



UK Visas  
& Immigration

**TIER 1**  
**(GENERAL)**  
version 12/14

## Application For an Initial Grant of Leave (Switching) or an Extension of Leave and Biometric Residence Permit Under Tier 1 (General) Main Applicant

In accordance with paragraph 34 of the Immigration Rules, this form is specified for applications made on or after the 1 December 2014.

You also need the separate guidance notes 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](http://www.ukba.homeoffice.gov.uk)

Please note that changes to the Immigration Rules mean that successful applicants in this category may not be permitted to work in the United Kingdom as a doctor in training. Please refer to the Home Office website at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) for further information.

When considering this application we will decide only whether you qualify as a Tier 1 (General) migrant. 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/](http://www.ukba.homeoffice.gov.uk/contact/applyinginperson/)

Please post or courier your application to:

**Postal address:**

UK Visas & Immigration  
Home Office  
Tier 1  
PO Box 496  
Durham  
DH99 1WQ

**Courier address:**

UK Visas & Immigration  
Home Office  
Tier 1  
Millburngate House  
Millburngate  
Durham  
DH97 1PA

This form is  
to be used for  
applications  
made on or after  
1 December  
2014

## TIER 1 (GENERAL) APPLICATION - PAYMENT GUIDANCE NOTES

### The applicable fee

For an application made on this form as a Tier 1 (General) Migrant there is a fee of **£1607** for standard postal applications, unless you meet the criteria given below to be considered at a reduced rate or free of charge.

Applications can be made in person at a Premium Service Centre for a same day consideration of your application. There is an additional fee for this service and all fees will be taken when you book an appointment. For more details and to book an appointment please visit

[www.gov.uk/ukvi-premium-service-centres](http://www.gov.uk/ukvi-premium-service-centres)

### 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 **£1552** for standard postal applications. This reduction is currently applicable to main applicant nationals of the Former Yugoslav Republic of Macedonia and Turkey only.

### Dependants

Each Dependant must complete a separate Tier 1,2 or 5 PBS (Dependant) form. The relevant fee for a Tier 1 (General) dependant is **£1607** (standard postal)

### How you can pay

You can pay by any of the following methods:

- Cheque/Bankers Draft
- Postal Order
- \*Credit card<sup>1</sup> - Mastercard, Visa (including Electron) or American Express (Amex)

1. 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

- \*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 will only accept Maestro cards issued in the UK.

**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).

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taken. This can happen for a number of reasons. To prevent this you may 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 be aware that not all banks offer this service.

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

**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** Applicant's full name, as given in his or her passport or travel document.

**A5** Applicant's 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

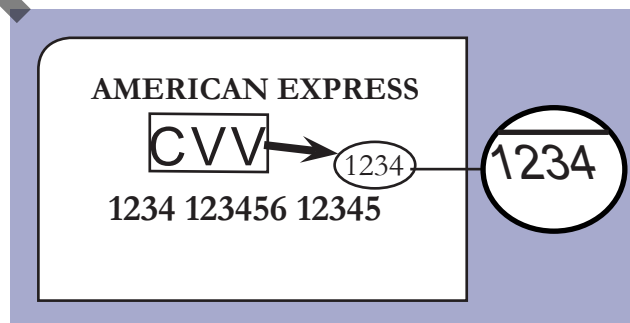
### Paying by credit / debit card

**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** For card payments circle the amount you are required to pay

**A17-A18** Cardholder's signature - the person named on the credit/debit card must sign and date these sections.

**A19** 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.

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**Please complete this section in block capitals and black ink.**

**Applicants should refer to the Payment Guidance Notes which accompany this application form.**

the applicant is making a Tier 1 (General) application ☐ £1607 Standard or

the applicant is a national of : Turkey ☐ FYR Macedonia ☐

and is making a standard Tier 1 application ☐ £1552

[illegible]**Postcode**[illegible][illegible]

D	D	M	M	Y	Y	Y	Y
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United Kingdom postal order (payable to 'Home Office') - go to question A19 ☐

Cheque/bankers draft (payable to 'Home Office') - go to question A7 ☐







☐ Visa/Mastercard/Amex - go to question A10
 ☐ Delta / Maestro - go to question A10

**A7. Account number**      **A8. Sort code**      **A9. Cheque number - go to question A19**

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[illegible][illegible]

A12. Valid from	A13. Expiry date	A14. Issue number	A15. CVV security number





 (where  (3 digit number or 4 digit number for 

**A16. Circle amount to be paid -**

**£1607 - standard**

**£1552** - Nationality Reduced Fee: standard

[illegible]

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**A19. Please give full details of any dependants' applications submitted with this form**

**Dependant 1 - First name**

[illegible]

Last name

[illegible]

Date of birth:

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

### Dependant 2 - First name

[illegible]

Last name

[illegible]

Date of birth

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

**Dependant 3 - First name**

[illegible]

Last name

[illegible]

Date of birth

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

**Dependant 4 - First name**

[illegible]

Last name

[illegible]

Date of birth

D	D
---	---

M	M
---	---

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

### Dependant 5 - First name

[illegible]

Last name

[illegible]

Date of birth

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

**Dependant 6 - First name**

[illegible]

Last name

[illegible]

Date of birth

D	D	M	M	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

Help on the questions is given at the end of this application form. Failure to complete this section may lead to a delay in the consideration of your application.

