



Home Office

UK Border Agency

TIER 4
(C)

version 06/09

APPLICATION FOR A GRANT OF LEAVE AND BIOMETRIC IMMIGRATION DOCUMENT UNDER TIER 4 (CHILD) STUDENT - MAIN APPLICANT

In accordance with paragraph 34 of the Immigration Rules, this form is specified for applications made on or after 1 June 2009.

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

Applications made on this form may be made by post, courier or in person at one of our Public Enquiry Offices. To apply in person you must make an appointment.

Details of our Public Enquiry Offices can be found on our website:

www.ukba.homeoffice.gov.uk/contact/applyinginperson/

Postal address:

UK Border Agency
Tier 4
PO Box 500
Durham
DH99 1WJ

Courier address:

UK Border Agency
Tier 4
Millburngate House
Millburngate
Durham
DH97 1PA

This form is specified for applications made on or after 1 June 2009

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TIER 4 (CHILD) STUDENT APPLICATION - PAYMENT GUIDANCE NOTES

The Applicable Fee

For applications made on this form as a Tier 4 (Child) Student migrant there is a fee of **£357** for applications made by post or courier, or **£565** for applications made in person at our Public Enquiry Offices.

There are currently no exemptions to this fee.

By completing this form, you are also applying for a biometric immigration document (or Identity Card for Foreign Nationals, ICFN) – there is no additional fee to pay for this.

Dependants

There is no provision for a dependant to be given leave in line with a Tier 4 (Child) Student applicant. You should not submit any dependants' applications with this application form.

How can you pay?

You can pay by any of the following methods:

- Cheque/Bankers Draft
- Postal Order
- Credit card* - Mastercard or Visa (including Electron)
- Debit card* - Delta, Maestro** (including Solo)
- Cash – but only for applications made at a Public Enquiry Office; **please do not send cash by post**

* If you are applying in person at a Public Enquiry Office and wish to pay by credit or debit card, the cardholder must be present in order for the payment to be taken.

** Maestro - We can accept any Maestro card if you are applying in person at a Public Enquiry Office but only Maestro cards issued in the UK if you are applying by post.

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 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.

If applying in person at a Public Enquiry Office and paying by cheque, you must have a cheque guarantee card with a limit sufficient to cover the amount to be paid.

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 - see above guidance

A2 Applicant's full name, as given in his or her passport or travel document.

A3 Applicant's date of birth

A4-5 If the address for correspondence is different from your home address in the UK,

please give that address at 3. If a solicitor or other authorised immigration adviser is submitting the application, it should be their address at A4 and their name at A5. These details will also be used to acknowledge receipt of the application.

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

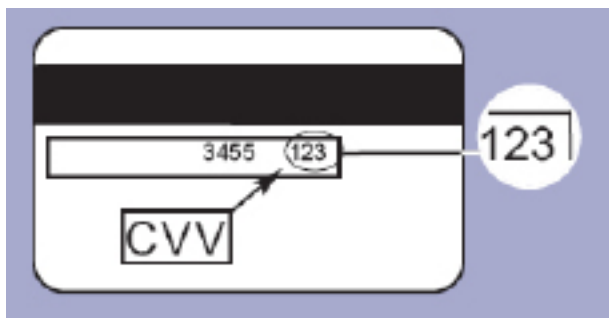
Paying by credit/debit card

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 three-digit security code, found on the back of the card on the signature strip - it consists of the last 3 digits. 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 tick 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

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 UK Border Agency 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.
- Should the application be withdrawn at any time during the consideration process the fee will not be refunded, other than under circumstances set out on our website (www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/IDs/idichapter1a)

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

It is mandatory for the applicant to complete this section as required. Please note that this application will be invalid if not. Help on the questions is given at the end of this application form.

B. Personal Details

Photographs

For your application to be valid, it is mandatory to provide the following photographs:

- Two recent identical passport-size photographs of yourself with your full name written on the back of each one.

