



Home Office

# Aircrew

This guidance is based on the Immigration Act 1971

## Aircrew

### About this guidance

<p><a href="#">About this guidance</a></p> <p><a href="#">Key facts</a></p> <p><a href="#">Check applicant meets requirements</a></p> <p><a href="#">Grant or refuse entry clearance</a></p> <p><a href="#">Grant or refuse entry without leave at UK port – leaving UK within seven days</a></p> <p><a href="#">Grant or refuse entry at UK port</a></p> <p><a href="#">Grant or refuse extension</a></p> <p><a href="#">Refusal forms</a></p> <p><a href="#">Dependants</a></p>	<p><b>Immigration Act 1971, section 8(1), section 33, and schedule 2</b></p> <p>This guidance contains information for entry clearance officers and immigration officers on people who seek entry without leave, entry clearance, leave to enter or remain in the UK as aircrew.</p> <p>For a definition of who you can treat as aircrew, see related link: Roles covered by the Immigration Act 1971.</p> <p>Aircrew who intend to leave the UK within seven days can enter under the Immigration Act 1971. The rules about aircrew are contained in the following sections of the Immigration Act 1971:</p> <ul style="list-style-type: none"><li>• section 8(1)</li><li>• section 10</li><li>• section 11</li><li>• section 33</li><li>• schedule 2.</li></ul> <p>For more information, see related link: Immigration Act 1971.</p> <p>Changes to this guidance – This page tells you what has changed since the previous version of this guidance.</p> <p>Contact – This page tells you who to contact for help with a specific case if your senior caseworker or line manager can't answer your question.</p> <p>Information owner – This page tells you about this version of the guidance and who owns it.</p>	<p><b>In this section</b></p> <p><a href="#">Changes to this guidance</a></p> <p><a href="#">Contact</a></p> <p><a href="#">Information owner</a></p> <p>Links to staff intranet removed</p>
---	---	--

## Aircrew

### Key facts

This page shows you the key facts for the aircrew category.

Category: Aircrew	
Eligibility requirements	<p>People employed in the working or service of an aircraft, including the captain. This does not include ground crew or security guards.</p> <p>Aircrew can:</p> <ul style="list-style-type: none"><li>• Enter without leave if they leave the UK within seven days as crew of an aircraft. Aircrew may benefit from section 8(1) of the <a href="#">Immigration Act 1971</a> (the act).</li><li>• Enter without leave as above, and extend for more than seven days by applying for leave to enter (under section 11(5) of the act).</li><li>• Enter with leave and stay longer than seven days under the Immigration Rules.</li></ul> <p>They can arrive as passengers to join an aircraft or as supernumerary crew. In these circumstances, they must seek leave to enter at an immigration control.</p> <p>There are special arrangements for:</p> <ul style="list-style-type: none"><li>• some sky marshals</li><li>• Nigerian Airways.</li></ul> <p>There are concessions outside the rules for aircrew of these airlines who are based in the UK:</p> <ul style="list-style-type: none"><li>• Air New Zealand</li><li>• Japan Airlines</li><li>• Qantas Airlines</li><li>• United Airlines</li><li>• Virgin Atlantic Airlines.</li></ul> <p>For more information, see <a href="#">Aircrew based in the UK under concession</a>.</p>
Application forms	<p>Not needed for those covered by section 8(1) of the act or those not needing a visa and who are applying for leave to enter at port.</p> <p>All other aircrew:</p> <ul style="list-style-type: none"><li>• application made outside UK - VAF1</li><li>• extension within UK through airline employees section (ALE) - FLR(O).</li></ul>

Cost of application	<a href="#">UK Visa and Immigration fees</a>
Entry clearance mandatory?	Yes, for visa nationals who are staying longer than seven days. No, if coming into the UK under section 8(1) of the Immigration Act 1971 or those not needing a visa and who are applying for leave to enter at port.
Is biometric information required for applications made in the UK?	Yes, for visa nationals coming into the UK for more than seven days and non-visa nationals staying in the UK more than six months. No, if coming for less than seven days in the UK under section 8(1) the 1971 Act or for non-visa nationals staying beyond seven days but no more than six months.
Code of leave to enter or remain granted	Leave to enter - code 5N or code 1 Leave to remain - code 1
Entry clearance endorsements	D: Joining aircraft (name)
Conditions of leave to remain	Registration with police. For more information see <a href="#">Police registration</a> .
How long is leave to remain normally granted for?	Applications can be made to remain in the UK under another provision of the Immigration Rules. For more information see <a href="#">Aircrew based in the UK seven days or more</a> .
Are dependants allowed?	Yes, but only spouse, partners and unmarried children under 18.
Work and study allowed?	Code 1 – yes Code 5N - no (non-visa nationals may study for up to six months)
Switching into this category allowed?	No
Does this category lead to settlement (indefinite leave to remain)?	No
Is knowledge of language and life required?	No
CID case type	Operating crew members EC - 1000058
Immigration Rules paragraphs	Aircrew are covered by the following sections of the Immigration Act 1971: <ul style="list-style-type: none"> <li>• section 8(1)</li> <li>• section 10(1)</li> <li>• section 11, and</li> <li>• section 33(1).</li> </ul> <p>Those needing permission to work under the points-based system – Immigration Rules paragraph 245.</p>

## Aircrew

### Changes to this guidance

[About this guidance](#)  
[Key facts](#)  
[Check applicant meets requirements](#)  
[Grant or refuse entry clearance](#)  
[Grant or refuse entry without leave at UK port – leaving UK within seven days](#)  
[Grant or refuse entry at UK port](#)  
[Grant or refuse extension](#)  
[Refusal forms](#)  
[Dependants](#)

This page lists changes to the 'Aircrew' guidance, with the most recent at the top.