## B. Personal Details

## Photographs

You must provide two identical photographs of yourself with your full name on the back of each one. Please place the photographs in a small sealed envelope, together with those of any dependants included in section F, and attach it across this space with a staple or paper clip at the right-hand side of the page/envelope.

Please make sure that the staple or paper clip does not damage or mark the photographs. All photographs must be as specified in the photo guidance. A copy of the photograph guidance can be found at: [www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/visa-photo-guidance.pdf](http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/visa-photo-guidance.pdf)

**B1. Title - please select from the following list:**

Mr  Mrs  Miss  Ms  Other (please state)

**B2. First name(s) as stated in your passport or travel document:**

[illegible]

**B3. Last name(s) or family name(s) as stated in your passport or travel document:**

**B4. If you are known, or have ever been known, by any other name(s) than those given above, please give details below and send the evidence showing the name change:**

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

**Please photocopy this page if more space is needed.**

<b>B5. Date of birth</b>	<b>D</b>	<b>D</b>		<b>M</b>	<b>M</b>		<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
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<b>B6. Gender:</b>	Male	Female
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**B7. Village, town or city of birth:**

[illegible]

**B8. Country of birth:**

[illegible]



**B9. Relationship status - please select from the following list:**

Married or civil partner		Unmarried partner		Widowed or surviving civil partner	
Single		Divorced or dissolved civil partnership		Separated or separation order	

**B10. Your Home Office reference number(s) (if known):**

[illegible]

**B11. Your UK National Insurance (NI) number (if known):**

[illegible]

**B12. If you have had a previous UK National Insurance number (please state):**

[illegible]

**B13. Home address in the UK:**

<b>B13. Home address in the UK:</b>																			
						<b>Postcode:</b>													

**B14. Date you started living at this address:**

D	D	M	M	Y	Y	Y	Y
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**If you have lived at the address above for less than five years please provide your previous address details and the dates you lived there.**

**Previous address 1:**

<b>Previous address 1:</b>															
									<b>Postcode:</b>						

From	D	D		M	M		Y	Y	Y	Y	To	D	D		M	M		Y	Y	Y	Y
------	---	---	--	---	---	--	---	---	---	---	----	---	---	--	---	---	--	---	---	---	---

### B15. Telephone numbers

**Preferred contact (tick)**

[illegible]

**B16. Email address:**

[illegible]

**B17. Correspondence address (if different from above):**


Postcode:

**B18. Please select your main occupation from the following list (if applicable):**

Corporate managers	<input type="checkbox"/>	Managers and proprietors in agriculture and services	<input type="checkbox"/>	Science and technology professionals	<input type="checkbox"/>
Health professionals	<input type="checkbox"/>	Teaching and research professionals and services	<input type="checkbox"/>	Business and public service professionals	<input type="checkbox"/>
Science and technology associate professionals	<input type="checkbox"/>	Health and social welfare associate professionals	<input type="checkbox"/>	Protective service occupations	<input type="checkbox"/>
Culture, media and sports occupations	<input type="checkbox"/>	Business and public service associate professionals	<input type="checkbox"/>	Administrative occupations	<input type="checkbox"/>
Secretarial and related occupations	<input type="checkbox"/>	Skilled agricultural trades	<input type="checkbox"/>	Skilled metal and electrical trades	<input type="checkbox"/>
Skilled construction and building trades	<input type="checkbox"/>	Textiles, printing and other skilled trades	<input type="checkbox"/>	Caring personal service occupations	<input type="checkbox"/>
Leisure and other personal service occupations	<input type="checkbox"/>	Sales occupations	<input type="checkbox"/>	Customer service occupations	<input type="checkbox"/>
Process, plant and machine operatives	<input type="checkbox"/>	Transport and mobile machine drivers and operatives	<input type="checkbox"/>	Elementary trades, plant and storage related occupations	<input type="checkbox"/>
Elementary administration and service occupations	<input type="checkbox"/>				

**B19. Please give your current job title (if applicable)**

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**Help on the questions is given at the end of this application form.**

**For the application to be valid and complete, you must provide your original current passport or travel document unless it is not available for one of the reasons specified on the application form. If you have a current grant of leave on a BRP you must also provide your BRP for the application to be valid and complete. You should also provide all previous passports and/or travel documents that you have used to travel to and remain in the United Kingdom.**

[illegible][illegible][illegible]

<b>C4. Is your current Passport/Travel document enclosed?</b>	Yes	No	go to C5
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go to C6

Lost  Stolen  Expired-returned to national authorities

**C6. 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 ☐ document not enclosed, it is:    Lost ☐    Stolen ☐    Expired ☐

**These questions will ask you for information about the Biometric residence permit (BRP) 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.**

C7. Have you been issued with a BRP? Yes ☐ go to C8 No ☐ go to Part D

C8. BRP number 

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

C9. Where is your BRP now? (please tick)

I am submitting it with this ☐ Expired and returned to ☐ Elsewhere in the Home ☐ go to application the Home Office Office C11

Stolen ☐ Lost ☐ go to C10

C10. Have you reported this to the Home Office card management services?

