of Sponsorship before you came to the UK.
- Entertainer Visitor - you can apply to switch into the Tier 5 (Temporary Worker) Creative and Sporting sub-category if you were assigned a valid Certificate of Sponsorship before you came to the UK.
- Overseas Government Employee - (granted under paragraphs 160-162 and 164-165 of the Immigration Rules) you can apply to switch into the Tier 5 (Temporary Worker) International Agreements sub-category.
- Qualifying Work Permit Holder

- you can apply to switch into the Tier 5 (Temporary Worker) International Agreement sub-category provided your Certificate of Sponsorship shows that you are being sponsored as an overseas government employee or an employee of an international organisation and you will be continuing in employment with the same organisation.

- you can apply to switch into the Tier 5 (Temporary Worker) Government Authorised Exchange, sub-category provided you were previously issued with a work permit for the purpose of employment as a sponsored researcher, and you have been granted a Certificate of Sponsorship to continue this employment.

- Students (paragraphs 57-62 of the Immigration Rules), Students Re-Sitting an Examination (69A-69F), Student Nurses (63-67), Student Union Sabbatical Officers (87A-87F), People Writing up a Thesis, Postgraduate Doctors and Dentists or Tier 4 (General) Migrants (245ZT-245ZY) can apply to switch into the Tier 5 (Temporary Worker) Government Authorised Exchange sub-category, provided they:

- have lawfully obtained a UK bachelors, masters degree, PGCE or PGDE during their last grant of leave and

- are being sponsored to undertake postgraduate professional training or work experience which is required to obtain a professional qualification or registration in the same professional field as their qualification described above; or

- are being sponsored to undertake an internship for up to 12 months which is directly described above;

and

- will not be filling a permanent vacancy such their employer does not

intend to employ them in the UK at the end of the period of work experience or training.

If you are not in one of these categories, you cannot switch into the Tier 5 (Temporary Worker) Migrant category whilst you are in the UK and it is likely we will refuse your application.

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 were last given leave to enter or remain as a:

- Tier 5 (Temporary Worker) Creative and Sporting;
- Tier 5 (Temporary Worker) Religious Workers;
- Tier 5 (Temporary Worker) Charity Workers;
- Tier 5 (Temporary Worker) Government Authorised Exchange;
- Tier 5 (Temporary Worker) International Agreements.

You will not be able to change into a different sub-category while you are in the UK. If you do not have leave in one of these categories, we are likely to refuse your application.

E3. 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

E8. Are you currently waiting for a decision on any other application made to the Home Office?

If you have made an application to the Home Office which has not yet been decided and your leave has expired, this application will be treated as a variation of that application. 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 or the time limit for appealing has expired.

E10. 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. Any further representations should be sent to the AIC to link to the appeal papers. Alternatively, you can withdraw the appeal and make a new application.

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 and you have lodged an appeal with the AIC.

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 other than seeking to vary the original application while it remains undecided.

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. 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. You must declare all convictions, regardless of whether they are spent or unspent.

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

You must give details of all spent and 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 Home Office's public funds guidance. This can be found at <http://www.ukba.homeoffice.gov.uk/sitecontent/documents/policy-andlaw/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. You must submit an original letter from the relevant body.

H1. Have you ever had any Home Office 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 full Home Office reference number if you have one. This number can be found on any previous Home Office correspondence. You 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 only enter UK telephone numbers. These can either be a landline or mobile numbers. The numbers must be ones which you are easily contactable on. Any landline numbers given should 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.

I4. 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.

L2. Are you currently being sponsored by a government or international scholarship agency?

You are sponsored by a government or an international scholarship agency if you receive financial sponsorship from them that fully pays for both your fees and your maintenance (living costs). If you are currently sponsored by a government or an international scholarship agency, 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
- Student Nurse; or
- Student Re-Sitting an Examination; or
- Postgraduate doctor or dentist; or
- Person Writing a Thesis; or
- Student Union Sabbatical Officer.

L3. Were you previously sponsored by a government or international scholarship agency?

You were sponsored by a government or an international scholarship agency if you received financial sponsorship from them that fully paid for both your fees and your maintenance (living costs). If you were sponsored by a government or an international scholarship agency 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
- Student Nurse; or
- Student Re-Sitting an Examination; or
- Postgraduate doctor or dentist; or
- Person Writing a Thesis; or
- Student Union Sabbatical Officer.

L5. Have you been awarded a UK degree/ PGCE/PGDE or completed at least one year's 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;
- Postgraduate Doctor or Dentist;
- Person Writing Up a Thesis
- Student;
- Student Nurse;
- Student Re-Sitting an Examination;
- Student Union Sabbatical Officer.

