

## MULTIPLE ENTRY WORK PERMITS

MEWPs are intended for use by people who are based overseas and are needed to enter and leave the UK regularly to work for the same UK based employer. Caseworkers should check the application is made while the overseas national is out of the country. The permit must be required for a minimum of six months but no more than a maximum of 24 months. Caseworkers should also ensure the application meets the normal criteria of the work permit arrangements.

Supplementary employment cannot be undertaken by the overseas national under a MEWP.

### What to do if?

- [The application is for a TWES/SBS permit](#)
- [The application is for less than six months](#)
- [The application is for longer than 24 months](#)
- [The application is In-Country.](#)
- [The application is for a MEWPS extension](#)
- [The application is for a change of employment](#)

### What to do if

**The application is for a TWES/SBS permit** – caseworkers should first contact the employer to check whether a MEWP is really required. If a MEWP is not required, these cases should be processed in the usual manner. If the employer confirms that they want a MEWP for this type of application, the case should be refused, as MEWPs are not allowed for these types of work permits. This should be noted in the refusal letter. Caseworkers should note that all refusal reasons should be included in a refusal letter and all letters should be tailored to the individual application.

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**The application is for less than six months** – The caseworker should contact the employer or representative and advise that MEWPs are not issued for periods of less than six months. If the employer wishes to extend the period of the application, they should be advised to complete a fresh application and send a faxed copy directly to the business team. The employer or representative should then send the original through the post to the business team. Caseworkers should accept the faxed copy in order to ensure the employer does not incur an unnecessary charge. If the employer does not wish to extend the period requested, the case should be refused, as MEWPs are not issued for periods of less than six months. This should be noted in the refusal letter. Caseworkers should note that all refusal reasons should be included in a refusal letter and all letters should be tailored to the individual application.

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**The application is for longer than 24 months** – The caseworker should contact the employer or representative and advise that MEWPs are not issued for periods of more than 24 months. If the employer wishes to limit the period of the application, they should

be advised to send a faxed copy (followed by posting a signed copy of the fresh application) to be sent directly to the business team. Caseworkers should accept the faxed copy in order to ensure the employer does not incur an unnecessary charge. If the employer does not wish to limit the period requested, the case should be refused, as MEWPs are not issued for periods of more than 24 months. This should be noted in the refusal letter. Caseworkers should note that all refusal reasons should be included in a refusal letter and all letters should be tailored to the individual application.

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**The application is In-Country** - the case should be refused, as MEWPs are intended for use by people who are based overseas and are needed to enter the UK regularly by their employer. This should be explained in the refusal letter. Caseworkers should note that all refusal reasons should be included in a refusal letter and all letters should be tailored to the individual application.

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**The application is for a MEWPs extension** – the case should be refused, as extensions are not allowed under this category. Should a further period be required, a new application should be submitted; the person should be overseas at the time of application. This should be explained in the refusal letter. Caseworkers should note that all refusal reasons should be included in a refusal letter and all letters should be tailored to the individual application.

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**The application is for a change of employment** - the case should be refused, as extensions are not allowed under this category. Should a further period be required, a new application should be submitted; the person should be overseas at the time of application. This should be explained in the refusal letter. Caseworkers should note that all refusal reasons should be included in a refusal letter and all letters should be tailored to the individual application.

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