Yes ☐ No ☐

C11. Which age group do you belong to (at the date of submitting your application)?

15 years & under ☐ go to C12 16 years & over ☐ go to part D

C12. What is the title of the person accompanying you to have your biometric details taken?

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please state)

C13. First name(s) or given name(s)


C14. Last name(s) or family name(s)


C15. Their date of birth

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

C16. Their place of birth

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

C17. Relationship to you

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

C18. Is this person your parent or legal guardian

Yes ☐ go to part D No ☐ go to C19

C19. Explain why your parent or legal guardian will not be accompanying you:

## D. Immigration History

It is mandatory to complete Section D. If it is not complete the application will be invalid and will be returned to you. Help on the questions is given at the end of this application form.

### D1. What is your current immigration status?

- ☐ I have leave to enter/remain for a limited period
- ☐ I am an EU national / family member of an EU national
- ☐ I am exempt from immigration control
- ☐ I had leave to enter / remain for a limited period, but leave has now expired
- ☐ None of the above

D2. Is your current immigration status any of the following categories: student, student nurse, student re-sitting an examination, student writing up a thesis, post-graduate doctor, post-graduate dentist?

Yes ☐ go to D3      No ☐ go to D4

D3. Are you getting sponsorship, or have you got sponsorship, that has ended within the last 12 months for your studies in the United Kingdom, from the British Government, any other government, or an international scholarship agency?

Yes ☐ Original written confirmation from your sponsor giving consent to this application has been supplied      No ☐

D4. When does your current leave expire?

D	D
---	---

M	M
---	---

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

D5. If your leave to enter/remain has expired, did it expire more than 28 days before you submitted this application?

Yes ☐ go to D6      No ☐ go to D7

D6. Tick to confirm you are submitting evidence of exceptional circumstances which prevented you from submitting your application within 28 days of overstaying?

☐

D7. Were you required to register with the police as a condition of your current or last grant of leave in the UK?

Yes

☐

No

☐

**D8. Have you ever stayed in the United Kingdom beyond the end of your period of leave?**

Yes

☐

provide details below

No

☐

reason(s) why and the dates of the overstay

**D9. Have you ever worked in the United Kingdom without immigration permission to do so (that is, contrary to your conditions of stay)?**

Yes

☐

provide details below

No

☐

reason(s) why and the dates this work was undertaken

**D10. Have you ever illegally entered the United Kingdom?**

Yes

☐

provide details below

No

☐

details and dates when this happened

**D11. Have you ever used deception when seeking leave to enter or leave to remain?**

Yes

☐

provide details below

No

☐

details and dates when this happened

**D12. Do you currently have any other applications with us on which you are awaiting a decision?**

provide details below

11

details, including the date the application was submitted, the category and the payment reference number

**D13. Do you currently have an appeal with the Asylum and Immigration Chamber which is yet to be heard?**

provide details below

11

details, including the date the appeal, the category and the payment reference number of the original application (where applicable)

### E. Personal History (criminal convictions, war crimes, etc.)

**It is mandatory to complete section E. If it is not complete the application will be invalid and will be returned to you. 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 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.**

**E1. Have you been convicted of any criminal offence in the UK or any other country?**

- go to question E2

11

- go to question E3

**E2. 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.**

### Criminal conviction 1

Country where convicted

[illegible]

Nature of the offence

--

Sentence given

--

Date sentenced

D	D
---	---

M	M
---	---

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

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

--	--	--

months

**Criminal conviction 2**

Country where convicted


Nature of the offence

--

Sentence given

--

Date sentenced

D	D
---	---

M	M
---	---

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

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

--	--	--

months

**E3. Do you have any civil judgments against you or any civil penalty under the UK Immigration Acts?**

Yes ☐ go to E4

No ☐ go to E5

**E4. Give details for each civil judgment or any civil penalty under UK the 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.**

Details of judgment or civil penalty 1

--

Date of judgment or civil penalty

D	D
---	---

M	M
---	---

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

**Country where judgment made**

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Details of judgment or civil penalty 2

Date of judgment or civil penalty

D

D

M

M

Y

Y

Y

Y

Country where judgment made

Questions E5 to E9 below must be answered, even if question E1 has been answered “No”.

For help in answering these questions, please see the definitions at the end of this section.

E5. 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

☐

No

☐

E6. In times of either peace or war have you ever been involved, or suspected of involvement, in war crimes, crimes against humanity or genocide?

Yes

☐

No

☐

E7. Have you ever been involved in, supported or encouraged terrorist activities in any country?

Yes

☐

No

☐

E8. Have you ever been a member of, or given support to, an organisation which has been concerned in terrorism?

Yes

☐

No

☐

E9. 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?

Yes

☐

No

☐

E10.If question E5, E6, E7, E8, E9 above has been answered “yes” please give further details in the space provided below. If more space is needed continue on a separate sheet and enclose it with this form.

## Rehabilitation of Offenders Act 1974

### Definitions

For the purpose of answering questions **E5** to **E9**, 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.legislation.gov.uk/ukpga](http://www.legislation.gov.uk/ukpga) or purchased from The Stationery Office (telephone 0870 600 5522). It is the applicant's responsibility to satisfy him/herself that he/she is 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.