Date of the change	Details of the change
Xx March 2014	Six month review by the modernised guidance team: <ul style="list-style-type: none"><li>• Minor housekeeping changes throughout.</li></ul>
25 October 2013	Six month review by the modernised guidance team: <ul style="list-style-type: none"><li>• Key facts:<ul style="list-style-type: none"><li>○ heading 'Application forms', first paragraph added 'or those not needing a visa and who are applying for leave to enter at port.'</li><li>○ heading 'Entry clearance mandatory', added 'or those not needing a visa and who are applying for leave to enter at port.'</li><li>○ heading 'Is biometric information required for applications made in the UK?', rewritten</li></ul></li><li>• Grant or refuse entry clearance:<ul style="list-style-type: none"><li>○ sub-heading 'Aircrew who do need entry clearance if it is a requirement' renamed 'Aircrew who do need entry clearance if they are visa nationals'</li><li>○ first paragraph ending changed from 'must apply for entry clearance, if</li></ul></li></ul>

#### Related links

#### See also

[Contact](#)

[Information owner](#)

Links to staff intranet removed

		<p>appropriate' to 'must apply for entry clearance if they are visa nationals</p> <ul style="list-style-type: none"> <li>○ second paragraph, removed loadmasters, aircraft security guards and operational ground staff from the bullet points</li> <li>● Grant or refuse entry without leave at UK port – aircrew leaving UK within seven days <ul style="list-style-type: none"> <li>○ sub-heading 'Aircrew arriving as a crew member and leaving within seven days', first paragraph, bullet points rewritten</li> <li>○ second paragraph deleted</li> </ul> </li> <li>● Minor housekeeping changes.</li> </ul>		
		<p>For previous changes to this guidance you will find all earlier versions in the archive.</p> <p>See related link: <a href="#">Aircrew - archive</a></p>		

## Aircrew

### Check applicant meets requirements

[About this guidance](#)  
[Key facts](#)  
[Check applicant meets requirements](#)  
[Grant or refuse entry clearance](#)  
[Grant or refuse entry without leave at UK port – leaving UK within seven days](#)  
[Grant or refuse entry at UK port](#)  
[Grant or refuse extension](#)  
[Refusal forms](#)  
[Dependants](#)

This section explains what you must check before you consider whether to allow an aircrew member into the UK.

You must not examine crew members who are entering the UK without leave under section 8(1) of the Immigration Act 1971, as you will then have to grant them leave to enter. You must only examine a crew member if there have been concerns raised about their status, or if you are asked to examine them for another purpose.

#### **If you examine a crew member**

If you do examine a crew member, it automatically triggers an examination under schedule 2, section 2 of the Immigration Act 1971, and prevents their entry without leave. You must then grant any leave on an IS 123.

#### **Check the application is valid**

You must check the:

- application form, when one is appropriate
- correct documents are provided
- correct fee, is enclosed, when it is appropriate.

For more information, see related links:

- Applications
- Home Office – Fees for our services.

#### **Check person's identity**

You must check:

- the person's passport or travel document
- they have given their biometric information, if required.

#### **In this section**

[Aircrew members' identity documents](#)

[Roles covered by the Immigration Act 1971](#)

Links to staff intranet removed

For more information see related link: [Identity checks](#).

For more information on the documents required by aircrew, see related link: [Aircrew members' identity documents](#).

**Check general grounds for refusal**

You must check whether there are any general grounds for refusing the person. For more information, see related link: [General grounds for refusal](#).

For information on whether a crew member has a criminal conviction, see related link: [Aircrew convicted of offences in the UK](#).



## Aircrew

### Aircrew members' identity documents

<p><a href="#">About this guidance</a></p> <p><a href="#">Key facts</a></p> <p><a href="#">Check applicant meets requirements</a></p> <p><a href="#">Grant or refuse entry clearance</a></p> <p><a href="#">Grant or refuse entry without leave at UK port – leaving UK within seven days</a></p> <p><a href="#">Grant or refuse entry at UK port</a></p> <p><a href="#">Grant or refuse extension</a></p> <p><a href="#">Refusal forms</a></p> <p><a href="#">Dependants</a></p>	<p>This page explains how to check the identity documents specific to aircrew.</p> <p>You must check the identity documents before you start to consider whether to grant entry clearance, leave to enter or leave to remain.</p> <p>You must not examine crew members who are entering the UK without leave under section 8(1) of the Immigration Act 1971. You must only examine a crew member if:</p> <ul style="list-style-type: none"><li>• there are concerns about their status, or</li><li>• you are asked to examine them for another purpose.</li></ul> <p><b>If you examine a crew member</b></p> <p>If you do examine a crew member it automatically triggers an examination under schedule 2, section 2 of the Immigration Act 1971 and prevents their entry without leave. You must then grant any leave on an IS 123.</p> <p>Aircrew must hold either:</p> <ul style="list-style-type: none"><li>• a valid passport</li><li>• a pilot's licence, or</li><li>• a crew member certificate.</li></ul> <p>All documents must contain a description of the holder, including their nationality and their photograph.</p> <p>European Economic Area (EEA) nationals coming to the UK on short term visits must produce either a national identity card or a passport and are not subject to restrictions.</p> <p><b>Obligation of the captain of an aircraft to produce details of crew members</b></p>	<p><b>In this section</b></p> <p><a href="#">Check applicant meets requirements</a></p> <p><a href="#">Roles covered by the Immigration Act 1971</a></p> <p>Links to staff intranet removed</p>
---	--	---

You must make occasional visits to an aircraft on arrival to examine the documents of crew members as follows:

- Aircraft arriving in the UK from or after calling at a place outside the common travel area. Under the Immigration and Police (Passenger, Crew and Service Information) Order 2008, you can ask the captain for a list of:
  - names and nationalities of all the passengers
  - names, dates of birth and nationalities of all members of the crew.
- Aircraft arriving in the UK which started their flight in the Republic of Ireland. Under the order, you can ask the captain for:
  - a list of names and nationalities of all passengers, who are not Irish citizens, who started their journey to the UK outside the common travel area and who travelled through the Republic, but were not given leave to land in the Republic in line with Irish law.