You must meet the following requirements, in addition to the other requirements of Tier 5. If you do not, your application is likely to be refused.

You must have lawfully obtained a UK 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.

And

The course you studied must have taken place at a UK institution that is a UK recognised or listed body; or your sponsor must hold a sponsor licence under Tier 4 of the Points-Based System.

And

You must be applying from inside the United Kingdom.

L6. Under which International Agreement sub-category are you applying?

A private servant in a diplomatic household is someone who is employed by a diplomat rather than by the embassy, consulate or high commission.

An employee of an overseas government or international organisation is someone who continues to be paid and undertake work directly for their employer. You must not be

undertaking work for someone else while still being paid by your employer.

Someone providing a service under contract as is set out in the General Agreement on Trade In Services (GATS) and other similar trade agreements such as:

- the EU - Cariforum economic partnership agreement;
- the EU Andean free trade agreement; and
- the EU - Chile free trade agreement

L7. What is the name of the individual who is employing you?

This is the name of the diplomat or family member of the diplomat who is employing you and is named as such on your certificate of sponsorship.

Please note that you must provide written evidence of the terms and conditions of your employment in the UK.

L8. Are you applying to continue to work for the same sponsor under the same contract of services as when you were last granted entry clearance or leave?

To answer “yes”, you must be both continuing to work for the same sponsor and be under the same contract of services as when you were last granted entry clearance or leave. If you are not, then you must answer “no”.

L9. Are you applying as a Contractual Service Supplier or Independent Professional?

A contractual service supplier is someone employed by a company based outside the European Union that has a contract to supply services to someone in the UK as is set out in the GATS or similar trade agreement.

An independent professional is a self-employed person who is based outside the

European Union and has a contract to supply services to someone in the UK as is set out in the EU - Cariforum economic partnership agreement.

L10. What is the name of the company that is providing the service to the sponsor in the UK?

This is the company that employs you, not the sponsor to whom you are supplying services.

L12. In which country is the company located that is providing the service to the sponsor in the UK?

The company must be established in a country, other than an EU Member State, which is a signatory to the trade agreement under which you are supplying services.

L13. Have you been an employee of this company for more than 12 months?

You must supply evidence of this.

L14. In which sector is the service you are providing?

If the sector in which the service you are providing is not listed, then your application is likely to be refused.

L15. Do you hold relevant qualifications in advertising or translation services?

The qualification(s) must be relevant to the service being applied for.

L16. Do you hold a qualification at degree level or equivalent?

Unless you are supplying fashion model services, chef de cuisine services or entertainment services other than audiovisual services under the EU - Cariforum economic partnership agreement, or supplying advertising and translation services, you must have a degree or equivalent level qualification.

L18. State if applicable

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

L25. What professional qualifications do you hold?

Where required by relevant legislation, regulations or sectoral requirements, you must have specific professional qualifications to provide some services in the UK.

L26. Do you have 3 years or more professional experience in this service?

Please confirm that you have three years or more professional experience in the sector in which your employer is supplying this service

L27. What is the name of your business?

The name of the business must be the one under which you are registered in the country or territory in which you are normally resident.

L29. In which country is your business located?

Your business must be established on the territory of one of the following countries and you must be either a national of that country or permanently resident there: Antigua and Barbuda, the Bahamas, Barbados, Belize, Colombia, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica or Peru.

L30. In which sector is the service you are providing to the UK sponsor?

If the sector in which the service you are providing is not listed, then your application is likely to be refused.

L31. Do you hold a qualification at degree level or equivalent?

You must hold a degree that is relevant to the sector in which you are supplying services or technical qualification demonstrating knowledge of a similar level.

L32. What professional qualifications do you hold?

Where required by relevant legislation, regulations or sectoral requirements, you must have specific professional qualifications to provide some services in the UK.

L33. Do you have 6 years or more professional experience in this service?

Please confirm that you have six years or more professional experience in the sector in which your business is supplying the service.

L34 . 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 5. 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 Home Office.

The Certificate of Sponsorship must confirm that your sponsor is sponsoring you under the appropriate Tier 5 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 5 category or sub-category you are applying for.

L35. 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.

L36. Date 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.

L38. Address

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

L39. What is the rating of your sponsor?

Sponsors are given either an A or B rating. You can check your sponsor's rating on the Tier 2 and Tier 5 Sponsor Register on the Home Office website at www.ukba.homeoffice.gov.uk/business-sponsors/points/sponsoringmigrants/registerofspendors/

L40. Is your sponsor willing to certify Maintenance for you?