The photographs must be in the format specified in the separate photograph guidance, including the mandatory requirements, which can be found on our website at <http://www.ukba.homeoffice.gov.uk>. Please ensure that you place the photographs 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. The photographs will be checked against the images taken when your biometric features are enrolled (or recorded).

B1. The applicant has enclosed the required photographs:

B2. Title - please select from the following list:

Mr

Mrs

Miss

Ms

If **Other**, what is the applicant's title?

Rev

Dr

Other

B3. First name(s) as stated in the applicant's passport:

B4. Last name(s) or family name(s) as stated in the applicant's passport:

B5. If the applicant is known, or has 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	Dates from and to	Evidence sent

Please photocopy this page if more space is needed.

B6. Date of birth:

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

B7. Gender:

Male Female

B8. Place of birth (city/town/province/state):

B9. Country of birth:

B10. Marital status - please select from the following list:

Married or civil partner	<input type="checkbox"/>	Single	<input type="checkbox"/>
Widowed or surviving civil partner	<input type="checkbox"/>	Unmarried partner	<input type="checkbox"/>
Divorced or dissolved civil partnership	<input type="checkbox"/>	Separated or separation order	<input type="checkbox"/>

B11. Home Office reference number(s) (if known):

Reference number 1:

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

Reference number 2:

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

B12. Give details of any current or previous worker reference number(s) under work permit arrangements (if applicable):

Reference number 1:

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

Reference number 2:

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

B13. United Kingdom National Insurance number (if known):

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

B14. Points Based System migrant reference number (if known):

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

B15. United Kingdom Identity Card for Foreign Nationals (ICFN) number (if applicable):

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

B16. Full address in the UK:

B17. Postcode:

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

B18. Date applicant started living at this address:

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

B19. Home telephone number:

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

B20. Mobile telephone number:

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

B21. Work telephone number:

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

B22. Email address:

B23. Correspondence address (if different from above):

B24. Postcode:

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B25. Has the applicant ever lived in Northern Ireland?

Yes - go to question B26 No - go to part C

B26. Please give details of the applicant's previous addresses in Northern Ireland and the dates the applicant lived there:

Previous address 1:

Postcode:

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

From:

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

To:

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

Previous address 2:

Postcode:

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

From:

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

To:

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

If the applicant has lived at more than two addresses in Northern Ireland, please photocopy this page and give details of all other Northern Ireland addresses and dates the applicant lived there.

Now go to Part C

C. Passport or travel documents and identity card for foreign nationals.

It is mandatory to complete this section. Please note that this application will be invalid if the applicant does not do so. Help on the questions is given at the end of this application form.

For the application to be valid and complete, the applicant must provide his/her original current passport or travel document unless it is not available for one of the reasons specified on the application form. If the applicant has a current grant of leave on an identity card he/she must also provide their ICFN (Identity Card for Foreign Nationals) for the application to be valid and complete. The applicant should also provide all previous passports and/or travel documents that he/she has used to travel to and remain in the United Kingdom.

C1. Under what nationality did the applicant enter the United Kingdom?

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

C2. Does the applicant currently hold any additional nationalities?

Yes go to question C3 No go to question C4

C3. Give details of all other nationalities currently held.

C4. Has the applicant previously held any other nationalities?

Yes go to question C5 No go to question C6

C5. Give details, including relevant dates, of all other nationalities previously held.

Previous nationality 1:

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

From:

To:

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

Previous nationality 2:

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

From:

To:

D	D	M	M	Y	Y	Y	Y	D	D	M	M	Y	Y	Y	Y
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Previous nationality 3:

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From:

To:

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

Please photocopy this page if additional space is needed.

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C6. Please give details of the applicant's current passport or travel document and any others that he/she has used to travel to and remain in the United Kingdom and which shows his/her current leave. Please note that for the application to be valid and complete the applicant's current passport/travel document must be provided unless it is not available for one of the reasons specified on the application form.