For more information, see related link: [Immigration and Police \(Passenger, Crew and Service Information\) Order 2008](#).

## Aircrew

### Roles covered by the Immigration Act 1971

<p><a href="#">About this guidance</a></p> <p><a href="#">Key facts</a></p> <p><a href="#">Check applicant meets requirements</a></p> <p><a href="#">Grant or refuse entry clearance</a></p> <p><a href="#">Grant or refuse entry without leave at UK port –leaving UK within seven days</a></p> <p><a href="#">Grant or refuse entry at UK port</a></p> <p><a href="#">Grant or refuse extension</a></p> <p><a href="#">Refusal forms</a></p> <p><a href="#">Dependants</a></p>	<p>This page explains who can and cannot qualify for entry without leave as aircrew under section 8(1) of the Immigration Act 1971.</p> <p><b>Definition of a crew member</b></p> <p>To be a member of aircrew who can qualify for entry without leave, a person must meet the definition of a crew member as set out in section 33 (1) of the Immigration Act 1971.</p> <p>Crew members are defined as 'all people who are employed in the working or service of an aircraft, including the captain'.</p> <p><b>Security guards on aircraft</b></p> <p>Security guards employed on an aircraft are not crew members and cannot benefit from the exemption in section 8(1) of the Immigration Act 1971. They must meet entry requirements in the normal way. Visa nationals must have a valid entry clearance for the purpose that they are seeking entry. If they do, you must give leave to enter for seven days on code 1. See related link: Immigration Rules paragraph 24.</p> <p><b>Airport-based operational ground staff</b></p> <p>Airport-based operational ground staff of overseas-owned airlines are not crew members. This includes:</p> <ul style="list-style-type: none"><li>• station managers</li><li>• security managers, and</li><li>• technical managers.</li></ul> <p>These people need entry clearance before they travel to the UK and must apply for permission to work under the points-based system.</p>	<p><b>Related links</b></p> <p><b>See also</b></p> <p><a href="#">Aircrew based in the UK seven days or more</a></p> <p><a href="#">Aircrew based in the UK under concession</a></p> <p><a href="#">Wet lease arrangements</a></p> <p>Links to staff intranet removed</p>
--	---	---

## Aircrew

### Grant or refuse entry clearance

<p><a href="#">About this guidance</a> <a href="#">Key facts</a> <a href="#">Check applicant meets requirements</a> <a href="#">Grant or refuse entry clearance</a> <a href="#">Grant or refuse entry without leave at UK port –leaving UK within seven days</a> <a href="#">Grant or refuse entry at UK port</a> <a href="#">Grant or refuse extension</a> <a href="#">Refusal forms</a> <a href="#">Dependants</a></p>	<p>This page explains when aircrew can enter without obtaining entry clearance, and when they need entry clearance.</p> <p><b>Aircrew who do not need entry clearance</b> Aircrew members do not need entry clearance if they:</p> <ul style="list-style-type: none"><li>• are operating crew (including flight attendants)</li><li>• hold pilots' licences or valid crew members' certificates or passports, and</li><li>• are departing, as members of the crew, on the same or another aircraft within seven days.</li></ul> <p>For a definition of aircrew, see related link: Roles covered by the Immigration Act 1971.</p> <p><b>Aircrew who do need entry clearance if they are visa nationals</b> The following aircrew are not covered by the exemption in section 8(1) of the Immigration Act 1971 and must apply for entry clearance if they are visa nationals:</p> <ul style="list-style-type: none"><li>• Crew members who:<ul style="list-style-type: none"><li>○ have at any time been refused leave to enter and have not since been given leave to enter or remain, or</li><li>○ who have a deportation order in force against them must not be granted entry clearance or leave to enter.</li></ul></li><li>• Staff of overseas-owned airlines arriving as:<ul style="list-style-type: none"><li>○ crew on training</li><li>○ passengers (including crew not leaving as operational crew)</li><li>○ supernumeraries</li><li>○ trainees, or</li><li>○ crew not leaving within seven days.</li></ul></li></ul> <p>The following non European Economic Area (EEA) airport staff may be eligible to apply</p>	<p><b>Related links</b> <b>See also</b></p> <p><a href="#">Roles covered by the Immigration Act 1971</a></p> <p>Links to staff intranet removed</p>
--	--	---

under the points-based system:

- airport-based station managers
- security managers, and
- technical managers.

For more information on the points-based system see related link: [Skilled workers](#).

**Waiving visa requirement for Nigeria Airways aircrew**

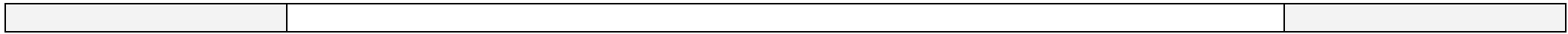
In line with an undertaking given in 1987 to Nigeria Airways by the then British High Commissioner, crews of that airline coming to the UK to join an aircraft, and leave as operational crew, are not required to hold a 'joining aircraft' visa.