## F. Dependant Details

Fill in the following details for any dependant(s) who are applying at the same time as you.

First name(s)	Last name(s)	Date of birth	Nationality, passport number and Biometric Residence Permit (BRP) (if applicable)	Relationship to you

Please ensure a separate application form is completed for each dependant. Please see the Home Office website for further details [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk).



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[illegible][illegible][illegible][illegible]

**H2. Please indicate your method of verifying your qualification:**

7

7

7

7

1

**H3. Please indicate the points being claimed for your qualification including equivalent professional/vocational qualifications:**

**Applications for leave to remain where you have, or have had, leave as a Highly Skilled Migrant, as a Writer, Composer or Artist, Self-employed Lawyer, or as a Tier 1 (General) Migrant under the Rules in place before 6 April 2010, and have not been granted leave in any categories other than these since 6 April 2010**

PhD ☐ 50 points      Masters degree ☐ 35 points      Bachelors degree\* ☐ 30 points

\* You cannot claim points for a Bachelor's degree if :

- a) your last grant of entry clearance was as a Tier 1 (General) Migrant under the rules in place between 31 March 2009 and 5 April 2010, or
- b) (i) you have had leave to remain as a Tier 1 (General) Migrant under the rules in place between 31 March 2009 and 5 April 2010, and
- (ii) your previous entry clearance, leave to enter or leave to remain before that leave was not as a Highly Skilled Migrant, as a Writer, Composer or Artist, as a Self-employed Lawyer, or as a Tier 1 (General) Migrant.

### All other applications for leave to remain

PhD ☐ 45 points      Masters degree ☐ 35 points      Bachelors degree\* ☐ 30 points

**H4. Please tick to confirm the documents that you have sent as supporting evidence of the qualification for which you are claiming points. (You should refer to the Tier 1 (General) Policy guidance to establish the circumstances in which documents other than the original certificates of award will be accepted.)**

9

1

Original academic reference alone

☐

Evidence previously provided with your initial Tier 1 (General) application

☐

## J. Previous Earnings Assessment

**Before filling in this section of the form, you should refer to the Immigration Rules and the Tier 1 (General) of the points based system Policy Guidance.**

**J1. You can claim points for previous earnings for any single, consecutive 12 month period from the 15 months immediately before this application. The only exception to this is where you have taken a period of maternity or adoption-related absence.**

**You should indicate whether:**

You are claiming points for a single, consecutive 12 month period from the 15 months immediately before the date of the application - please go to question J4;

☐

You have taken a period of maternity or adoption-related absence from the workplace which is either still ongoing or ended within the 12 months immediately before this application - please go to question J2.

☐

**J2. Please give the start and end dates of the period of maternity or adoption-related absence that you wish to be excluded from the period of previous earnings being claimed (if you are still absent from the workplace due to maternity or adoption-related leave, the end-date should be left blank):**

Start 

D	D
---	---

M	M
---	---

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

 End 

D	D
---	---

M	M
---	---

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

**J3. Please tick the relevant box(es) below to confirm the documents being sent with the application as evidence of this period of maternity or adoption-related absence from the workplace:**

Child's Birth Certificate or Certificate of Adoption, as appropriate (this should be provided wherever one has been issued);

☐

Letter from employer confirming dates of maternity or adoption leave;

☐

Payslips or other payment/remittance advices covering the period of maternity- or adoption-related absence including detail of any statutory maternity/adoption payments to which you may have been eligible;

☐

Other alternative evidence of maternity or adoption leave (please state below).

☐

provide a full explanation of why the specified documents cannot be provided, and details of the alternative documentation being sent.

## Details of earnings claimed - Earnings table

**J4. Please give start and end dates of the period(s) for which you are claiming previous earnings:**

Start 

D	D
---	---

M	M
---	---

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

 End 

D	D
---	---

M	M
---	---

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

Start	D	D	M	M	Y	Y	Y	Y	End	D	D	M	M	Y	Y	Y	Y
Start	D	D	M	M	Y	Y	Y	Y	End	D	D	M	M	Y	Y	Y	Y
Start	D	D	M	M	Y	Y	Y	Y	End	D	D	M	M	Y	Y	Y	Y

**J5. You should complete the following table giving details of previous earnings being claimed. If earnings originated from more than one source, each source should be entered separately.**

Source of earnings (include details of employer; name of business etc and start/end dates for this source of earning)	Country of earnings (this is the country where the work was physically carried out)	Currency in which earnings were paid	Earnings claimed (in original currency)	Exchange rate applied	Earnings in pounds sterling	Evidence of earnings provided
					£	
					£	
					£	

**Please photocopy this page if additional space is required.**

**J6. You should input your earnings into the Tier 1 (General) points based calculator and provide your total earnings claimed in pounds sterling.**

£

**J7. Please confirm points being claimed for total earnings**

**Applications for leave to remain where you have, or have had, leave as a Highly Skilled Migrant, as a Writer, Composer or Artist, Self-employed Lawyer, or as a Tier 1 (General) Migrant under the Rules in place before 6 April 2010, and have not been granted leave in any categories other than these since 6 April 2010**