Current passport or travel document						
Passport/ Travel Document number	Nationality	Issue date	Expiry date	Place of issue	Passport/ Travel document enclosed	If not enclosed then location of Passport/ Travel Document
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Lost - go to question C7 <input type="checkbox"/> Stolen - go to question C8 <input type="checkbox"/> Expired - returned to national authorities <input type="checkbox"/> Elsewhere in the UK Border Agency - go to question C7

Previous passport or travel document						
Passport/ Travel Document number	Nationality	Issue date	Expiry date	Place of issue	Passport/ Travel document enclosed	If not enclosed then location of Passport/ Travel Document
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Lost - go to question C7 <input type="checkbox"/> Stolen - go to question C8 <input type="checkbox"/> Expired - returned to national authorities <input type="checkbox"/> Elsewhere in the UK Border Agency - go to question C7 <input type="checkbox"/> Other - go to question C7

Please photocopy this page if additional space is required.

C7. If any of the required passports are not enclosed then please give details why the applicant is unable to provide them.

--

C8. If any of the passports or travel documents were stolen anywhere in the world, please give the police report number, the police station and the date reported to the police.

Police report number	Police station	Date reported to the Police

In accordance with Biometric Registration Regulations, an applicant applying for an extension of stay in the UK as a Tier 4 (Child) Student migrant must apply for a biometric immigration document, otherwise known as an identity card for foreign nationals.

For information about identity cards for foreign nationals, please see the Tier 4 of the Points Based System – Policy guidance document and help text below, which you should read before completing this form.

C9. Has the applicant been issued with leave on an identity card for foreign nationals?

Yes - go to question C10

No - go to question C14

C10. Please give details of the applicant's Identity Card for Foreign Nationals. Please note for the application to be valid and complete the applicant's current Identity Card for Foreign Nationals must be provided, unless it is not available for one of the reasons specified on the application form.

Current Identity Card for Foreign Nationals (ICFN)						
ICFN Document number	Nationality	Issue date	Expiry date	Place of issue	ICFN document enclosed	If not enclosed then location of ICFN
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Lost - go to question C11 <input type="checkbox"/> Stolen - go to question C12 <input type="checkbox"/> Expired - returned to national authorities <input type="checkbox"/> Elsewhere in the UK Border Agency - go to question C11

C11. If the required ICFN is not enclosed then please give details why the applicant is unable to provide it.

C12. If the ICFN was lost, please give date this was reported to The UK Border Agency Card Management Service

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

C13. If the ICFN was stolen, please give the police report number, the police station and the date reported to the police.

Police report number	Police station	Date reported to the Police

Now go to part D

C14. For an applicants making his/her initial application for an identity card for foreign nationals is he/she:

16 years old or more - go to part D Less than 16 years old - go to question C15

C15. Give details of the person who will be accompanying the applicant when he/she attends their Identity Card for Foreign Nationals appointment

Name of responsible adult	Date of birth	Place of birth	Relationship to child

C16. Is this person the applicant's parent/legal guardian:

Yes - go to part D No - go to question C17

C17. Please explain why a person other than the applicant's parent/legal guardian will be accompanying the applicant.

Go to part D

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 the applicant.

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

D1. Did the applicant obtain entry clearance or a visa before entering the United Kingdom?

Yes - go to question D2 No - go to question D5

D2. Where did the applicant obtain entry clearance or a visa before travelling to the United Kingdom?

Country

Post (City)

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

D3. What date was the entry clearance or visa issued?

D4. Please enter the reference number on the entry clearance or visa which can be found in the applicant’s passport or travel document.

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

D5. Are either the applicant’s current and/or any one of his/her previous passport(s) or travel document(s) that he/she has used to travel to, and remain in, the United Kingdom which shows his/her current leave unavailable?

Yes - go to question D6 No - go to question D11

Please note for the application to be valid and complete the applicant’s current passport or travel document must be provided unless it is not available for one of the reasons specified on the application form.

D6. At which port did the applicant enter the United Kingdom?

D7. How did the applicant enter the United Kingdom?

By air
 By sea
 By channel tunnel
 Travelling overland via the Republic of Ireland

D8. Give details of the journey, including where the applicant travelled from, ticket booking or reference number, and transport operator.

