

LETTERS

Standard letters

The letter templates that are currently used for HSMP are attached as appendices below. They are stored on Adept and can be automatically generated when caseworking applications.

When creating a letter, all the details in red/square brackets will be automatically transferred from the case details on Adept. Please note for the approval, refusal and withdrawal letters there are separate templates, depending on whether the response is to be sent to the individual or representative. There are options to delete words throughout the remaining letters e.g. you/your clients or the number of points. These should be deleted as appropriate to each application. It is important that the caseworker personalises the letters accurately to avoid confusion for applicants.

- Information request letter
- The approval letters
- The refusal letters
- The withdrawal letter
- The review letters
- Appendix – HSMP standard letters

Information request letter

This letter should be used infrequently because applications are assessed only on information sent in with the original application. However, this letter is available for use in exceptional circumstances when the caseworker needs to request additional information/evidence from the applicant/representative. The caseworker should state where the information is insufficient and what the applicant is required to provide.

The caseworker should ensure the instructions are clear and that **a deadline date** is inserted in the appropriate place.

The approval letter

For the applicant to apply for entry clearance (out of country) or leave to remain (in country) they must produce a valid HSMP approval letter confirming they meet the HSMP criteria at the time of issue. **This letter should be no more than a single page**, and always be printed on secure letter-headed paper.

The refusal letters

This letter informs the applicant/representative that their application has not been successful.

The details in red/brackets will be automatically transferred from Adept. The caseworker must complete the criteria scoring areas, giving details of the points

awarded and reasons why sections were refused. (Please see section 'Wording for refusal letters' for the structure to follow for refusal bullet points).

The withdrawal letter

Should the representative or applicant request to withdraw the application, no refund will be given. This is because the fee is for the consideration of the application, and the consideration will have begun as soon as the application is received at the payment processor. This letter informs the applicant that the application has been withdrawn and the fee retained. Original documents should be returned with this letter and any future applications will need to be supported by all documentation.

Review letters

The details in red/brackets will be automatically transferred from Adept.

Different letters are available for different responses, e.g. where the applicant has passed the 28-day deadline; or has already had one review; or has provided new information.

The caseworker must complete the criteria scoring areas, giving details of the points awarded and reasons why sections were refused. (Please see section 'Wording for refusal letters' for the structure to follow for refusal and review bullet points and paragraphs).

APPENDIX – HSMP STANDARD LETTERS

Letter 1: Information request letter

Letter 2: Approval letter - to applicants

Letter 3: Approval letter - to representatives

Letter 4: Refusal letter - to applicants

Letter 5: Refusal letter - to representatives

Letter 6: Withdrawal letter - to applicants

Letter 7: Withdrawal letter - to representatives

Review letters

Review letter 1 - Maintain refusal - to applicants

Review letter 2- Maintain refusal - to representatives

Review letter 3 - Approved on review - to applicants

Review letter 4 - Approved on review - to representatives

Review letter 5 - Additional info provided: review not accepted

Review letter 6 - Review already undertaken

Review letter 7 - Outside 28 days

Letter 1: Information Request Letter

		<i>Our Ref</i>	
		<i>Your Ref</i>	
		<i>Date</i>	

Dear

Re:

We are currently considering your/your client’s HSMP application. However, before we can reach a decision on the application we need some further information.

If we can draw your attention to the following:-

[Insert reasons and specify the requested information.]

The requested information can be forwarded to our offices by **[insert deadline date]**, quoting the above HSMP reference number. If you are not able to do this please let us know as soon as possible. If we have not heard from you by this date a decision will be made based on the information that you initially submitted with your application.

Yours sincerely,

HSMP Team

Letter 2: Approval - to applicants

	Our Ref	
	Your Ref	
	Date	

Dear

IMMIGRATION ACT 1971 – HIGHLY SKILLED MIGRANT PROGRAMME (HSMP). APPLICATION AGAINST THE QUALIFYING CRITERIA FROM 5 DECEMBER 2006

APPLICATION BY:

Thank you for your application under the above programme. We have considered the application against the HSMP qualifying criteria and are able to approve this application.

