

## CONTACTING US

Our main website address and telephone number for contacting us are given below.

### OUR WEBSITE

[www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

For information about immigration law and policy, the services offered by our Public Enquiry Offices, and to see and download application forms and related guidance

### IMMIGRATION ENQUIRY BUREAU (IEB)

0870 606 7766

Monday to Thursday 9.00 - 4.45  
Friday 9.00 - 4.30

For immigration information and enquiries

## GUIDANCE NOTES

### Who is this form for?

Any migrant student who applied for either 'Leave to Remain' or 'Entry Clearance' under Tier 4 between the dates of 31 March 2009 and 4 October 2009 inclusive should use this form if they wish to change to another sponsor on the Tier 4 Sponsor Register.

### What is this form for?

A migrant student who wishes to move from their current sponsor to another education provider listed on the Tier 4 sponsor register must use this application form to request permission to complete the move and have their records updated.

### Section B: Personal Details

All of the questions in section **B1-B8** relate to information printed in your passport or travel document.

**B1-B8:** Please ensure that you enter information exactly how it displays in your passport.

**B9:** National Insurance number: You will only have a National Insurance number if you have requested one. This number is issued to you by the Department for Work and Pensions if you are working in the UK.

**B10:** Full current address in the UK: This must be the permanent address where you are living whilst

studying in the UK.

**B11:** Full new address in the UK: You must only complete this section if you are intending to move to a new permanent address when you move to your new Tier 4 registered sponsor or if you are intending moving address in the three months.

**B12 – B15:** If we need to contact you we will use one or more of the following methods of communication. Please complete as many sections as possible so that we are able to contact you quickly.

**B15:** Correspondence address (if different to permanent address): You must complete this section if you wish any correspondence relating to this application to be sent to an address other than the permanent address you have provided. You would also use this section if your permanent address mailbox is not safe for postal mail.

### Section C: Dependant Details

Only complete this section if, when you entered the UK to study, you were accompanied by any dependants. We consider dependants to be your husband, wife or civil partner and your dependant children. The names and details of any dependants must be exactly as stated in their passport.

## Section D: Educational Institution Details

**D1 – D4: Please give details of who you are currently studying with:** This is the full name and address of your current University or College. You must include the course title and level of qualification (See Annex A for NQF Levels) you have studied at this institution. The DirectGov website gives further information: [http://www.direct.gov.uk/en/EducationAndLearning/QualificationsExplained/DG\\_10039017](http://www.direct.gov.uk/en/EducationAndLearning/QualificationsExplained/DG_10039017)

**D5 – D9: New university/college/institution moving to:** This is the full name and address of the University or College you intend to move to and the date you wish to start or the date you started. You must include the course title and level of qualification (See Annex A for NQF Levels) you intend to study at this institution. The DirectGov website gives further information: [http://www.direct.gov.uk/en/EducationAndLearning/QualificationsExplained/DG\\_10039017](http://www.direct.gov.uk/en/EducationAndLearning/QualificationsExplained/DG_10039017)

**D10:** The Confirmation of Acceptance for Studies (CAS) is issued by the university/college, if a CAS has been issued to you please enter it here.

**D11:** If you are unsure as to if your course is part-time or full time, please seek advice from your new Tier 4 registered sponsor.

**D12: Brief reason for leaving:** This section is mandatory and you must disclose your reason for leaving your current educational institution. You may tick more than one option if you have multiple reasons for leaving.

## Section E: Employment

**E1: Are you working:** If you answer 'yes' to this question you must complete the following sections E2, E3 and E4.

**E2:** The hours per week are the number of hours you work during term time.

**E3 – E4:** You must provide your employers full name or Company name and the address where you work.

## Section 3: Student Declaration

**Important:** Please read the student declaration, print your name and sign the declaration. **If this section is not signed your application cannot be processed.**

## Section G: Representative's Details and Declaration:

This section is only to be completed if a third party or representative has completed the form on your behalf.

# ANNEX A

## Qualifications by level across the NQF and QCF

| Level        | Examples of NQF qualifications   | Examples of QCF qualifications   |
|--------------|--|--|
| <b>Entry</b> | <ul style="list-style-type: none"> <li>- Entry level certificates</li> <li>- English for Speakers of Other Languages (ESOL)</li> <li>- Skills for Life</li> <li>- Functional Skills at entry level (English, maths and ICT)</li> </ul>                   | <ul style="list-style-type: none"> <li>- Awards, Certificates, and Diplomas at entry level</li> <li>- Foundation Learning at entry level</li> <li>- Functional Skills at entry level</li> </ul>                        |
| <b>1</b>     | <ul style="list-style-type: none"> <li>- GCSEs grades D-G</li> <li>- BTEC Introductory Diplomas and Certificates</li> <li>- OCR Nationals</li> <li>- Key Skills at level 1</li> <li>- Skills for Life</li> <li>- Functional Skills at Level 1</li> </ul> | <ul style="list-style-type: none"> <li>- BTEC Awards, Certificates, and Diplomas at level 1</li> <li>- Functional Skills at level 1</li> <li>- Foundation Learning Tier pathways</li> <li>- NVQs at level 1</li> </ul> |
| <b>2</b>     | <ul style="list-style-type: none"> <li>- GCSEs grades A*-C</li> <li>- Key Skills level 2</li> <li>- Skills for Life</li> <li>- Functional Skills at Level 1</li> </ul>   | <ul style="list-style-type: none"> <li>- BTEC Awards, Certificates, and Diplomas at level 2</li> <li>- Functional Skills at level 2</li> <li>- OCR Nationals</li> <li>- NVQs at level 2</li> </ul>                     |
| <b>3</b>     | <ul style="list-style-type: none"> <li>- A levels</li> <li>- GCE in applied subjects</li> <li>- International Baccalaureate</li> <li>- Key Skills level 3</li> </ul>   | <ul style="list-style-type: none"> <li>- BTEC Awards, Certificates, and Diplomas at level 3</li> <li>- BTEC Nationals</li> <li>- OCR Nationals</li> <li>- NVQs at level 3</li> </ul>                                   |
| <b>4</b>     | <ul style="list-style-type: none"> <li>- Certificates of Higher Education</li> </ul>   | <ul style="list-style-type: none"> <li>- BTEC Professional Diplomas Certificates and Awards</li> <li>- HNCs</li> <li>- NVQs at level 4</li> </ul>  |
| <b>5</b>     | <ul style="list-style-type: none"> <li>- HNCs and HNDs</li> <li>- Other higher diplomas</li> </ul>   | <ul style="list-style-type: none"> <li>- HNDs</li> <li>- BTEC Professional Diplomas, Certificates and Awards</li> <li>- NVQs at level 5</li> </ul>   |
| <b>6</b>     | <ul style="list-style-type: none"> <li>- National Diploma in Professional Production Skills</li> <li>- BTEC Advanced Professional Diplomas, Certificates and Awards</li> </ul>   | <ul style="list-style-type: none"> <li>- BTEC Advanced Professional Diplomas, Certificates and Awards</li> </ul>   |
| <b>7</b>     | <ul style="list-style-type: none"> <li>- Diploma in Translation</li> <li>- BTEC Advanced Professional Diplomas, Certificates and Awards</li> </ul>   | <ul style="list-style-type: none"> <li>- BTEC Advanced Professional Diplomas, Certificates and Awards</li> </ul>   |
| <b>8</b>     | <ul style="list-style-type: none"> <li>- specialist awards</li> </ul>  | <ul style="list-style-type: none"> <li>- Award, Certificate and Diploma in strategic direction</li> </ul>  |