Details of journey	Ticket booking or reference number	Transport operator

D9. For what purpose did the applicant enter the United Kingdom?

D10. When did the applicant arrive in the United Kingdom?

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

D11. What is the applicant's current immigration status in the United Kingdom?

D12. Is the applicant getting official financial sponsorship, or has he/she got official financial sponsorship, for his/her recent studies in the United Kingdom, from the British Government, any other government, or an international scholarship agency?

Yes - go to question D13 No - go to question D16

D13. Are there any restrictions imposed on the applicant's length of stay as a result of this official financial sponsorship?

No - go to question D14 Yes - please explain what the restrictions are:

D14. Is the applicant's current immigration status any of the following categories: student, post-graduate doctor, post-graduate dentist?

Yes - go to question D15

No - go to question D16

D15. Please tick to confirm the following evidence has been supplied:

Original written confirmation from the applicant's official financial sponsor giving consent to this application

D16. When does the applicant's current leave expire?

D17. Has the applicant ever stayed in the United Kingdom beyond the end of his/her period of leave?

Yes - go to question D18

No - go to question D19

D18. Give the reason(s) why the applicant has stayed beyond the end of his/her period of leave and the dates of the overstay:

D19. Has the applicant ever worked in the United Kingdom without immigration permission to do so (that is, contrary to his/her conditions of stay)?

Yes - go to question D20

No - go to question D21

D20. Give the reason(s) why the applicant worked in the United Kingdom without immigration permission to do so and the dates this work was undertaken:

D21. Has the applicant ever illegally entered the United Kingdom?

Yes - go to question D22 No - go to question D23

D22. Give the details and dates when this happened:

D23. Has the applicant ever used deception when seeking leave to enter or leave to remain?

Yes - go to question D24 No - go to question D25

D24. Give the details and dates when this happened:

D25. Has the applicant ever been removed or deported from the United Kingdom?

Yes - go to question D26 No - go to question D27

D26. Give the reason(s) why the applicant was removed or deported and dates when this happened:

D27. Does the applicant currently have any other applications with us on which he/she is awaiting a decision?

Yes - go to question D28 No - go to question D31

D28. Give details of the application, including the date the application was submitted, what the application is for (the category), and the payment reference number:

D29. Was this application submitted before the applicant's leave expired?

Yes - go to question D30 No - go to question D32

D30. Has the date of the applicant's leave, as stated in his/her passport, now passed?

Yes - the applicant is not able to submit a further fresh application. However, they can, if they wish, vary the grounds of the existing application. **Go to the help text.** No - go to question D31

D31. Does the applicant currently have an appeal with the Asylum and Immigration Tribunal which is yet to be heard?

Yes - go to question D32 No - go to Part E

D32. Give details of the appeal, including the date the appeal was submitted, what the appeal is for (the category) and the payment reference number for the original application (where applicable):

D33. Has the date of the applicant's leave, as stated in his/her passport, now passed?

Yes - the applicant is not able to submit a further fresh application. However, they can, if they wish, provide additional grounds to the outstanding appeal. **Go to the help text.** No - go to Part E

Now go to Part E

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 the applicant.

Please answer every question in this section. 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. Has the applicant had any criminal convictions in the United Kingdom or any other country (including traffic offences) or any civil judgments made against them?

Yes - go to question E2

No - go to question E3

E2. If question E1 above has been answered ‘‘yes’’ please give details below for each criminal conviction and/or civil judgment, starting with the most recent one - but first see Note 1 about criminal convictions. If the applicant has received more than two convictions and / or civil judgments, please photocopy this page and enclose it with this form.

Note 1: Convictions spent under the Rehabilitation of Offenders Act 1974 need not be disclosed. More information about this Act is given towards the end of this section.