Your Certificate of Sponsorship will confirm if the sponsor has certified that you will not claim public funds during your period of leave as a Tier 5 (Temporary Worker) Migrant. Please contact your sponsor if you are unsure whether they are certifying maintenance for you.

You should note, sponsors cannot certify maintenance for dependants of Tier 5 (Temporary Worker) Migrants.

L41. Can you show that you meet the maintenance requirement?

'Maintenance' is the money available to support you while you are in the UK. Please select the way you will show that you meet the maintenance requirement.

You meet the maintenance requirement if you have personal savings of £900 which you have held for a consecutive 90-day period, ending no more than 31 days before the date of this application.

L42. What supporting evidence have you sent in order to prove you have access to £900 available funds? (Overdraft facilities are not classed as available funds.)

Evidence of finances. You must submit one or more of the following documents.

- Your personal bank or building society statement
- Your building society pass book
- Letter from your bank or building society
- Letter from a regulated financial institution confirming funds held
- Please also see the section of this document entitled 'Supporting Evidence' for more information about the specific nature of the evidence you must provide.

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.

L43. Your job title

Please give your full job title.

L45. Gross annual salary (not including allowances)

You do not need to answer this question if you are applying as a charity worker or under the

international agreement sub-category as a contractual service supplied or independent professional.

Otherwise, 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.

L46. Annual allowances (if any)

You do not need to answer this question if you are applying as a charity worker or under the international agreement sub-category as a contractual service supplied or independent professional.

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.

N2. 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.

N3. 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 Home Office will inform you and your representative that we will correspond only with you and not with your representative.

N8. 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 notepad. 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 they are 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.

N9. 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 notepad.

SECTION 4 – SUPPORTING DOCUMENTS

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

Evidence of identity

Your current passport(s) or travel document(s) are **mandatory** documents. If you do not submit it/them, your application will be rejected as invalid.

- Your BRP is a mandatory document. If you do not submit it, your application will be rejected as invalid.
- Your passport photographs are mandatory documents. 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. Please 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 personal bank or building society statement.**

Your bank or building society statement must meet certain requirements. The personal bank or building society statement(s) that you send us must cover a consecutive 90 day period ending

no more than 31 days before the date this application is submitted. The bank or building society statement(s) must be the original (not a copy) and must 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 during the 90 day period; and
- that there have been enough funds in your account (the balance must always be at least £900. Overdraft facilities are not classed as available funds) throughout the consecutive 90 day period ending no more than 31 days before the date of this 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, 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.

- **Your building society pass book**

The building society passbook that you send us must cover a consecutive 90 day period ending no more than 1 calendar month 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 £900. Overdraft facilities are not classed as available funds) 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**

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 funds of £900 (Overdraft facilities are not classed as available funds) have been in the bank for at least a consecutive 90 day period on and before the date of the letter.

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 31 days 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 of £900 (Overdraft facilities are not classed as available funds) have been in the bank for at least a consecutive 90 day period on and before the date of the letter.

The letter must be dated no more than 31 days 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
- 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 sponsor giving consent to application.

You must provide us with the Government or international scholarship agency's unconditional consent in writing, giving you permission to remain in the United Kingdom. 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.

You should provide a degree certificate from your place of study.

This must be an original certificate and must clearly show:

- your name; and
- the course title/award; and
- the course duration; and
- date of course completion.

Or

You should provide documentary evidence from your place of study which shows completion of study.

This must be an original academic reference on official headed paper of the institution and must clearly show:

- your name; and
- the course title/award; and
- the course duration
- date of course completion unless you are still studying a PhD

Evidence of exceptional circumstances which prevented you submitting your application in time

Before submitting evidence of exceptional circumstances which prevented you submitting your application in time, please read the Tier 5 (Temporary Worker) policy guidance for more information www.ukba.homeoffice.gov.uk

Evidence of employment for private servants in diplomatic households

You must provide written evidence of the terms and conditions of your employment in the UK. A form setting out the terms and conditions of your employment can be found on our website at:

<http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/tier-5-form.pdf>.

Evidence of 12 months employment for contractual service suppliers

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

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 original payslips issued by the service supplier, showing their name. Other payslips must be accompanied by a letter from your employer 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 qualifications for contractual service suppliers

You should provide a degree certificate from your place of study.

This must be an original certificate and must clearly show:

- your name; and
- the course title/award; and

- the course duration; and
- date of course completion.

Evidence of qualifications for independent professionals

You should provide qualification certificates from your place of study.

These must be original certificates and must clearly show:

- your name; and
- the course title/award; and
- the course duration; and
- date of course completion.