This permission document is valid for six months from the date of this letter. If it is not used to apply for entry clearance or further leave to remain within this period, this document will become invalid and leave will be refused. In this event, you must make a new HSMP application with full supporting evidence (including required evidence supplied to us with any previous application) and the appropriate fee.

If you are currently outside the United Kingdom (UK) you must now make an application for entry clearance to come to the UK under HSMP. This document should be submitted to the British Embassy, High Commission or Consulate in your country of residence to support the application. The location of your nearest British Embassy, High Commission or Consulate can be checked on the UKvisas website: www.ukvisas.gov.uk.

If you are residing in the UK at present, and eligible to switch immigration status to HSMP, you should now complete form FLR(HSMP) to apply for further leave to remain in the UK. This application should be made before your current leave to remain expires. If you are not eligible to switch immigration status, you may return overseas and make an entry clearance application.

The FLR(HSMP) application form is available by telephoning 0870 521 0224. Forms can also be downloaded from the Home Office website: www.workingintheuk.gov.uk. Forms should be submitted enclosing your passport and those of any dependants, the appropriate fee and it should be addressed as indicated on the form.

Yours sincerely,

HSMP Team

Letter 3: Approval - to representatives

	Our Ref	
	Your Ref	
	Date	

Dear

IMMIGRATION ACT 1971 – HIGHLY SKILLED MIGRANT PROGRAMME (HSMP). APPLICATION AGAINST THE QUALIFYING CRITERIA FROM 5 DECEMBER 2006

APPLICATION BY:

Thank you for your client's application under the above programme. We have considered the application against the HSMP qualifying criteria and are able to approve this application.

This permission document is valid for six months from the date of this letter. If it is not used to apply for entry clearance or further leave to remain within this period, this approval will become invalid and leave will be refused. In this event, your client must make a new HSMP application with full supporting evidence (including required evidence supplied to us with any previous application) and the appropriate fee.

If your client is currently outside the United Kingdom (UK) your client must now make an application for entry clearance to come to the UK under HSMP. This document should be submitted to the British Embassy, High Commission or Consulate in your client's country of residence to support the application. The location of your client's nearest British Embassy, High Commission or Consulate can be checked on the UKvisas website: www.ukvisas.gov.uk.

If your client is residing in the United Kingdom at present, and eligible to switch immigration status to HSMP, your client should now complete form FLR(HSMP) to apply for further leave to remain in the UK. This application should be made before your client's current leave to remain expires. If your client is not eligible to switch immigration status, your client may return overseas and make an entry clearance application.

The FLR(HSMP) application form is available by telephoning 0870 521 0224. Forms can also be downloaded from the Home Office website: www.workingintheuk.gov.uk.

Forms should be submitted enclosing your client's passport and those of any dependants, the appropriate fee and it should be addressed as indicated on the form.

Yours sincerely,

HSMP Team

Letter 4: Refusal - to applicants

	Our Ref	
	Your Ref	
	Date	

Dear [Insertion point]

IMMIGRATION ACT 1971 – HIGHLY SKILLED MIGRANT PROGRAMME (HSMP). APPLICATION AGAINST THE QUALIFYING CRITERIA – FROM 5 DECEMBER 2006

[Insertion point]

Your application has been assessed against the HSMP qualifying criteria and after careful consideration of the evidence provided it has been refused.

The terms of the qualifying criteria are that individuals must:

- Provide the specified required evidence to demonstrate that they score 75 points in the HSMP scoring areas; and
- Provide the specified required evidence to demonstrate appropriate English language ability.

[Delete as applicable]

As you are aware we may seek to verify information submitted to us. In this case we were unable to verify the [insert document names] and your application has been refused.

Your application scores a total of [insertion point for score] points and therefore does not meet the terms of the HSMP qualifying criteria.

You have/have not provided sufficient specified evidence to demonstrate that you score 75 points.

You have/have not provided sufficient specified evidence to meet the English language ability requirement.

Detailed below is your score for each of the areas in which points were claimed, and the reasons for awarding the respective points.