Criminal conviction/civil judgment 1

Name of person convicted or against whom a civil judgment was made (only if different to the name the applicant is currently known by)

Nature of the criminal offence or the civil action (give details on a separate sheet and enclose it with this form if more space is needed)

Details of the sentence or civil judgment (give details on a separate sheet if more space is needed)

Date of sentence/judgment

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

Country where the sentence was passed or the civil judgment was made

Criminal conviction/civil judgment 2

Name of person convicted or against whom a civil judgment was made (only if different to the name the applicant is currently known by)

Nature of the criminal offence or the civil action (give details on a separate sheet and enclose it with this form if more space is needed)

Details of the sentence or civil judgment (give details on a separate sheet if more space is needed)

Date of sentence/judgment

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

Country where the sentence was passed or the civil judgment was made

Questions E3 to E8 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.

E3. Has the applicant ever been charged in any country with a criminal offence for which he/she has not yet been tried in court?

Yes No

E4. In times of either peace or war has the applicant ever been involved, or suspected of involvement, in war crimes, crimes against humanity or genocide?

Yes No

E5. Has the applicant ever been involved in, supported or encouraged terrorist activities in any country?

Yes No

E6. Has the applicant ever been a member of, or given support to, an organisation which has been concerned in terrorism?

Yes No

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E7. Has the applicant 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

E8. Has the applicant ever engaged in any other activities which might indicate that he/she may not be considered to be a person of good character?

Yes

No

E9. If question E3, E4, E5, E6, E7 or E8 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

The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or ignored after a 'rehabilitation period'. The length of the rehabilitation period depends on the sentence given. For a custodial (prison) sentence the rehabilitation period is decided by the original sentence, not the time served. Prison sentences of more than two and a half years can never become spent and should always be disclosed. Further information on rehabilitation periods can be found at Nacro's Resettlement Plus Helpline 020 7840 6464 or by obtaining a free copy of their leaflet on 020 7840 6427.

Definitions

For the purpose of answering questions **E4** to **E8**, 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.opsi.gov.uk/acts/acts2001/20010017.htm 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.

TIER 4 (CHILD) APPLICATION FORM - SECTION 2

Parent/Legal Guardian 2 (if applicable)

F6. Select the title of the parent or legal guardian:

Mr <input style="width: 30px; height: 20px; border: 1px solid black;" type="checkbox"/>	Mrs <input style="width: 30px; height: 20px; border: 1px solid black;" type="checkbox"/>	Miss <input style="width: 30px; height: 20px; border: 1px solid black;" type="checkbox"/>	Ms <input style="width: 30px; height: 20px; border: 1px solid black;" type="checkbox"/>
---	--	---	---

If Other, what is the parent or legal guardian's title?

Rev <input style="width: 30px; height: 20px; border: 1px solid black;" type="checkbox"/>	Dr <input style="width: 30px; height: 20px; border: 1px solid black;" type="checkbox"/>	Other <input style="width: 30px; height: 20px; border: 1px solid black;" type="checkbox"/>	
--	---	--	--

F7. Please give the parent or legal guardian's first name(s):

F8. Please give the parent or legal guardian's last name(s) or family name(s):

F9. Please give the parent or legal guardian's full contact address

F10. Please give details of the legal guardian's relationship to the applicant:

Applicant’s address in the United Kingdom

F11. Please give the full address of where the applicant will be residing in the UK

F12. Please give the postcode of where the applicant will be residing in the UK

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Consent from applicant’s parent/s or legal guardian for this application

F13. The applicant must supply a letter of consent to the application from his/her parent/s or legal guardian

Please tick to confirm that this document has been provided

Now go to Section 3

SECTION 3 - SPONSORSHIP

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

Please fill in the following details.

G. Sponsor contact details

G1. Give the full name of the sponsor

G2. Give the full address of the sponsor

Postcode

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

G3. Sponsor Licence Number

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

Now go to part H

H. Course Details

H1. Please give the title of the applicant's course of study

H2. Please give the start and end date's of the applicant's course of study

From:

To:

D	D
---	---

M	M
---	---

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

D	D
---	---

M	M
---	---

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

H3. Give the full address of the applicant's primary site of study

Postcode

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

Now go to Section 4

SECTION 4 - TIER 4 (CHILD) STUDENT

Applicants should refer to the Immigration Rules and the Tier 4 of the Points-Based System - Policy Guidance. Applications require 30 points from this section, or the application will be refused.

