



# Guidance notes

POINTS BASED SYSTEM FORM (VAF9 DEC 2012)  
PERSONAL DETAILS

This booklet is provided free of charge.

For help completing this form we strongly advise you read these guidance notes.

Further guidance and information can be obtained from your local British Embassy or High Commission, your Visa Application Centre or by visiting website: [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk)

## Part 1 About your Self-Assessment Appendix

### 1.1 Which Appendix did you complete?

Refer to Annex B for the list of categories available

### 1.2 How many points did you score for Attributes, English, and Maintenance?

Enter your score in the boxes provided, as obtained from the Self-Assessment tool on the UK Border Agency website at [www.ukba.homeoffice.gov.uk/pointscalculator](http://www.ukba.homeoffice.gov.uk/pointscalculator). There is no points calculator for Tier 4 (General) Student and Tier 4 (Child) Student. You should also enter a breakdown of these figures in the appropriate Appendix. Please note that not all tiers/sub-tiers have a requirement for English and/or maintenance and you should consult the appropriate Guidance for the tier or sub-tier under which you are applying, for details.

## Part 2 About You

### 2.1 Given name(s)

These are the names you were given at birth, or subsequently, for example your Confirmation name, and including patronymic. Do not include your family name or any nicknames. They must be the same as recorded in your passport. Please do not use titles such as Mr or qualifiers such as Snr (Senior), Esq (Esquire).

### 2.2 Family name

(also called surname/last name) This is the name by which your family is known and must be the one shown in your passport. Please do not use titles such as Mr or qualifiers such as Snr (Senior), Esq (Esquire).

### 2.3 Other names

These are any other names by which you have been known, for example, your maiden name, name at birth, if different, professional name. If you are a married woman or were previously married and have used different names at any time please include these even if you have now reverted to an original name.

### 2.4 Sex

Answer 'Male / Female'

This should be your sex at time of application.

### 2.5 Marital status?

This must be your current status. Definitions are as follows:

**Single** – You have never entered into a legally recognised marriage or civil partnership.

**Married** - You have entered into a marriage, which is legally recognised and documented.

**Civil partner** – You have entered into a partnership with your same sex partner, which is legally recognised and documented.

**Unmarried partner** – You currently live in a conjugal or marriage-like relationship with your partner but are not legally married.

**Divorced** - Your marriage has been formally dissolved by a legal authority, usually a family court, and you have documentary evidence for this.

**Dissolved Partnership** - Your civil partnership has been formally dissolved by a legal authority, usually a family court, and you have documentary evidence for this.

**Widowed** - Your spouse is deceased and, immediately prior to their death, you were in a legal marriage.

**Surviving Civil Partner** - Your partner is deceased and, immediately prior to their death, you were in a civil partnership.

**Separated** - You no longer live in a marital situation with your partner and normally live apart, but have not finalised divorce proceedings to end the marriage.

Unless single, please provide evidence of your marital status for example a marriage or civil partnership certificate.

### 2.6 Date of birth

In DD/MM/YYYY format

This is as recorded in your passport.

### 2.7 Place of birth

This must be the city/town/village and state/province in which you were born.

### 2.8 Country of birth

This is the country in which you were born. Please use current English terminology for your country.

### 2.9 Nationality

This is the nationality shown in the passport/travel document you wish to use with this application. If you hold another nationality you should use the issuing country of the passport/travel document with which you wish to travel. If you are stateless please enter this as your nationality and provide details of the country or organisation that issued your travel document.

### 2.10 Do you hold any other nationalities?

Answer 'Yes/No'

If 'No' go to Part 3

### 2.11 If 'Yes' provide details

Please provide details of any other nationality you may have held at birth or subsequently acquired along with details of your travel document/passport number if applicable/available. (You may hold the nationality of a country without ever having been issued a travel document by that country).

## Part 3 Passport Information

### 3.1 Current passport or travel document number

This number should be the one shown in the passport you wish to use. If you hold a 1951 Convention travel document please provide this number.

### 3.2 Issuing Authority

This is the country that issued the passport or travel document and you should include the city of issue if known.

### 3.3 Date of issue

In DD/MM/YYYY format

### 3.4 Date of expiry

In DD/MM/YYYY format

### 3.5 Is this your first passport?

Answer 'Yes / No'

If 'Yes' go to Part 4

### 3.6 If 'No' – Please give details of previous passports covering the last 10 years, including where these passports are now

Where the information is available, please provide travel document or passport number, issue and expiry dates and place of issue. Say where your previous passports are, for example, with you, lost/stolen/expired or returned to the issuing country and no longer available to you.