Master in Business Administration (MBA) Provision

Points claimed	Points awarded

Qualifications

Points claimed	Points awarded

Previous Earnings

Points claimed	Points awarded

--

UK Experience

Points claimed	Points awarded

Age Assessment

Points claimed	Points awarded

English Language Requirement

You may request one reconsideration of your application. This will be carried out on the basis of exactly the same information provided in your original application. If you wish us to review our decision, you should clearly set out the reasons why you believe the decision is incorrect in a letter to the HSMP Team or complete the review request form available on our website: www.workingintheuk.gov.uk. This must be sent within 28 days of the date of the decision. Please note that any review requests received more than 28 days after the date of the decision will not normally be accepted and any verbal request for a review cannot be considered as valid.

The reasons for the refusal are set out above. Please consider these carefully before requesting a review. No supporting evidence should be sent with your request, as the

review will be considered on the evidence previously provided. As the review will be a full reconsideration of your application, any points awarded on any previous application may not be awarded at the review. Where we identify further grounds for refusal then the decision to maintain refusal of your application will stand, even when the original basis for refusal may have been overturned.

Should you wish us to reconsider this decision on the basis of new or additional information not included in the application that is the subject of this decision, you must submit a fresh application. This should be made on an HSMP application form and include full supporting evidence (including required evidence supplied to us with any previous application) and the appropriate fee, to the following address:

Work Permits (UK) HSMP
PO Box 3975
Sheffield
S1 9BL

Should you have any further queries about this decision please do not hesitate to contact us.

Yours sincerely,

HSMP Team

Letter 5: Refusal - to representatives

		Our Ref	
		Your Ref	
		Date	

Dear [insertion point]

IMMIGRATION ACT 1971 – HIGHLY SKILLED MIGRANT PROGRAMME (HSMP). APPLICATION AGAINST THE QUALIFYING CRITERIA – FROM 5 DECEMBER 2006

[insertion point]

Your client's application has been assessed against the HSMP qualifying criteria and after careful consideration of the evidence provided it has been refused.

The terms of the qualifying criteria are that individuals must:

- Provide the specified required evidence to demonstrate that they score 75 points in the HSMP scoring areas; and
- Provide the specified required evidence to demonstrate appropriate English language ability.

[Delete as applicable]

As you are aware we may seek to verify information submitted to us. In this case we were unable to verify the [insert document names] and the application has been refused.

Your client's application scores a total of [insertion point for score] points and therefore does not meet the terms of the HSMP qualifying criteria.

You have/have not provided sufficient specified evidence to demonstrate that your client scores 75 points.

You have/have not provided sufficient specified evidence to show your client meets the English language ability requirement.

Detailed below is your client's score for each of the areas in which points were claimed, and the reasons for awarding the respective points.

Master in Business Administration (MBA) Provision

Points claimed	Points awarded

Qualifications

Points claimed	Points awarded
----------------	----------------

Previous Earnings

Points claimed	Points awarded

UK Experience

Points claimed	Points awarded

Age Assessment

Points claimed	Points awarded

English Language Requirement

--

You may request a single reconsideration of your client's application. This will be carried out on the basis of exactly the same information provided in the original application. If you wish us to review our decision, you should clearly set out the reasons why you believe the decision is incorrect in a letter to the HSMP Team or complete the review request form available on our website: www.workingintheuk.gov.uk. This must be sent within 28 days of the date of the decision. Please note that any review requests received more than 28 days after the date of the decision will not normally be accepted and any verbal request for a review cannot be considered as valid.

The reasons for the refusal are set out above. Please consider these carefully before requesting a review. No supporting evidence should be sent with your request, as the review will be considered on the evidence previously provided. As the review will be a full reconsideration of your client's application, any points awarded on any previous application may not be awarded at the review. Where we identify further grounds for refusal then the decision to maintain refusal of your client's application will stand, even when the original basis for refusal may have been overturned.

Should you wish us to reconsider this decision on the basis of new or additional information not included in the application that is the subject of this decision, you must submit a fresh application. This should be made on an HSMP application form and include full supporting evidence (including required evidence supplied to us with any previous application) and the appropriate fee, to the following address:

Work Permits (UK) HSMP
PO Box 3975
Sheffield
S1 9BL

Should you have any further queries about this decision please do not hesitate to contact us.