J. Attributes

J1. The applicant should provide a copy of the visa letter from his/her sponsor:

Please tick to confirm this has been provided

J2. Is the applicant:

Studying a course - go to question J3
Undertaking a post as a Sabbatical Officer
(for an applicant 16 years and over) - go to question J6

J3. Please tick the relevant box to indicate the age of the applicant.

16 years or more - go to question J4
Less than 16 years - go to question J7

J4. The applicant must send us each of the original certificate(s) of qualification and/or original transcript of results that are listed in the visa letter.

Please tick to confirm that all of the qualification certificates and/or original transcripts of results that are listed in the visa letter have been provided with the application.

J5. If the applicant has been assessed by the sponsor by other means for example references or a portfolio of artwork, please do not submit this to us.

Please tick to confirm that the applicant was assessed by the sponsor on other material. - Now go to question J7

Sabbatical Officer

J6. If the applicant will be a Sabbatical Officer we will use the copy of the visa letter from their sponsor as evidence, provided in J1.

J7. Please tick to confirm that the applicant has claimed 30 points for their attributes

Now go to part K

SECTION 5 - MAINTENANCE

K. Maintenance (funds)

The applicant must have a minimum level of money to cover their course fees and support themselves. Applicants require 10 points from this section, or the application will be refused.

Before filling in this section of the form, the applicant should refer to the Immigration Rules and the Tier 4 of the point-based system - Policy Guidance

K1. What is the length of course in calendar months?

K2. Will the applicant be studying and boarding in a Residential Independent School?

Yes - go to question K3

No - go to question K8

Child Boarding in a Residential Independent School

K3. How much does the applicant need to pay the Sponsor for boarding fees for a year?

£

The specified evidence for boarding fees is the visa letter. We will use the letter provided for section J for this.

K4. Has the applicant paid any boarding fees to their sponsor?

Yes - go to question K5

No - go to question K7

K5. How much has the applicant already paid to their Sponsor for boarding fees?

£

K6. Please tick to confirm the documents provided to show these payments:

- Shown in the visa letter
- An official original receipt
- Secure on-line access details to your sponsor's financial system

K7. Please tick to confirm that the applicant has access to sufficient funds to cover all outstanding fees

Now go to question K34

Course fees

K8. How much are the fees for the applicant’s course of study?

£

The specified evidence for boarding fees is the visa letter. We will use the letter provided for section J for this.

K9. Has the applicant paid some or all of these course fees?

Yes - go to question K10 No - go to question K12

K10. How much has the applicant already paid to their Sponsor for course fees?

£

K11. Please tick to confirm the documents provided to show these payments:

- Shown in the visa letter
 - An official original receipt
 - Secure on-line access details to your sponsor’s financial system

K12. Please tick to confirm that the applicant has access to sufficient funds to cover all outstanding course fees

Migrant accommodation

K13. Please tick to confirm how the applicant will be staying in the United Kingdom:

The applicant will be staying in the United Kingdom with a resident British citizen or other United Kingdom resident who is a close relative or in a private foster care arrangement. - go to K14

The applicant will be the first child staying with a parent or legal guardian who will be accompanying the child to the United Kingdom. - go to K19

The applicant will be the second or subsequent child in the family group in the UK on a child student visa accompanied by a parent or legal guardian - go to K21

The applicant is 16 or 17 years old and living independently - go to K23

In the care of a private foster carer or close relative

K14. The applicant must provide a written undertaking from the intended carer:

Please tick to confirm that this document has been provided

K15. The applicant must provide a letter from their parent or legal guardian:

Please tick to confirm that this document has been provided

K16. Will the applicant be living in a private foster care arrangement?

Yes - go to question K17

No - go to question K18

K17. The applicant must supply both

- A copy of the letter of notification to the local authority that the child will be under the care of a private foster carer.

Please tick to confirm that this document has been provided

- And an original document from the local authority confirming notification of the arrangement.

