

## DECISION LETTERS

The final stage of case working is drafting the decision letter. It is important that you choose the correct one. All letters should be personalised to the individual application, in terms of sex and title of the person. If several options are offered in the letter, the sections that do not apply should be deleted. If further information is needed in the letter, standard paragraphs should be used where possible. The paragraphs should be amended where required to ensure that the letter reads well and makes sense – some of the paragraphs may repeat information, and this should be deleted to ensure that the letters are grammatically correct and to the required departmental standard.

- [The overseas national is outside the UK and the Common Travel Area](#)
- [The overseas national is in the UK \(excluding the Isle of Man and the Channel Islands\)](#)
- [The overseas national is in the Isle of Man or the Channel Islands](#)
- [The overseas national is in the Republic of Ireland \(Eire\)](#)
- [The application is for a Bulgarian or Romanian](#)
- [Technical Changes of Employment](#)
- [Summarising table of decision letters](#)

### **The overseas national is outside the UK and the Common Travel Area\***

When approving an application for someone who is outside the UK and the Common Travel Area\*, an L700 or L776 (approval on Review) should be drafted. This should detail any conditions of approval, note any exceptional waiving of criteria and list any further information we require to see at extension.

When refusing an application for someone who is outside the UK and the Common Travel Area, an L800, L801 (1<sup>st</sup> Review refusal) or L802 (2<sup>nd</sup> Review refusal) should be drafted. This letter should detail all grounds for refusal.

\*The UK, Channel Islands, Isle of Man and Republic of Ireland collectively form the Common Travel Area.

[\[Back to top\]](#)

### **The overseas national is in the UK (excluding the Isle of Man and the Channel Islands)**

When approving an application for someone who is already in the UK, an L741 (first permission), L742 (change of employment), L743 (extension) or L776 (approval on Review) should be drafted. This should detail any conditions of approval, note any exceptional waiving of criteria and list any further information we require to see at extension. An L955 should also be created for use if the subsequent Leave To Remain application is also approved.

Where an employer requests a work permit to be issued rather than a letter of permission, the L700 or L776 (approval on Review) should be drafted instead of the in-country letter.

When refusing an application for someone who is in the UK, an L860, L865 (1<sup>st</sup> Review refusal) or L866 (2<sup>nd</sup> Review refusal) should be drafted. This letter should detail all grounds for refusal.

[\[Back to top\]](#)

### **The overseas national is in the Isle of Man or the Channel Islands**

When approving an application for someone who is in the Isle of Man or the Channel Islands, an L739 should be drafted. This should detail any conditions of approval, note any exceptional waiving of criteria and list any further information we require to see if they need to apply for an extension.

When refusing an application for someone who is in the Isle of Man or the Channel Islands an L860, L865 (1<sup>st</sup> Review refusal) or L866 (2<sup>nd</sup> Review refusal) should be drafted. This letter should detail all grounds for refusal.

[\[Back to top\]](#)

### **The overseas national is in the Republic of Ireland (Eire)**

When approving an application for someone who is in the Republic of Ireland, an L704 should be drafted. This should detail any conditions of approval, note any exceptional waiving of criteria and list any further information we require to see at extension.

When refusing an application for someone who is in the Republic of Ireland, an L800, L801 (1<sup>st</sup> Review refusal) or L802 (2<sup>nd</sup> Review refusal) should be drafted. This letter should detail all grounds for refusal.

### **The application is for a Bulgarian or Romanian**

When approving an application for a Bulgarian or Romanian national, letter L770 should be created. This should detail any conditions of approval and note any exceptional waiving of criteria.

When refusing an application for a Bulgarian or Romanian national, paragraph P85L should be included in the appropriate refusal letter as above, depending on where the individual is at the time of the application.

[\[Back to top\]](#)

## **Technical Changes of Employment**

When approving technical changes of employment, caseworkers should draft letter L738.

When refusing a technical change of employment, caseworkers should draft a letter that requests the employer submit a fresh application. A Comp1 should be completed and the decision noted on gLOBE.

[\[Back to top\]](#)

### Summarising table of decision letters

	Approvals	Approvals on Review	Refusals	First Refusals on Review	Second Refusals on Review
Out of UK and CTA	L700	L776	L800	L801	L802
In UK	L741/L742/ L743	L776	L860	L865	L866
In the Isle of Man or the Channel Islands	L739	L739	L860	L865	L866
In the Republic of Ireland	L704	L704	L800	L801	L802
Romanian and Bulgarians	L770	L770	L800/L860	L801/L865	L802/L866

[\[Back to top\]](#)