Those who wish to extend their stay after entry must apply in the UK for leave to remain.

## Aircrew

### Grant or refuse entry without leave at UK port: aircrew leaving UK within seven days

<p><a href="#">About this guidance</a></p> <p><a href="#">Key facts</a></p> <p><a href="#">Check applicant meets requirements</a></p> <p><a href="#">Grant or refuse entry clearance</a></p> <p><a href="#">Grant or refuse entry without leave at UK port – leaving UK within seven days</a></p> <p><a href="#">Grant or refuse entry at UK port</a></p> <p><a href="#">Grant or refuse extension</a></p> <p><a href="#">Refusal forms</a></p> <p><a href="#">Dependants</a></p>	<p>This section explains the process for those arriving as aircrew or aircrew arriving as passengers who will be leaving the UK within seven days.</p> <p><b>Aircrew arriving as a crew member and leaving within seven days</b></p> <p>They may enter without leave under section 8(1) of the Immigration Act 1971 if they are engaged to leave within seven days on the same or another aircraft. They may remain in the UK until the departure of the aircraft on which they are engaged unless they:</p> <ul style="list-style-type: none"><li>• are the subject of a deportation order</li><li>• have been refused leave to enter the UK at any time and have not been granted leave to enter or remain in the UK subsequently, or</li><li>• are required to submit to examination by an immigration officer in line with schedule 2 of the Immigration Act 1971.</li></ul> <p>For information on aircrew arriving as supernumerary passengers and leaving within seven days, see related link: Examination of aircrew – leaving UK within seven days.</p> <p>For a definition of aircrew, see related link: Roles covered by the Immigration Act 1971.</p> <p><b>Those arriving as a passenger and leaving within 24 hours as crew members</b></p> <p>These people may enter under the visa waiver concession for transit passengers. This includes those arriving as operational crew and leaving as passengers.</p> <p>In emergency circumstances the airline employees (ALE) section at Heathrow terminal 3 can authorise an extension of the transit without visa concession. You must contact them for further details.</p> <p>For ALE contact details, see related link: Contact.</p> <p>For more information on transit passengers see related link: Transiting the UK.</p>	<p><b>In this section</b></p> <p><a href="#">Examination of aircrew - leaving UK within seven days</a></p> <p>Links to staff intranet removed</p>
---	--	---



## Aircrew

### Examination of aircrew: leaving UK within seven days

<p><a href="#">About this guidance</a></p> <p><a href="#">Key facts</a></p> <p><a href="#">Check applicant meets requirements</a></p> <p><a href="#">Grant or refuse entry clearance</a></p> <p><a href="#">Grant or refuse entry without leave at UK port –leaving UK within seven days</a></p> <p><a href="#">Grant or refuse entry at UK port</a></p> <p><a href="#">Grant or refuse extension</a></p> <p><a href="#">Refusal forms</a></p> <p><a href="#">Dependants</a></p>	<p>This page explains what you must do if you examine an aircrew member wishing to remain in the UK under Section 8(1) of the Immigration Act 1971.</p> <p>If you have to check details further for a crew member of an aircraft arriving in the UK, you must either grant or refuse leave to enter. Once the person is examined, the exemption in section 8(1) of the Immigration Act 1971 ceases to apply.</p> <p>If you give leave to enter you must issue form IS123, which gives leave for seven days on code 1.</p>	<p><b>In this section</b></p> <p><a href="#">Grant or refuse entry without leave at UK port –leaving UK within seven days</a></p> <p>Links to staff intranet removed</p>
--	---	--



## Aircrew

### Grant or refuse entry at UK port

<p><a href="#">About this guidance</a></p> <p><a href="#">Key facts</a></p> <p><a href="#">Check applicant meets requirements</a></p> <p><a href="#">Grant or refuse entry clearance</a></p> <p><a href="#">Grant or refuse entry without leave at UK port – leaving UK within seven days</a></p> <p><a href="#">Grant or refuse entry at UK port</a></p> <p><a href="#">Grant or refuse extension</a></p> <p><a href="#">Refusal forms</a></p> <p><a href="#">Dependants</a></p>	<p>This section explains the process for aircrew who have entry clearance, or need leave to enter, because they are not covered by section 8(1) of the Immigration Act 1971.</p>	<p><b>In this section</b></p> <p><a href="#">Aircrew leaving UK within seven days</a></p> <p><a href="#">Aircrew extending beyond seven days</a></p> <p><a href="#">Aircrew based in the UK seven days or more</a></p> <p><a href="#">Aircrew convicted of offences in the UK</a></p> <p><a href="#">Wet lease arrangements</a></p> <p>Links to staff intranet removed</p>
---	--	--