## Part 4 Your contact details

### 4.1 Your full residential address and postal code

You MUST include your full address details including house number or name, street, village/town/city, state/province, postal or zip code and country.

### 4.2 Home (landline) telephone number

You must include the full number including the city, area and country codes. This is NOT your mobile/cellular phone.

### 4.3 Mobile telephone number

This is your mobile/cellular telephone number

### 4.4 Email address

This can be at home, work or elsewhere but must be the one you use on a regular basis so we can contact you quickly if required.

### 4.5 Contact details if different from above

You will be contacted at the address given at Question 4.1 unless you enter different details in this box. Please provide an alternative address, along with telephone number, if your contact details are different to those you have already given.

## Part 5a Your Family

**5.1 Is your partner accompanying you or joining you later? If they are travelling later please provide their date of travel in Part 7. Please note that accompanying partners are not permitted for all tiers and sub-tiers of PBS. You should consult the appropriate Guidance for the tier or sub-tier under which you are applying, for details.**

Answer 'Yes / No/ Not applicable'

If 'Yes' complete Questions 5.2 - 5.5, otherwise move on to Question 5.6.

### 5.2 Full name of spouse/partner

Please provide your spouse/partner's given and family names as they appear in their passport. If you have more than one spouse or partner please provide their details in Part 7.

### 5.3 Spouse/Partner's date of birth

In DD/MM/YYYY format

### 5.4 Spouse/Partner's place and country of birth

You should provide your spouse/partner's village/town/city, state/province and country of birth. These must be recorded exactly as shown in their passport.

### 5.5 Spouse/Partner's nationality

This is your spouse/partner's nationality now. Include any other nationalities he/she holds.

**5.6 Do you have any children under 18 accompanying you or joining you at a later date? Please note that accompanying children are not permitted for all tiers and sub-tiers of PBS. You should consult the appropriate Guidance for the tier or sub-tier under which you are applying, for details.**

Answer 'Yes/No'

If 'No' go to Question 5.8

### 5.7 If 'Yes' please provide full details about the child/children.

Please provide their full name(s), place(s) (including country) of birth and date(s) of birth. State their relationship to you and supply legal documentary evidence as verification. Include their dates of travel. Say if they are dependent on you, that is they are under 18 years of age and solely reliant on you for financial support. Please note that if they require a visa they will need to complete their own application form(s).

## Part 5b Your Parents

### 5.8 Father's given name(s)

These are the names your father was given at birth, including patronymic but not his family name.

### 5.9 Father's family name

This is the name by which your father's family is known.

### 5.10 Father's date of birth

In DD/MM/YYYY format

### 5.11 Father's place and country of birth

Please give the village/town/city, state/province and country where he was born.

### 5.12 Father's nationality

This is your father's nationality at his birth and at the time of your birth (if different) even if he does not have a passport or travel document for each of them

### 5.13 Mother's given name(s)

These are the names your mother was given at birth, including patronymic but not her family name.

### 5.14 Mother's family name

This is the name by which your mother's family is known.

### 5.15 Mother's date of birth

In DD/MM/YYYY format

### 5.16 Mother's place and country of birth

You must give the town/village/city, state/province and country where she was born.

### 5.17. Mother's nationality

This is your mother's nationality at her birth and at the time of your birth (if different) even if she does not have a passport or travel document for each of them.

**6.1 If you have a UK National Insurance Number what is the number?**

The National Insurance Number card is a plastic card, which is issued automatically when you first apply for a NI number. Number format is as follows: XX 12 34 56 X

**6.2 Have you travelled to the UK in the last 10 years?**

Answer 'Yes / No'

If 'Yes' please provide details below

Please include all travel of any duration and for any purpose, including transit. You should include dates, duration of stay and purpose in the box provided.

**6.3 Have you ever been refused a visa for any country including the UK?**

Answer 'Yes / No'

If 'Yes' please provide details below

If you were refused a visa for the UK please enter either your Home Office reference number which is prefixed with the first letter of your family name, for example Smith = S12345 or your visa reference number in the following format XXX/123456 (the XXX is the country or post location abbreviation, for example New York is NYC).

**6.4 Have you been granted a visa for the UK in the last 10 years?**

Answer 'Yes / No'

If 'Yes' please provide details below

Please enter the reference number if you know it. You can find this on the previous vignette (visa) in your passport. The number format is as follows: 123456X. You should enter the details whether you used the visa or not.

