



Application for an Initial Grant of Leave (Switching) or an Extension of Leave and Biometric Residence Permit Under Tier 1 (Graduate Entrepreneur) Main Applicant

In accordance with paragraph 34 of the Immigration Rules, this form is specified for applications made on or after the 6 April 2018.

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.gov.uk/government/organisations/uk-visas-and-immigration.

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.gov.uk/government/organisations/uk-visas-and-immigration for further information.

When considering this application we will decide only whether you qualify as a Tier 1 (Graduate Entrepreneur). We will not consider whether you qualify for leave to remain for any other reason. You will only be considered for Tier 1 (Graduate Entrepreneur). You will not be considered for any other type of leave to remain. You must use a different form if you want to stay for another reason.

As part of your application you may be required to pay the Immigration Health Surcharge. Before going any further, you should check www.gov.uk/healthcare-immigration-application to confirm if an Immigration Health Surcharge assessment is required as part of your application. You must complete this before submitting your application and enter the reference number in this application.

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
Wearside House
Riverside Place
Freemans Reach
Durham
DH1 1SL

This form is
to be used for
applications
made on or after
6 April 2018

Tier 1 (Graduate Entrepreneur) Application - Payment Guidance

The applicable fee

For applications made on this form as a Tier 1 (Graduate Entrepreneur) migrant there is a fee of **£493** for standard postal applications, unless you meet the criteria given below to be considered at a reduced rate or free of charge.

Applications made on this form may not be made in person.

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 **£438** for standard postal applications. This reduction is currently applicable to main applicant nationals of the Former Yugoslav Republic of Macedonia and Turkey only.

Exemptions to the Fee

There are currently no exemptions to this fee.

Dependants

Each dependant must complete a separate Tier 1, 2 or 5 PBS Dependant form. The fee for a Tier 1 (Graduate Entrepreneur) dependant is **£493** (standard postal).

How you can pay

You can pay by any of the following methods:

- Cheque/Bankers Draft
- Postal Order
- *Credit card¹ - Mastercard, Visa (including Electron) or American Express (Amex)
- *Debit card - Delta, Maestro** (including Solo)

* Maestro - We can 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.

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 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.

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).

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 enter the bank account number, sort code and cheque number

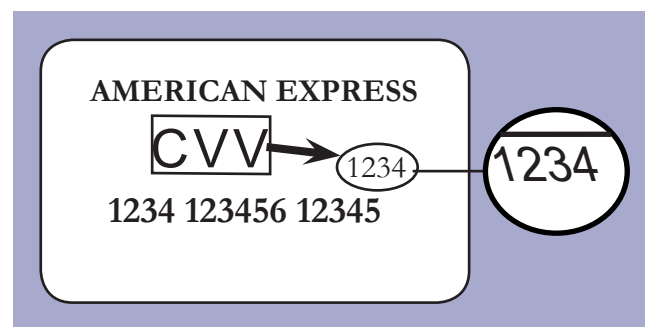
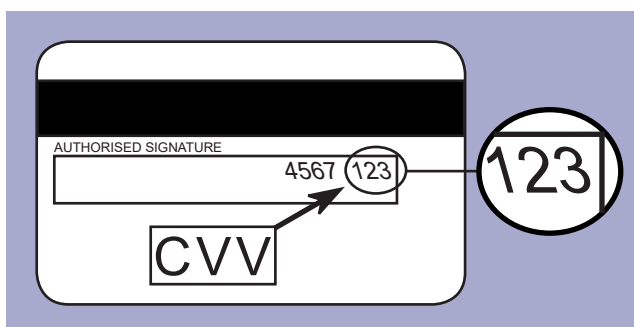
Paying by credit / debit card

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, the application will be invalid 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. If your application contains errors or is missing information it may be rejected as invalid. Your application will not be considered and your fee will be refunded less an administration fee of £25 for each person included in 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.

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

Tier 1 (Graduate Entrepreneur) Application Form - Section 2

These questions will ask you for information about the 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 application Expired and returned to the Home Office Elsewhere in the Home Office go to 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

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

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 in the United Kingdom?

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 did you first enter the UK?

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

D5. What is the end date of your current or most recent visa or leave to enter or remain?

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

D6. Please note: You should **only answer this question if your current visa or leave to remain has expired**. Was there a reason beyond your control why you did not apply before your visa or leave to remain expired?

Yes You will have to provide evidence of your exceptional situation if you have answered 'Yes'. Please see the policy guidance for more information.
 No

Now go to D7

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?

Yes provide details below: No

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?

Yes provide details below: No

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

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 the UK 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:

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

Tier 1 (Graduate Entrepreneur) Application Form - Section 2

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.

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 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.