## Aircrew

### Aircrew leaving UK within seven days

<p><a href="#">About this guidance</a></p> <p><a href="#">Key facts</a></p> <p><a href="#">Check applicant meets requirements</a></p> <p><a href="#">Grant or refuse entry clearance</a></p> <p><a href="#">Grant or refuse entry without leave at UK port –leaving UK within seven days</a></p> <p><a href="#">Grant or refuse entry at UK port</a></p> <p><a href="#">Grant or refuse extension</a></p> <p><a href="#">Refusal forms</a></p> <p><a href="#">Dependants</a></p>	<p>This page explains the process for aircrew arriving as passengers who will be leaving the UK as operational crew within seven days, who have entry clearance or need leave to enter.</p> <p><b>Aircrew arriving as passengers or supernumeraries and leaving as crew members</b></p> <p>Aircrew arriving as passengers need to go through immigration control. When they intend to leave as operational crew of an aircraft from a UK airport, if you decide to grant leave to enter you must:</p> <ul style="list-style-type: none"><li>• grant leave to enter on code 5N or for a short time on code 1, and</li><li>• write 'CS' below the immigration officer's date stamp in their passport.</li></ul> <p>When they are entering for a short time and you are granting leave with code 1, you must:</p> <ul style="list-style-type: none"><li>• strike through the arrival number box in the limited leave endorsement</li><li>• send the landing card to the airport from which the person is expected to leave, including details of the:<ul style="list-style-type: none"><li>○ company</li><li>○ flight number, and</li><li>○ destination of the outbound flight.</li></ul></li></ul> <p>You do not need to do this when you grant leave with code 5N.</p> <p><b>Aircrew with entry clearance arriving as passengers or supernumeraries who will be leaving as crew members</b></p> <p>If the entry clearance visa states they are joining an aircraft, you must date stamp the entry clearance.</p> <p><b>Refusal of leave to enter</b></p> <p>You must refuse leave to enter under the relevant section of the Immigration Rules.</p>	<p><b>In this section</b></p> <p><a href="#">Grant or refuse entry at UK port</a></p> <p><a href="#">Aircrew extending beyond seven days</a></p> <p><a href="#">Aircrew based in the UK seven days or more</a></p> <p><a href="#">Aircrew convicted of offences in the UK</a></p> <p><a href="#">Wet lease arrangements</a></p> <p>Links to staff intranet removed</p>
--	--	--

For example, if an aircrew member seeks to enter under section 8(1) of the Immigration Act 1971 and does not meet the requirements, you must refuse under paragraph 320(1), as they are applying for entry in a category not in the Immigration Rules.

When refusal involves a deportation order or issues of national security, you must refer to Border Force current operations advice and support using their referral template before you make your decision. See related links:

- BFPI enquiry form
- Email: BF COAS Enquiries

For more information on general grounds for refusal see related links:

- General grounds for refusal
- Immigration Rules part 9: general grounds for refusal.

## Aircrew

### Aircrew extending beyond seven days

<p><a href="#">About this guidance</a> <a href="#">Key facts</a> <a href="#">Check applicant meets requirements</a> <a href="#">Grant or refuse entry clearance</a> <a href="#">Grant or refuse entry without leave at UK port –leaving UK within seven days</a> <a href="#">Grant or refuse entry at UK port</a> <a href="#">Grant or refuse extension</a> <a href="#">Refusal forms</a> <a href="#">Dependants</a></p>	<p>This page explains what to do if a member of an aircrew wishes to stay longer than their original seven days.</p> <p>When a crew member has already lawfully entered under section 8(1) of the Immigration Act 1971 and wishes to stay beyond the seven days, they are classed as seeking leave to enter and must report to an immigration officer. This is covered under section 11(5) of the Immigration Act 1971. For more information see related link: Immigration Act 1971.</p> <p>You must:</p> <ul style="list-style-type: none"><li>• examine them under schedule 2 of the Immigration Act 1971, and</li><li>• grant or refuse leave to enter as appropriate.</li></ul> <p>If you decide to grant leave to enter as a crew member it must be on code 1 for the duration of their proposed stay, otherwise grant leave to enter as appropriate under the Immigration Rules under which they have applied.</p> <p>If you grant leave to enter you must send the landing card to the port from which the crew member will be leaving. Include on the card:</p> <ul style="list-style-type: none"><li>• the name of the airline</li><li>• the flight number of the outbound service</li><li>• the destination.</li></ul> <p>You must contact the airline employees (ALE) section at Heathrow Terminal 3 for any aircrew staying longer than seven days.</p> <p>For ALE contact details, see related link: Contact.</p>	<p><b>In this section</b></p> <p><a href="#">Grant or refuse entry at UK port</a></p> <p><a href="#">Aircrew leaving UK within seven days</a></p> <p><a href="#">Aircrew based in the UK seven days or more</a></p> <p><a href="#">Aircrew convicted of offences in the UK</a></p> <p><a href="#">Wet lease arrangements</a></p> <p>Links to staff intranet removed</p>
--	--	---



## Aircrew

### Aircrew based in the UK seven days or more

<p><a href="#">About this guidance</a></p> <p><a href="#">Key facts</a></p> <p><a href="#">Check applicant meets requirements</a></p> <p><a href="#">Grant or refuse entry clearance</a></p> <p><a href="#">Grant or refuse entry without leave at UK port –leaving UK within seven days</a></p> <p><a href="#">Grant or refuse entry at UK port</a></p> <p><a href="#">Grant or refuse extension</a></p> <p><a href="#">Refusal forms</a></p> <p><a href="#">Dependants</a></p>	<p>This section explains the process to follow for aircrew arriving who will be based in the UK and require permission to enter. This only applies to aircrew of overseas airlines that have concessionary arrangements.</p> <p>For more information see related link: <a href="#">Aircrew based in the UK under concession</a>.</p> <p>Aircrew members do not need to apply for permission to work under the points-based system if they will be based in the UK. When they first arrive, aircrew must produce a letter from the airline employee (ALE) section at Heathrow Terminal 3 that pre-authorises leave to enter. For ALE details, see related link: <a href="#">Contact</a>.</p> <p><b>Aircrew that require entry clearance</b></p> <p>Visa nationals must have a visa endorsed 'for employment with [name of airline]'. This will have been issued by the entry clearance officer after it has been authorised by the ALE section.</p> <p><b>Granting aircrew leave to enter</b></p> <p>You must grant aircrew leave to enter on code 4 for the period of their assignment, up to a maximum of six months. For any assignments longer than six months they will need entry clearance with continuing leave.</p> <p>Foreign nationals aged 16 and over must register with the police when required to do so. For more information see related link: <a href="#">Police registration</a>.</p> <p><b>Passport endorsement for aircrew based in the UK and their dependants</b></p> <p>You must:</p> <ul style="list-style-type: none"><li>• Write 'ALE' in the arrival number box in the endorsement placed in the passport.</li><li>• Mark the landing card 'ALE' in the un-shaded part of the box at the top of the landing card and the category box.</li></ul>	<p><b>In this section</b></p> <p><a href="#">Aircrew based in the UK under concession</a></p> <p><a href="#">Aircrew based in the UK arriving as passengers</a></p> <p><a href="#">Aircrew based in the UK arriving as crew</a></p> <p>Links to staff intranet removed</p>
--	---	--