£40,000+	<input type="checkbox"/>	45 points	£23,000 - £25,999	<input type="checkbox"/>	20 points
£35,000 - £39,999	<input type="checkbox"/>	40 points	£20,000 - £22,999	<input type="checkbox"/>	15 points
£32,000 - £34,999	<input type="checkbox"/>	35 points	£18,000 - £19,999*	<input type="checkbox"/>	10 points
£29,000 - £31,999	<input type="checkbox"/>	30 points	£16,000 - £17,999*	<input type="checkbox"/>	5 points
£26,000 - £28,999	<input type="checkbox"/>	25 points			

\* You cannot claim points for previous earnings of less than £20,000 if:

c) your last grant of entry clearance was as a Tier 1 (General) Migrant under the rules in place between 31 March 2009 and 5 April 2010, or

d) (i) you had leave to remain as a Tier 1 (General) Migrant under the rules in place between 31 March 2009 and 5 April 2010, and

(ii) your previous entry clearance, leave to enter or leave to remain before that leave was not as a Highly Skilled Migrant, as a Writer, Composer or Artist, as a Self-employed Lawyer, or as a Tier 1 (General) Migrant.

**All other applications for leave to remain**

£150,000+	<input type="checkbox"/>	80 points	£40,000 - £49,999	<input type="checkbox"/>	25 points
£75,000 - £149,999	<input type="checkbox"/>	45 points	£35,000 - £39,999	<input type="checkbox"/>	20 points
£65,000 - £74,999	<input type="checkbox"/>	40 points	£30,000 - £34,999	<input type="checkbox"/>	15 points
£55,000 - £64,999	<input type="checkbox"/>	35 points	£25,000 - £29,999	<input type="checkbox"/>	5 points
£50,000 - £54,999	<input type="checkbox"/>	30 points			

**Supporting Evidence for Previous Earnings Claimed**

You should be aware that at least two types of documentation for each source of earnings must be provided (Self employed applicants must also provide an additional document as listed in the guidance). If earnings from any one source have been paid in more than one way (for example, payment for a period of employment by means of a monthly salary and a dividend), two types of documentation must be provided in respect of each part of the payment claimed. The supporting evidence must be from separate sources and must corroborate with one another to clearly support the earnings claimed. Accountants providing evidence must be appropriately regulated, and evidence of registration must be provided.



**J8. Please tick the relevant boxes to confirm all documents being sent as evidence of previous earnings claimed:**

Payslips

☐

Dividend vouchers

☐

Personal bank statements showing the payments made to you

☐

Invoice explanations/payment summaries from your managing agent/accountant

☐

Letter from your (previous) employer(s) (or, in the case of winnings, the relevant awarding body) confirming that you have received the exact amount you are claiming

☐

Company/business accounts which clearly show the net profit of the company

☐

Official tax document generated by the tax authority or the applicant's employer, showing earnings upon which tax has been paid / is to be paid in a tax year (eg. P60 in the United Kingdom )

☐

Letter from your managing agent/accountant confirming that you received the exact amount that you are claiming, or the net profit to which you are entitled

☐

Business bank statements showing the payments made to you

☐

Where you are submitting a combination of bank statements and a letter/invoice summary from your accountant - the invoices generated during the period for which earnings are being claimed

☐

**J9. Please provide full contact details that will allow each of the documents provided to be verified if necessary. Please also provide here any additional information or explanation of the documentation sent, that will assist us in our consideration of the earnings being claimed. If more space is required, please provide the required information in a covering letter.**

This document was archived on 03/02/2017

**Before filling in this section of the form, you should refer to the Immigration Rules and the Tier 1 (General) of the points based system Policy Guidance.**

**K1. You should confirm whether you wish to claim points for your UK experience:**

Yes ☐ 5 points - go to Section L

No ☐ go to Section L

## SECTION 4 - ENGLISH LANGUAGE, MAINTENANCE AND PUBLIC FUNDS

## L. English Language

You must have a minimum standard of English language, and score 10 points or the application will be refused.

If you are currently in the United Kingdom as a Tier 1 (General) migrant, or as a Highly Skilled Migrant (HSMP) Programme participant and have met the English Language requirement in an earlier application, you can claim 10 points for your level of English language.

**Before filling in this section of the form, the applicant should refer to the Immigration Rules and the Tier 1 (General) of the points based system Policy Guidance.**

**Select how you would like to claim points for English language:**

National of a majority English speaking country

English Language Test

Degree taught in English

You are currently in the United Kingdom as a Tier 1 (General) migrant, or as a HSMP participant and have previously satisfied the English Language requirement

- go to question L1

- go to question L3

- go to question L4

- go to question L7

**National of a majority English speaking country**

**L1. If you are a national of one of the countries listed below you can claim 10 points:**

Antigua and Barbuda; Australia; The Bahamas; Barbados; Belize; Canada; Dominica; Grenada; Guyana; Jamaica; New Zealand; St Kitts and Nevis; St Lucia; St Vincent and the Grenadines; Trinidad and Tobago; The United States of America.