Yours sincerely,

HSMP Team

Letter 6: HSMP Withdrawal letter for an applicant

Name Address		<i>Our Ref</i>	HSMP
		<i>Date</i>	Date

Dear [Insertion point for Name]

Re: Name – Nationality - DOB

Thank you for your letter regarding your application under the Highly Skilled Migrant Programme (HSMP).

We note that you no longer wish to proceed with the application, and we have therefore withdrawn the case. The consideration of an application begins when the application is received, and this means that we are unable to refund the fee for consideration. I enclose the original documentation that was submitted in connection with the application.

If you wish to submit a further application in the future, please resubmit all the relevant documentation with a new application and the appropriate fee.

Yours sincerely,

HSMP Team

Letter 7: HSMP Withdrawal letter for a representative

Name Address		<i>Our Ref</i>	HSMP
		<i>Date</i>	Date

Dear **Name**

Re: Name – Nationality - DOB

Thank you for your letter regarding your client's application under the Highly Skilled Migrant Programme (HSMP).

We note that your client no longer wishes to proceed with the application, and we have therefore withdrawn the case. The consideration of an application begins when the application is received, and this means that we are unable to refund the fee for consideration. I enclose the original documentation that was submitted in connection with the application.

If your client wishes to submit a further application in the future, please resubmit all the relevant documentation with a new application and the appropriate fee.

Yours sincerely,

HSMP Team

Review letter 1 - Maintain refusal - to applicant

	Our Ref	
	Your Ref	
	Date	

Dear ,

Immigration Act 1971 - Highly Skilled Migrant Programme (HSMP)

Application Against The Qualifying Criteria - from 5 December 2006

As requested we have undertaken an independent review of the decision made on your application. After careful consideration of the reasons provided in your request, we have upheld our decision to refuse this application.

The terms of the qualifying criteria are that individuals must:

- Provide the specified required evidence to demonstrate that they score 75 points in the HSMP scoring areas; and
- Provide the specified required evidence to demonstrate appropriate English language ability.

[Delete as applicable]

As you are aware we may seek to verify information submitted to us. In this case we were unable to verify the [insert document names] and your application has been refused.

Your application scores a total of [insertion point for score] points and therefore does not meet the terms of the HSMP qualifying criteria.

You have/have not provided sufficient specified evidence to demonstrate that you score 75 points.

You have/have not provided sufficient specified evidence to meet the English language ability requirement.

Detailed below is your points score in each of the six scoring areas and the reasons why the respective scores were given.

Master in Business Administration (MBA) Provision

Points claimed	Points awarded

Qualifications

Points claimed	Points awarded

Previous Earnings

Points claimed	Points awarded

UK Experience

Points claimed	Points awarded

Age Assessment

Points claimed	Points awarded

English Language Requirement

Points claimed	Points awarded

Please note that no further reviews of this application will be undertaken.

If you still wish to apply for the Highly Skilled Migrant Programme, you will need to make a new application, with full supporting evidence (including required evidence supplied to us with any previous application) and the appropriate fee to the following address:

Work Permits (UK) HSMP
PO Box 3975
Sheffield
S1 9BL

Any decisions on subsequent applications will not be prejudiced by your previous application.

Should you have any further queries please do not hesitate to contact us.

Yours sincerely

HSMP Team

Review letter 2- Maintain refusal – to representatives		Our Ref	
--	--	---------	--

	Your Ref	
	Date	

Dear ,

Immigration Act 1971 - Highly Skilled Migrant Programme (HSMP)

Application Against The Qualifying Criteria - from 5 December 2006

As requested we have undertaken an independent review of the decision made on your client's application. After careful consideration of the reasons provided in your request, we have upheld our decision to refuse this application.

The terms of the qualifying criteria are that individuals must:

- Provide the specified required evidence to demonstrate that they score 75 points in the HSMP scoring areas; and
- Provide the specified required evidence to demonstrate appropriate English language ability.

[Delete as applicable]

As you are aware we may seek to verify information submitted to us. In this case we were unable to verify the [insert document names] and your application has been refused.

Your client's application scores a total of. [insertion point for score] points and therefore does not meet the terms of the HSMP qualifying criteria.