- |  |   |  |
|--|---|--|
|  | <ul style="list-style-type: none"><li>• Add the name of the appropriate airline and the port at which the employee is based on the back of the landing card.</li><li>• Send the card to the ALE section at Heathrow Terminal 3.</li></ul> |  |
|--|---|--|

For more information on ALE procedures, contact the ALE section. See related link: [Contact](#).

## Aircrew

### Aircrew based in the UK under concession

[About this guidance](#)  
[Key facts](#)  
[Check applicant meets requirements](#)  
[Grant or refuse entry clearance](#)  
[Grant or refuse entry without leave at UK port –leaving UK within seven days](#)  
[Grant or refuse entry at UK port](#)  
[Grant or refuse extension](#)  
[Refusal forms](#)  
[Dependants](#)

This page explains what to do when an overseas airline wants to base members of their aircrew in the UK on a long term basis.

#### **Concessionary arrangements**

Concessionary arrangements, outside the rules, have been made to allow the following five airline operators to base limited numbers of overseas flight crew in the UK:

- United Airlines
- Air New Zealand
- Qantas
- Japan Airlines
- Virgin Atlantic Airlines.

All crews under these arrangements are based at Heathrow Terminal 3 and are administered by the airline employee (ALE) section. The ALE section maintains an index of operational crew members. To contact ALE, see related link: Contact.

You must notify ALE section of any change in the status of UK based crew of these airlines (for example, to foreign spouse status).

#### **Engineering base concession to Air India**

Air India is the only authorised engineering base. This is because the Indian government do not permit their carriers to contract out aircraft engineering and flight certification.

#### **Applications for general approval from airline companies**

If an officer in charge of a port receives a direct request from an airline for general approval, they must:

- forward the request to the ALE section at Heathrow Terminal 3, and
- enclose a report giving the reason for the request and any other relevant information.

#### **In this section**

[Aircrew based in the UK seven days or more](#)

[Aircrew based in the UK arriving as passengers](#)

[Aircrew based in the UK arriving as crew](#)

Links to staff intranet removed





## Aircrew

### Aircrew based in the UK arriving as passengers

<p><a href="#">About this guidance</a></p> <p><a href="#">Key facts</a></p> <p><a href="#">Check applicant meets requirements</a></p> <p><a href="#">Grant or refuse entry clearance</a></p> <p><a href="#">Grant or refuse entry without leave at UK port –leaving UK within seven days</a></p> <p><a href="#">Grant or refuse entry at UK port</a></p> <p><a href="#">Grant or refuse extension</a></p> <p><a href="#">Refusal forms</a></p> <p><a href="#">Dependants</a></p>	<p>This page explains the procedures to follow for aircrew who will be based in the UK and arrive as passengers or supernumerary.</p> <p>When a crew member arrives as a passenger or supernumerary, they need leave to enter. If a crew member arrives before their previous leave as an aircrew member has expired, you can grant leave to enter until that leave has expired.</p> <p>You must mark the landing card and passport 'ALE'.</p> <p>For passengers who will be leaving as crew members, see related link: <a href="#">Aircrew leaving UK within seven days</a>.</p> <p>For more information on endorsing passports and landing cards see related link: <a href="#">Aircrew based in the UK seven days or more</a>.</p> <p><b>Leave has expired or will expire within two months</b></p> <p>When this occurs you must not grant two months leave in place of expiring conditions. This can create problems when the local airline employee (ALE) section wants to make sure certain flight attendants depart.</p> <p>Some crew members may also use the two months in place of expiring conditions to avoid contact with the ALE section.</p> <p>You must only give leave up to the point their previous conditions expire. If that date has passed, you must refer to the ALE section at Heathrow Terminal 3 before you make a decision. For ALE contact details, see related link: <a href="#">Contact</a>.</p>	<p><b>In this section</b></p> <p><a href="#">Aircrew based in the UK seven days or more</a></p> <p><a href="#">Aircrew based in the UK under concession</a></p> <p><a href="#">Aircrew based in the UK arriving as crew</a></p> <p>Links to staff intranet removed</p>
--	--	--