Give your nationality

[illegible]

**L2. Select which supporting evidence has been sent:**

Current passport or travel document ☐ - go to question L7

If you have confirmed at question C4 that you have not been able to provide your current passport or travel document you should provide one of the following documents:

Current national identity document

Original letter from your home government or embassy confirming your nationality

**Go to question L7**

# English Language Test

**L3. If you have been awarded an approved English language test you can claim 10 points. Please provide details below of the test taken and tick to indicate that you have provided the original test certificate(s):**

Awarding Body


Title of Qualification


Level of qualification:

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

Date of award:

Award reference number:

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

Original document(s) provided

☐

Go to question L7

## Degree taught in English

**L4. You can claim 10 points for English language where:**

- You hold a degree that was taught in English that is deemed by UK NARIC to be equivalent to at least a United Kingdom Bachelors degree; and
- Your qualification can be found on the points based calculator.

**Give details of your degree:**

Country of award:


State: (if applicable)

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

Institution:


Qualification:

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

Year of award:

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

Duration of study:

Start

D	D
---	---

M M

M	M
---	---

Y Y Y Y

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

End

D	D
---	---

M M

M	M
---	---

Y Y Y Y

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

Field of study:

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

Grade																			

**L5. Tick to confirm that your qualification can be found on the points based calculator** ☐

**L6. Select what supporting evidence has been sent to confirm your degree:**

Original degree certificate ☐ Original academic transcript ☐

**L7. Tick to confirm that you have claimed 10 points for English language:** ☐

## **M. Maintenance (Funds) Requirement**

You must have a minimum level of funds, and score 10 points, or the application will be refused.

For applications received before 1 July 2014, you must have at least £900 of personal savings which must have been held for a consecutive 90 day period prior to the date of application.

For applications received on or after 1 July 2014, you must have at least £945 of personal savings which must have been held for a consecutive 90 day period prior to the date of application.

You should refer to the Immigration Rules and the Tier 1 (General) of the points based system - Policy Guidance.

**M1. Do you have access to available funds to support yourself?**

Yes ☐

No ☐

**M2. Select what supporting evidence you have sent in order to prove you have access to available funds:**

Building society pass book covering a consecutive 90 day period; ☐

Personal bank or building society statements covering a consecutive 90 day period; ☐

Letter from a financial institution regulated by the Financial Conduct Authority (FCA), the Prudential Regulatory Authority (PRA) or by the appropriate home regulator, confirming funds and covering a consecutive 90 day period; ☐

Letter from a bank or building society confirming funds and that they have been in the bank or building society for at least a consecutive 90 day period. ☐

**M3. Tick to confirm that you have claimed 10 points for your level of funds:** ☐

**Please go to Section N**

## N. Public Funds

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

**N1. Are you receiving any public funds?** Yes ☐ go to N2 No ☐ go to Section 5

**N2. The public funds which are relevant for the purposes of the Immigration Rules are listed below. Tick the relevant box(es) to show which of these are being received.**

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

**N3. If you are in receipt of housing and homelessness assistance give details of whether this housing is provided by the local housing authority, a housing association, or other organisation and the name of the relevant authority and details of the arrangement.**

**N4. If the housing is provided by your local council or housing authority or part of an agreement between your employer and the housing authority, give details below and enclose evidence of this from the local housing authority.**

**From the applicant :**



## P. Representative's Details and Declaration

You should fill in this section if you are a third party, such as a representative, dealing with the application on behalf of an applicant.

**P1. Is a representative acting for you in relation to this application?**

Yes ☐ - go to question P2

No ☐ - go to section 7

**P2. Name of your representative's organisation:**


**P3. Contact name of your representative:**


**P4. Select the title of the contact person within your organisation:**

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please state)

**P5. Representative's address:**


Postcode:

**P6. Representative's telephone number:**

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**P7. Representative's email address:**


**P8. Representative's fax number:**

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**P9. Are you regulated by the Office of the Immigration Service Commissioner (OISC)?**

Yes ☐ - go to question P10

No ☐ - go to question P11

**P10. Give your OISC registration number: (Then go to question P14)**


**P11. Are you authorised to practice and regulated by a designated professional body or supervised by such a person?**

Yes ☐ - go to P12

No ☐ - go to P14



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## SECTION 7 - SUMMARY SHEET

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. At “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 and state how many in each case. Continue on a separate sheet if necessary.

A. Type of document	How many?	B. Listed items	How many?
Passports			
Biometric Residence Permit and/or travel documents			
Police registration certificates			
Marriage or civil partnership certificate			
Birth certificate			
Driving Licence			

Fill in the summary sheet below listing the points you have claimed and the supporting evidence (documents) sent. You must send the required evidence as specified in this application form, the Immigration Rules and the Tier 1 (General) of the points based system Policy Guidance. Failure to submit required evidence is likely to lead to refusal of the application.

Points Scoring Area	Points Claimed	Documents Provided (please list)
Age		
Qualifications		
Previous earnings		
UK experience		
English Language Requirement		
Maintenance		
Total		

Finally, please ensure your application is addressed correctly as follows:

**Postal address:**

**UK Visas & Immigration  
Home Office  
Tier 1  
PO Box 496  
Durham  
DH99 1WQ**

**Courier address:**

**UK Visas & Immigration  
Home Office  
Tier 1  
Millburngate House  
Millburngate  
Durham, DH97 1PA**

## TIER 1 (GENERAL) - APPLICATION FORM HELP TEXT

### Introduction

This document provides information to help you to complete the Tier 1 (General) application form.