**6.5 Have you ever been refused entry on arrival to the UK?**

Answer 'Yes / No'

If 'Yes' please provide details below

You must tell us if you have ever been refused entry to the UK once you arrived at Immigration Control at a port or airport. Or if once in the UK your visa/Leave to Remain was cancelled and you were required to leave. Give the reason in the box provided. Please enter your Home Office reference number which is prefixed with the first letter of your family name, for example Smith = S12345.

**6.6 Have you ever been in breach of your immigration conditions for the UK?**

Answer 'Yes / No'

If 'Yes' please provide details below

This will include overstaying or entering the country illegally, using a false identity or otherwise acting in such way that could cause you to be prosecuted and or deported or required to leave the UK.

**6.7 Have you ever been deported, removed or otherwise required to leave any country, including the UK**

Answer 'Yes / No'

If 'Yes' please provide details below

Please provide full details of the reason you were required to leave or were removed from any country, including the UK. If you were required to leave the UK please enter your Home Office reference number which is prefixed with the first letter of your family name, for example Smith = S12345.

**6.8 Have you made an application to the Home Office to remain in the UK in the last 10 years?**

Answer 'Yes / No'

If 'Yes' please provide details below

This is when you have been to the UK previously and made a formal application to extend your conditions of stay for whatever reason. You should also say if you have applied to extend your stay but left the UK before receiving a reply. Please give the reason for the application and why you were refused, if applicable, in the box provided. You must enter your Home Office reference number which is prefixed with the first letter of your family name, for example Smith = S12345.

**6.9 Do you have any criminal convictions in any country (including traffic offences)?**

Answer 'Yes / No'

If 'Yes' please provide details below

You must record ANY convictions you have obtained during your lifetime in any country including the UK. Convictions will not necessarily result in automatic refusal. However failure to disclose any conviction will be taken into consideration. If you have any convictions you must submit the official record of the conviction, detailing the crime you were convicted of along with any sentence received. Please include your supporting documents. We will carry out criminal record checks on all applicants and dependants. You must give details of all unspent and spent 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.

**6.10 Have you ever been charged in any country with a criminal offence for which you have not yet been tried in court?**

Answer 'Yes / No'

If 'Yes' please provide details below

You must record ANY criminal offence in any country including the UK for which you are currently awaiting trial. Any such disclosure will not necessarily result in automatic refusal. However failure to disclose any convictions will be taken into consideration

**6.11 In times of either peace or war have you, ever been involved in, or suspected of involvement in, war crimes, crimes against humanity or genocide?**

Answer 'Yes / No'

Refer to the definitions detailed on the next page. If 'Yes' please provide full details in Part 7.

**6.12 Have you, ever been involved in, supported, or encouraged terrorist activities in any country? Have you, ever been a member of, or given support to an organisation that has been concerned in terrorism?**

Answer 'Yes / No'

Refer to the definitions detailed on the next page. If 'Yes' please provide full details in Part 7.

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

Answer 'Yes / No'

Refer to the definitions detailed on the next page. If 'Yes' please provide full details in Part 7.

You must enter details of any involvement by any medium, for example the press, public gatherings, in which you promoted terrorism and/or the act of terrorism.

**6.14 Have you engaged in any other activities that might indicate that you may not be considered a person of good character?**

Answer 'Yes / No'

If 'Yes' please provide details below in Part 7.

Please provide details of anything you have done or are doing that you feel, whether justified or not, is something that could mean you are not a person of good character. This also covers whether you are involved in anything illegal other than that already covered in questions 6.9 - 6.13.

## Definitions for questions 6.11 - 6.13

### Genocide

Acts committed with intent to destroy, in whole or in part, a national, ethnical, racial or religious group.

### 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.

### 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.

### Terrorist Activities

Any act committed, or the threat of action, designed to influence a government or intimidate the public and made for the purpose 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 in terrorism

An organisation is concerned in 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

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 the following web-site: [www.opsi.gov.uk/acts/acts2001/20010017.htm](http://www.opsi.gov.uk/acts/acts2001/20010017.htm).

## Part 7 Additional Information

### 7.1 Is there any other information you wish to give in support of your application?

Please add anything not previously covered which you think may be of relevance to your application.

## Part 8 Declaration

Please note that you will have to print out and sign the declaration before submitting your application.

You must sign the declaration, which should be sent or handed to the relevant Visa Application Centre or Visa Section, with all supporting documents. If the applicant is under 18 years old, a parent or legal guardian should also sign and date the form.

**FAILURE TO DO SO MAY INVALIDATE YOUR APPLICATION.**