You have/have not provided sufficient specified evidence to demonstrate that your client scores 75 points.

You have/have not provided sufficient specified evidence to demonstrate that your client meets the English language ability requirement.

Detailed below is your client's points score in each of the six scoring areas and the reasons why the respective scores were given.

Master in Business Administration (MBA) Provision

Points claimed	Points awarded

--

Qualifications

Points claimed	Points awarded

Previous Earnings

Points claimed	Points awarded

UK Experience

Points claimed	Points awarded

Age Assessment

Points claimed	Points awarded

English Language Requirement

Points claimed	Points awarded

-

Please note that no further review of this application will be undertaken.

If your client still wishes to apply for the Highly Skilled Migrant Programme, your client will need to make a new application, with full supporting evidence (including required evidence supplied to us with any previous application) and the appropriate fee, to the following address:

Work Permits (UK) HSMP
PO Box 3975
Sheffield
S1 9BL

Any decisions on subsequent applications will not be prejudiced by your client's previous application.

Should you have any further queries about this decision please do not hesitate to contact us.

Yours sincerely

HSMP Team

Review letter 3 – Approved on review - to applicants		
	Our Ref	
	Your Ref	
	Date	

Dear [insertion point],

Immigration Act 1971 - Highly Skilled Migrant Programme (HSMP).
Application Against The Qualifying Criteria - from 5 December 2006.

Application By: [insertion point]

At your request we have reviewed your application against the HSMP qualifying criteria and are now able to approve this application.

This permission document is valid for six months from the date of this letter. If it is not used to apply for entry clearance or further leave to remain within this period, this approval will become invalid and leave will be refused. In this event, you must make a new HSMP application with full supporting evidence (including required evidence supplied to us with any previous application) and the appropriate fee.

If you are currently outside the United Kingdom (UK) you must now make an application for entry clearance to come to the UK under HSMP. This document should be submitted to the British Embassy, High Commission or Consulate in your client's country of residence to support the application. The location of your nearest British Embassy, High Commission or Consulate can be checked on the UKvisas website: www.ukvisas.gov.uk.

If you are residing in the UK at present, and are eligible to switch immigration status to HSMP, you should now complete form FLR(HSMP) to apply for further leave to remain in the UK. This application should be made before your current leave to remain expires. If you are not eligible to switch immigration status, you may return overseas and make an entry clearance application.

The FLR(HSMP) application form is available by telephoning 0870 521 0224. Forms can also be downloaded from the Home Office website: www.workingintheuk.gov.uk.

Forms should be submitted enclosing your passport and those of any dependants, the appropriate fee, and it should be addressed as indicated on the form.

Yours sincerely

HSMP Team

Review letter 4 - Approved on review - to representatives		
	Our Ref	
	Your Ref	
	Date	

Dear [insertion point],

Immigration Act 1971 - Highly Skilled Migrant Programme (HSMP).
Application Against The Qualifying Criteria - from 5 December 2006.

Application By: [insertion point]

At your request we have reviewed your client's application against the HSMP qualifying criteria and are now able to approve this application.

This permission document is valid for six months from the date of this letter. If it is not used to apply for entry clearance or further leave to remain within this period, this approval will become invalid and leave will be refused. In this event, your client must make a new HSMP application with full supporting evidence (including required evidence supplied to us with any previous application) and the appropriate fee.

If your client is currently outside the United Kingdom (UK) your client must now make an application for entry clearance to come to the UK under HSMP. This document should be submitted to the British Embassy, High Commission or Consulate in your client's country of residence to support the application. The location of your client's nearest British Embassy, High Commission or Consulate can be checked on the UKvisas website: www.ukvisas.gov.uk.

If your client is residing in the United Kingdom at present, and eligible to switch immigration status to HSMP, your client should now complete form FLR(HSMP) to apply for further leave to remain in the UK. This application should be made before your client's current leave to remain expires. If your client is not eligible to switch immigration status, your client may return overseas and make an entry clearance application.

The FLR(HSMP) application form is available by telephoning 0870 521 0224. Forms can also be downloaded from the Home Office website: www.workingintheuk.gov.uk. Forms should be submitted enclosing your client's passport and those of any dependants, the appropriate fee, and it should be addressed as indicated on the form.