For further information on Tier 1 (General) of the points based system policy please see Part 6A of the Immigration Rules and the Tier 1 (General) policy guidance notes.

These documents are available on the Home Office website at [www.ukba.homeoffice.gov.uk](http://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 Immigration Enquiry Bureau on 0870 606 7766.

### Who should apply using this form?

1. This application form should only be completed if you are already in the United Kingdom. You should use the application form if you are:

- Currently in the United Kingdom as a main applicant under the Tier 1 (General) and seeking to extend your leave for a further period within your existing category;
- Currently in the United Kingdom under the Highly Skilled Migrant Programme, Writer, Composer or Artist, Self Employed Lawyer and seeking an extension under Tier 1 (General).

This application form should not be used by your dependants. A separate application form, Tier 1, 2 or 5 PBS (Dependant) 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)

### Submitting a valid application

2. You will only be considered to have submitted a 'valid' application if the following has 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 our website at [www.ukba.homeoffice.gov.uk](http://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.

3. If you are required to register with the Police you must also include your Police Registration Certificate with your application.

### Claiming points

4. When completing the application form, you must clearly indicate the number of points you are claiming within each points scoring area, and detail how you meet the criteria for the award of these points.

5. We will only award points for the sections where you have indicated that you wish to claim them, and where the required supporting evidence has been supplied.

### 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, Immigration Rules and set out in detail in the Tier 1 (General) Policy Guidance will be considered acceptable for the purposes of establishing that you qualify for the points claimed 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.

To assist us in considering the documentation provided, you should highlight any relevant sections on the documentation provided.

For example, in the 'Previous Earnings' points scoring area, if earnings have been claimed from more than one source, you should highlight the relevant payments and also mark the documents provided, to confirm which source of earnings the specific document relates to.

Any documentary evidence that you provide should be original (unless otherwise stated).

Where any specified documents provided are not in English or Welsh, you must provide the original and a full translation that can be independently verified.

The translation must:

- confirm that it is an accurate translation of the original document;
- be dated;
- include the full name and original signature of the translator or an authorised official of the translation company;
- include the translator or translation company's contact details; and
- if you are applying for leave to remain or indefinite leave to remain, be fully certified and include details of the translator or translation company's credentials.

## Application types

You should complete different sections of the Tier 1 (General) application form depending on the type of application you are submitting.

Please note that you should complete Sections 1, 2, 4, 5, 6 and 7 of the form as well as the relevant part of Section 3 depending on the type of application.

## Question-specific help text

Further advice on specific questions in the application form is detailed below.

**B1 - B4** You should provide full details of your name and title. If you have previously been known by any other name(s) you should provide full details of each name, the date of each change and submit the relevant supporting legal documentation.

Evidence of name change(s) should show your full name before and after the change and may include:

- deed poll documents or marriage certificates; and,
- both the old passport and the new passport.

Should you submit documentation in support of your application that refers to you under a name(s) not given in this section, we will not consider that documentation.

**B6** You should indicate your gender. If you have been the subject of Gender Reassignment and the application contains documents relating to previous identities, you should provide a relevant Gender Recognition Certificate (GRC). The only exception to this is where you have previously submitted your GRC with an earlier application. In such cases you will therefore not be required to resubmit it.

You should tick the gender as indicated on your GRC.

**B9** You should indicate your marital status. This status may be:

- Married – a person legally married in or outside the United Kingdom;

[www.ons.gov.uk/ons/guide-method/classifications/archived-standard-classifications/standard-occupational-classification-2000/index.html](http://www.ons.gov.uk/ons/guide-method/classifications/archived-standard-classifications/standard-occupational-classification-2000/index.html)

- Civil partner – a person in a same sex relationship and who has gone through a legal ceremony in the United Kingdom under or by virtue of the Civil Partnership Act 2004, or in the country of his/her residence;
- Unmarried partner – a person in a heterosexual or same sex relationship, which has been subsisting for two years or more but is not married or in a civil partnership;
- Widow – a person whose spouse has passed away 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 United Kingdom but no longer living with his/her married partner;
- Divorced – a person married in or outside the United Kingdom whose marriage has been legally dissolved;
- Dissolved – 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.

**B10** 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. This number can be found on any previous Home Office correspondence relating to you. You may have numerous Home Office reference numbers and should provide all such numbers.

**B11** National Insurance Numbers are usually in the format of 2 letters followed by 6 numbers followed by 1 letter e.g. XX 123456 X or 2 numbers followed by 1 letter followed by 5 numbers e.g. 12 X 34567. Where you do not have a National Insurance number in this format this question should be left blank.

**B20** For further information on Standard Occupational Classifications please refer to

**C1-C3** You should specify under which nationality you entered the United Kingdom. You should also provide details of any additional nationalities they currently hold or have previously held.

**C4-C6** You must provide details of all passports or travel documents, current or expired, that you have used to enter or remain in the United Kingdom, including:

- passport number;
- issue date;
- expiry date; and,
- place of issue.

Where you need more space than is available you should photocopy the relevant page of the application form, add in additional details and submit with your application.

Where you hold, or have held, other nationalities you should provide the relevant passport or travel document for each nationality held and provide the above details.