## Aircrew

### Aircrew based in the UK arriving as crew

<p><a href="#">About this guidance</a></p> <p><a href="#">Key facts</a></p> <p><a href="#">Check applicant meets requirements</a></p> <p><a href="#">Grant or refuse entry clearance</a></p> <p><a href="#">Grant or refuse entry without leave at UK port –leaving UK within seven days</a></p> <p><a href="#">Grant or refuse entry at UK port</a></p> <p><a href="#">Grant or refuse extension</a></p> <p><a href="#">Refusal forms</a></p> <p><a href="#">Dependants</a></p>	<p>This page explains the procedures to follow for aircrew who will be based in the UK and arrive as crew.</p> <p>Under the Immigration (Exemption from control) Order 1972, an aircrew member who is based in the UK does not require leave to enter when they return as a crew member, even if they will not be leaving again within seven days. This is provided that their previous leave has not expired. Any previous leave granted remains in force.</p> <p>The above exemption does not apply if the aircrew member is either:</p> <ul style="list-style-type: none"><li>• the subject of a deportation order</li><li>• has previously entered the UK unlawfully and has not subsequently been given leave to enter or remain</li><li>• is required by an immigration officer to submit to being examined.</li></ul> <p>For more information see related link: Examination of aircrew – leaving UK within seven days.</p> <p>For more information on the Immigration (Exemption from control) Order 1972, see related link.</p>	<p><b>In this section</b></p> <p><a href="#">Aircrew based in the UK seven days or more</a></p> <p><a href="#">Aircrew based in the UK under concession</a></p> <p><a href="#">Aircrew based in the UK arriving as passengers</a></p> <p>Links to staff intranet removed</p>
--	---	--

## Aircrew

### Aircrew convicted of offences in the UK

<p><a href="#">About this guidance</a> <a href="#">Key facts</a> <a href="#">Check applicant meets requirements</a> <a href="#">Grant or refuse entry clearance</a> <a href="#">Grant or refuse entry without leave at UK port –leaving within seven days</a> <a href="#">Grant or refuse entry at UK port</a> <a href="#">Grant or refuse extension</a> <a href="#">Refusal forms</a> <a href="#">Dependants</a></p>	<p>This page explains what to do if an aircrew member has been convicted of offences in the UK.</p> <p>If you discover an instance of an aircrew member being convicted of an offence in the UK, you must:</p> <ul style="list-style-type: none"><li>• Refer to an inspector, if you are considering refusing leave to enter and removing them from the UK because of the seriousness of the offence.</li><li>• Submit a report to the assistant director, airline employees section (ALE), including precise details of the offence and sentence.</li></ul> <p>The ALE section will make the decision.</p> <p>Similarly, if the details of the above type of convictions come to the attention of caseworkers you must send full details of the offences to ALE.</p> <p>For ALE contact details, see related link: Contact.</p>	<p><b>In this section</b></p> <p><a href="#">Grant or refuse entry at UK port</a></p> <p><a href="#">Aircrew leaving UK within seven days</a></p> <p><a href="#">Aircrew extending beyond seven days</a></p> <p><a href="#">Aircrew based in the UK seven days or more</a></p> <p><a href="#">Wet lease arrangements</a></p> <p>Links to staff intranet removed</p>
---	--	---

## Aircrew

### Wet lease arrangements

<p><a href="#">About this guidance</a></p> <p><a href="#">Key facts</a></p> <p><a href="#">Check applicant meets requirements</a></p> <p><a href="#">Grant or refuse entry clearance</a></p> <p><a href="#">Grant or refuse entry without leave at UK port –leaving UK within seven days</a></p> <p><a href="#">Grant or refuse entry at UK port</a></p> <p><a href="#">Grant or refuse extension</a></p> <p><a href="#">Refusal forms</a></p> <p><a href="#">Dependants</a></p>	<p>This page explains what to do with aircrew accompanying a leased aircraft.</p> <p>A wet lease arrangement is when the aircrew accompany an aircraft leased by another airline for the duration of the lease. The original company will still employ the aircrew, even though they are working for the airline that the aircraft and crew have been leased to.</p> <p>Such crew will have a letter from the airline employees section (ALE) authorising their leave in the UK for the duration of the wet lease. This letter will contain an expiry date of the wet lease and the crew must not be granted leave beyond this.</p> <p>You must refer any aircrew entering the UK on this basis without an authorisation letter to the chief immigration officer, ALE section, Heathrow Terminal 3. For ALE contact details, see related link: Contact.</p>	<p><b>In this section</b></p> <p><a href="#">Grant or refuse entry at UK port</a></p> <p><a href="#">Aircrew leaving UK within seven days</a></p> <p><a href="#">Aircrew extending beyond seven days</a></p> <p><a href="#">Aircrew based in the UK seven days or more</a></p> <p><a href="#">Aircrew convicted of offences in the UK</a></p> <p>Links to staff intranet removed</p>
--	---	--

## Aircrew

### Grant or refuse extension

<p><a href="#">About this guidance</a></p> <p><a href="#">Key facts</a></p> <p><a href="#">Check applicant meets requirements</a></p> <p><a href="#">Grant or refuse entry clearance</a></p> <p><a href="#">Grant or refuse entry without leave at UK port –leaving UK within seven days</a></p> <p><a href="#">Grant or refuse entry at UK port</a></p> <p><a href="#">Grant or refuse extension</a></p> <p><a href="#">Refusal forms</a></p> <p><a href="#">Dependants</a></p>	<p>This page explains the process for aircrew who wish to extend their stay in the UK.</p> <p>Applications for extensions (leave to remain) for aircrew based in the UK must be made on the FLR(O) application form. This application must be authorised by the airline employee (ALE) section at Heathrow Terminal 3. For ALE contact details, see related link: <a href="#">Contact</a>.</p> <p>You can only grant leave to remain for a crew member to fulfil the purpose their original leave was granted for.</p> <p>You can only grant extensions of stay to permit aircrew based in the UK to remain for up to a maximum of four years and applications must be accompanied by a letter from the ALE section at Heathrow Terminal 3.</p> <p>Aircrew must be away from the UK for at least a year before qualifying for a further four years. Flight attendants given leave under these arrangements are not eligible to apply for indefinite leave to remain (settlement).</p>	<p><b>Related links</b></p> <p><b>See also</b></p> <p><a href="#">Contact</a></p> <p>Links to staff intranet removed</p>
--	---	--

## Aircrew

### Refusal forms

[About this guidance](#)  
[Key facts](#)  
[Check applicant meets requirements](#)  
[Grant or refuse entry clearance](#)  
[Grant or refuse entry without leave at UK port –leaving UK within seven days](#)  
[Grant or refuse entry at UK port](#)  
[Grant or refuse extension](#)  
[Refusal forms](#)  
[Dependants](#)

This page tells you which refusal forms to use to refuse aircrew members.