O. Maintenance (Funds) Requirement

Before filling in this section of the form, you should refer to the Immigration Rules and the Tier 1 (Graduate Entrepreneur) of the Points Based System - Policy Guidance

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

OR

You must have an endorsement from the Department for International Trade that confirms they have awarded you sufficient funds.

O1. Do you have the required funds to support yourself?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

O2. Select what supporting evidence you have sent in order to prove you have access to available funds:

Building society pass book covering a 90 day period

Personal bank or building society statements covering a 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.

O3. Tick to confirm that you have claimed 10 points for your level of funds:

Now go to part P

P. Public Funds

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

P1. Are you receiving any public funds? Yes go to P2 No go to Section 5

P2. 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"/>

P3. 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.

P4. 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.

Section 7 - Summary Sheet

Fill in this part of the form to help us to 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 their 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 (BRP) 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 (Graduate Entrepreneur) of the points based system Policy Guidance. Failure to submit required evidence is likely to lead to refusal of the application.

Areas for scoring points (Initial)	Points Claimed	Documents given (please list)
Endorsed by endorsing body		
Qualification		
Endorsement		
English Language		
Maintenance (Funds)		
Total		

Tier 1 (Graduate Entrepreneur) Application Form - Section 7

Areas for scoring points (Extension)	Points Claimed	Documents given (please list)
Endorsed by endorsing body		
Original or new endorsing body		
Endorsement		
English language		
Maintenance (Funds)		
Total		

Finally, please make sure that the application is addressed correctly 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
 Wearside House
 Riverside Place
 Freemans Reach
 Durham
 DH1 1SL

Tier 1 (Graduate Entrepreneur) - Application Form Help Text

Introduction

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

For further information on Tier 1 (Graduate Entrepreneur) of the Points Based System policy please see Part 6A of the Immigration Rules and the Tier 1 (Graduate Entrepreneur) policy guidance notes.

These documents are available on the Home Office website at www.gov.uk/government/organisations/uk-visas-and-immigration

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?

This application form should only be completed by individuals who are already in the United Kingdom.

You should use the application form if you are:

Currently in the United Kingdom with leave as a student (this includes student, student nurse, student re-sitting an examination, student writing up a thesis) or as a Postgraduate Doctor or Dentist or as a Tier 4 migrant or as a Tier 1 (Graduate Entrepreneur) and wish to make an application under Tier 1 (Graduate Entrepreneur), (Dependants who are in the United Kingdom may apply to be a dependant of a Tier 1 (Graduate Entrepreneur), but they are unable to switch into becoming the main applicant in this category).

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.gov.uk/government/organisations/uk-visas-and-immigration

Submitting a valid application

You will only be considered to have submitted a 'valid' application if the following has been complied with:

- the correct application forms must be completed and submitted
- the correct application fee must be paid
- your valid 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 correct payment has been made towards the Immigration Health Surcharge, if applicable.

The photographs provided must be in the format specified in the separate photograph guidance, which can be found on our website at www.gov.uk/government/organisations/uk-visas-and-immigration. 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.

If you are required to register with the police you must also include your Police Registration Certificate (PRC) with your application.

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 set out in detail in the Immigration Rules and Tier 1 (Graduate Entrepreneur) 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 letter from the United Kingdom institution at which the applicant studied, you should highlight the confirmation of the qualification that you have obtained.

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 (Graduate Entrepreneur) 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.

Initial Applications (please also complete section 3A)

This should be completed if you are currently in the United Kingdom with leave as a student (this includes student, student nurse, student resitting an examination, student writing up a thesis) or Tier 4 Migrant or Postgraduate Doctor or Dentist and wish to switch into Tier 1 (Graduate Entrepreneur).

Extension applications (please also complete section 3B)

This should be completed if you are currently in the United Kingdom and your current or last grant of leave was as a Tier 1 (Graduate Entrepreneur)

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;
- 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 Please provide your Immigration Health Surcharge reference number

As part of your application you may be required to pay the Immigration Health Surcharge. Before going any further, you will need to assess the likely cost using the online portal www.gov.uk/healthcare-immigration-application. Once the assessment has been completed you will receive a unique reference number which you enter on this application form.

B11 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.

B12 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.

C1-C3 You should specify under which nationality you entered the United Kingdom. You should also provide details of any additional nationalities you 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 your valid passport, travel document or BRP 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 BRP you must also provide the BRP 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.

D6 If you are an overstayer you must read the Policy Guidance Notes for information on supporting documentation before submitting your application.

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.gov.uk/government/collections/chapter-1-general-provisions-immigration-directorate-instructions 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 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 6

R9 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.

R11-R12 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 (Graduate Entrepreneur) 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