Please note for the application to be valid and complete the applicant's current passport, travel document or Biometric Residence Permit must be provided unless it is not available for one of the reasons specified on the application form. They should be original documents and not copies.

In certain circumstances certified photocopies will be accepted where you do not have the original at that time. You must provide details as to its location and state when they will provide it. You must then ensure that the original document is submitted as soon as you can. If the passport has been lost or stolen a Police crime report number /report must be provided along with details of the police station the loss was reported to and the date that it was reported.



**C7-C10** If your current grant of leave was issued on a Biometric Residence Permit (BRP) you must also provide the Biometric Residence Permit in order for the application to be valid, unless it is not available for one of the reasons specified on the application form.

**D5** '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.

If you wish to remain in the UK after the 28 day period you should leave the UK and reapply for a visa.

**D8** You should confirm whether you have ever remained beyond the end of your period of leave in the UK. Where your leave had been extended by virtue of Section 3C of the 1971 Immigration Act, you will not be considered to have remained beyond the end of your period of leave and should therefore complete the 'No' box in response to this question. (For further information on the provisions of Section 3C please refer to Chapter 1, Section 5 of the Immigration Directorate Instructions).

**D12** Where you are not permitted to submit a further fresh application, you should not proceed in completing this application form. If you are in this position and do complete this application form, it will be returned to you without having been considered.

If you wish to vary the grounds of the existing application you must refer to Chapter 1, section 5 of the Immigration directorate instructions on our website [www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/IDIs/idischapter1/section5/section5.pdf?view=Binary](http://www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/IDIs/idischapter1/section5/section5.pdf?view=Binary) and contact the Home Office team processing the existing application.

**D13** Where you are not permitted to submit a further fresh application, you should not proceed in completing this application form. If you are in this position and do complete this application form, it will be returned to you without having been considered.

You should contact the Immigration and Asylum Tribunal at <http://www.justice.gov.uk/tribunals/immigration-asylum>

**E2** 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.

### Section 3

**H1-H2** You should confirm that you successfully found your qualification on the points based calculator. We will also confirm this by referring to this calculator. Where you have not been able to find your qualification on the points based calculator but has obtained a confirmation certificate or letter from UK NARIC (for academic qualifications) or from the relevant United Kingdom Professional Body (for professional/vocational qualifications), you should indicate this on the form and enclose the certificate with their application.

**H3** You should tick one box to indicate the level of your qualification as assessed by UK NARIC, or (where applicable) by the relevant United Kingdom Professional Body. Please note however, that even where you have checked their qualification directly with UK NARIC, we will still assess the qualification independently.

### J5 Source of earning

Provide full name and address of your employer or business for this source of earnings and the start and end dates of the period during which these earnings were made.

### Country of earnings

The country in which you were living and working at the time this source of income was earned should be inserted.

### Currency in which earnings were paid

You should input the currency in which the earnings were paid. This may not always correspond with the Country of Earnings.

### Earnings claimed

The value of the earnings claimed, in the currency stated in the preceding column, should be entered here.

### Exchange rate

You should input the exchange rate you have used to convert your previous earnings into pounds sterling. This should be obtained referring to [www.oanda.com](http://www.oanda.com). You should use the closing spot exchange rate from the last day of the period of earnings claimed.

## Section 6

**P9** The Office of the Immigration Services Commissioner (OISC) regulates United Kingdom based immigration advisers. As a requirement of Section 84 of the Immigration and Asylum Act 1999, United Kingdom representatives, who offer advice and services in relation to an application, will need to be regulated by the OISC unless they are authorised to practice by a designated legal professional body or fall within a category of persons specified in an order made by The Secretary of State under subsection 84(4) (d) of the Immigration and Asylum Act 1999.

The representative should indicate whether he/she is regulated by the OISC, or the basis on which he/she is otherwise authorised to act in this capacity on the migrant's behalf.

An advisor could be committing a criminal offence if he/she acts on the applicant's behalf without being OISC regulated, or otherwise authorised in accordance with Section 84 of the Immigration and Asylum Act 1999.

**P11-P12** 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 he/she is a member. The representative should indicate whether he/she is personally a member of this organisation or whether he/she is 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 he/she is working.

If a representative makes an application on behalf of an applicant, and that representative is not permitted to provide advice and immigration services (by section 84 of the Immigration and Asylum Act 1999), the Home Office will inform both the representative and applicant of the requirements of the Act, and send further letters (if applicable) to the applicant stated on the application.

## Section 7

You should complete the summary sheet before submitting your application. You should ensure that you indicate the number of points you wish to claim against each points scoring area and the total number of points claimed.

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

This documentation should be listed against the points scoring area to which it applies. Any documentation that does not relate to a specific points scoring area (such as passport(s)/travel document(s) etc) should be listed in the general background information box above the table.

### Biometric Residence Permits (BRP)

Everyone applying for an extension of leave under Tier 1 (General) must also apply for a Biometric Residence Permit (BRP). BRP enrolments are processed by the Post Office Ltd. You will be charged an additional handling fee for your biometric enrolment, 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 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: [www.gov.uk/biometric-residence-permits](http://www.gov.uk/biometric-residence-permits)

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