Reason for refusal	Refusal form
Aircrew member does not have a valid entry clearance.	IS 82A Paragraph 320(5) of the Immigration Rules.
Aircrew member has a valid entry clearance. (There are a number of provisions which may apply in this category. Consult the Immigration Rules.)	IS82C Paragraph 320 of the Immigration Rules (as applicable).
Aircrew member is subject of a current deportation order, so any leave previously given is invalidated.	IS 82A Paragraph 320(2) of Immigration Rules.
Aircrew member is subject to an exclusion order, or you wish to invite the Secretary of State to make an exclusion order for them.	IS82C Paragraph 320(6) of the Immigration Rules.

For more information on refusing under paragraph 320 of the Immigration Rules see related links:

- General grounds for refusal
- Immigration Rules – general grounds for refusal.

Links to staff intranet removed

	For information on rights of appeal, see related link: <a href="#">Appeals policy</a> .	
--	---	--



## Aircrew

### Dependants

<p><a href="#">About this guidance</a> <a href="#">Key facts</a> <a href="#">Check applicant meets requirements</a> <a href="#">Grant or refuse entry clearance</a> <a href="#">Grant or refuse entry without leave at UK port –leaving UK within seven days</a> <a href="#">Grant or refuse entry at UK port</a> <a href="#">Grant or refuse extension</a> <a href="#">Refusal forms</a> <a href="#">Dependants</a></p>	<p>This page explains how to deal with dependants of aircrew.</p> <p><b>Dependants of aircrew leaving UK within seven days</b> Dependants of aircrew covered by section 8(1) of the Immigration Act 1971 are subject to control in the normal way. You must grant leave to enter as a visitor.</p> <p><b>Dependants of aircrew based in the UK</b> An aircrew member based in the UK may be accompanied or joined by their:</p> <ul style="list-style-type: none"><li>• spouse</li><li>• partner, and/or</li><li>• unmarried children under 18.</li></ul> <p>Dependants need entry clearance, but you must not refuse non-visa foreign nationals solely because they do not have entry clearance.</p> <p>You must grant dependants leave to enter on code 1 for the period of the crew member's authorised stay.</p> <p>You must endorse the passports and landing cards in the same way as for aircrew based in the UK. For more information on how to endorse passports, see related link: <a href="#">Aircrew based in the UK seven days or more</a>.</p> <p>A foreign national aged 16 years or over whose spouse or parent is required to register with the police is also required to register. For more information on police registration, see related link: <a href="#">Police registration</a>.</p>	<p>Links to staff intranet removed</p>
--	---	--

## Aircrew

### Contact

[About this guidance](#)  
[Key facts](#)  
[Check applicant meets requirements](#)  
[Grant or refuse entry clearance](#)  
[Grant or refuse entry without leave at UK port –leaving UK within seven days](#)  
[Grant or refuse entry at UK port](#)  
[Grant or refuse extension](#)  
[Refusal forms](#)  
[Dependants](#)

This page explains who to contact for more help with a specific case in the aircrew category.

If you have read the relevant Immigration Rules and this guidance, and still need more help with this category, you must first ask your senior caseworker or line manager.

If the question can't be answered at that level, you may email the work operational policy team, see related link, for guidance on the policy.

To contact the airline employees (ALE) section at Heathrow Terminal 3, see below.

Restricted information - do not disclose – start of section

The information in this page has been removed as it is restricted for internal Home Office use only.

Restricted information – do not disclose – end of section

Changes to this guidance can only be made by the modernised guidance team (MGT). If you think the policy content needs amending you must contact the work operational policy team who will ask the MGT to update the guidance, if appropriate.

The MGT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the link: Email: Modernised guidance team.

**Related links**  
**See also**

[Changes to this guidance](#)

[Information owner](#)

Links to staff intranet removed

## Aircrew

### Information owner

[About this guidance](#)  
[Key facts](#)  
[Check applicant meets requirements](#)  
[Grant or refuse entry clearance](#)  
[Grant or refuse entry without leave at UK port –leaving UK within seven days](#)  
[Grant or refuse entry at UK port](#)  
[Grant or refuse extension](#)  
[Refusal forms](#)  
[Dependants](#)

This page tells you about this version of the 'Aircrew' guidance and who owns it.

Version	8.0
Valid from date	19 March 2014
Policy owner	Official – sensitive: information removed
Clearance by director	Official – sensitive: information removed
Director's role	Official – sensitive: information removed
Date cleared	21 October 2014
This version approved for publication by	Official – sensitive: information removed
Approver's role	Official – sensitive: information removed
Approval date	18 March 2014

Changes to this guidance can only be made by the modernised guidance team (MGT). If you think the policy content needs amending you must contact the work operational policy team, see related link, who will ask the MGT to update the guidance, if appropriate.

The MGT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the link: Email: Modernised guidance team.

#### Related links See also

[Changes to this guidance](#)

[Contact](#)

Links to staff intranet removed