Yours sincerely

HSMP Team

Review letter 5 - additional info provided: review not accepted *	Our Ref	*
	Your Ref	
	Date	*

Dear [insertion point],

Immigration Act 1971 - Highly Skilled Migrant Programme (HSMP)

Application Against The Qualifying Criteria - from 5 December 2006

Name – Nationality – DOB

I write in response to your/your client's request for review of your/your client's HSMP application.

You have sent us new information with your request. We are therefore unable to accept this for review.

If you wish us to reconsider our decision on the basis of new or additional information not included in the application that is the subject of this decision, you must submit a fresh application on the appropriate HSMP form. Any decisions on subsequent applications will not be prejudiced by your previous application.

To submit additional evidence for consideration, send a completed HSMP application form with full supporting evidence (including the evidence originally supplied) and the appropriate fee to the following address:

Work Permits (UK) HSMP
PO Box 3975
Sheffield
S1 9BL

If you want the HSMP team to reconsider our decision on the basis of precisely the same information provided in the original application, you should complete a Review Request Form, which is available from our website: www.workingintheuk.gov.uk, and send it to the HSMP team. You should do this within 28 days of the date we made a decision on your/your client's application, clearly setting out the reasons why you think this decision is incorrect. There will be no charge for a reconsideration of this type. Any verbal request for a review cannot be considered a valid request.

Please consider carefully the refusal information contained in our original decision letter before requesting a review. No supporting evidence should be sent with such a request, as the review will be considered only on the evidence previously provided.

The review will be a full reconsideration of your application. Therefore any points awarded on any previous application may not be awarded at the review. Where we identify further grounds for refusal then the decision to maintain refusal of your application will stand, even when the original basis for refusal may have been overturned.

Please note that **you may only make one request for review** of our decision on this application. If the decision to refuse the application continues to be upheld after that request has been considered, no further review of the application will be undertaken. This is because HSMP applicants are limited to one review request in respect of any application.

Should you have any further queries about this letter, please do not hesitate to contact us.

Yours sincerely

HSMP Team

--	--	--

Review letter 6 - Review already undertaken *	Our Ref	*
	Your Ref	
	Date	*

Dear ,

Immigration Act 1971 - Highly Skilled Migrant Programme (HSMP)

Application Against The Qualifying Criteria - from 5 December 2006

Name – Nationality – DOB

I write in response to your/your client's request for review of your HSMP application.

[insert appropriate HSMP review paragraph].

HSMP applicants are limited to one review request in respect of any particular application. We have already reviewed your application once, and we are therefore unable to accept any further review requests in respect of this application.

If you still wish to apply for the Highly Skilled Migrant Programme, you will need to make a new application, including the appropriate fee. Any decisions on subsequent applications will not be prejudiced by your previous application. Please send further applications to the address below:

Work Permits (UK) HSMP
PO Box 3975
Sheffield
S1 9BL

You should make this new application as described in the HSMP guidance notes.

Should you have any further queries about this letter, please do not hesitate to contact us.

Yours sincerely

HSMP Team

Review Letter 7 - outside 28 days – to applicant and representative

*	Our Ref	*
	Your Ref	
	Date	*

Dear *,

Immigration Act 1971 - Highly Skilled Migrant Programme (HSMP)

Application Against The Qualifying Criteria - from 5 December 2006

Name – Nationality – DOB

I write in response to your/your client's request for review of your HSMP application.

Requests for a review of an HSMP decision must be submitted to Work Permits (UK) within 28 days of the original decision having been made. Unfortunately, your/your client's review request was received outside this time limit. We are therefore unable to undertake a review of our decision in this case.

If you still wish/your client still wishes to apply for the Highly Skilled Migrant Programme, you will need to make a new application, including the appropriate fee. Any decisions on subsequent applications will not be prejudiced by your/your client's previous application. Please send further applications to the address below:

Work Permits (UK) HSMP
PO Box 3975
Sheffield
S1 9BL

You should make this new application as described in the HSMP guidance notes.

Should you have any further queries about this letter, please do not hesitate to contact us.

Yours sincerely

HSMP Team