Please tick to confirm that this document has been provided

K18. The applicant must provide confirmation that the intended carer may reside in the United Kingdom. Please tick to confirm which document has been provided:

The intended carer's current UK/EU passport

The intended carer's current passport or travel document endorsed to show that the holder has Indefinite Leave to Remain (ILR) in the UK. Please note that we will consider a notarised copy of the original passport or travel document, but reserve the right to request the original document.

The intended carer's certificate of naturalisation/registration

Now go to question K34

First child staying with a parent or legal guardian

K19. Applicants must have £1,333 for each calendar month of their course up to a maximum of 9 months. This amount is:

£

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K20. Please tick to confirm that the applicant has access to sufficient funds to cover this amount

Now go to question K34

Second or subsequent child staying with a parent or legal guardian

K21. Applicants must have £533 for each calendar month of their course up to a maximum of 9 months. This amount is:

£

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K22. Please tick to confirm that the applicant has access to sufficient funds to cover this amount

Now go to question K34

16 or 17 years old living independently

K23. Is the applicant making an:

Initial application

- go to K24

Application for a further course of study following a course of less than six months in length

- go to K24

Application for a further course of study following a course that was completed longer than four months ago

- go to K24

Application for a further course of study, where the applicant has completed a course that was at least six months long within the last four months; or to complete an existing course of study where the applicant has studied at least six months of that course and has been studying within the last four months.

- go to K27

Initial application

K24. The applicant's primary site of study is in:

Inner London - go to question K25

Outer London or anywhere else in the United Kingdom - go to question K26

K25. Applicants must have £800 for each calendar month of their course up to a maximum of 9 months. This amount is:

£

Now go to question K30

K26. Applicants must have £600 for each calendar month of their course up to a maximum of 9 months. This amount is

£

Now go to question K30

Extension application

K27. The applicant's primary site of study is in:

Inner London - go to question K28

Outer London or anywhere else in the United Kingdom - go to question K29

K28. Applicants must have £800 for each calendar month of their course up to a maximum of 2 months. This amount is:

£

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

Now go to question K30

K29. Applicants must have £600 for each calendar month of their course up to a maximum of 2 months. This amount is

£

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

K30. Has the applicant paid any fees to their sponsor for accommodation?

Yes - go to question K31

No - go to question K33

K31. How much has the applicant already paid to their Sponsor for accommodation fees?

£

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

K32. Please tick to confirm the documents provided to show these payments:

- Shown in the visa letter
- An official original receipt
- Secure on-line access details to your sponsor's financial system

K33. Please tick to confirm that the applicant has access to sufficient funds to cover all outstanding fees

Showing funds

K34. Does the applicant receive support from an official financial sponsor or Government sponsor?

Yes - go to question K35 No - go to question K38

K35. Does the financial sponsor meet the UK Border Agency definition of an official financial sponsor?

Yes - go to question K36 No - go to question K38

K36. Please tick to confirm what evidence of official financial sponsorship has been provided:

A letter to confirm the financial sponsorship from the Government or official financial sponsor

If the applicant is receiving official financial sponsorship from their Tier 4 licensed sponsor (eg a scholarship), details of the financial sponsorship may be included in the visa letter.

K37. How much is the official financial sponsor or Government sponsor paying towards the applicant's:

Course fees:

£														
---	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Maintenance:

£														
---	--	--	--	--	--	--	--	--	--	--	--	--	--	--

K38. Does the applicant have any fees and maintenance outstanding?

Yes - go to question K39 No - go to question K41

K39. What is the total amount of fees and maintenance outstanding?

Course/boarding fees:

£														
---	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Maintenance:

£														
---	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Total:

£														
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K40. Please tick to confirm the documents submitted as supporting evidence to show the applicant has access to the required amount of money for maintenance and funds.

- Personal bank or building society statements
- Building society pass-book
- Letter from a bank or building society confirming funds
- Letter from a regulated financial institution confirming funds
- Letter from a regulated financial institution confirming the agreement of a loan

K41. Please tick to confirm that the applicant has claimed 10 points for their level of funds

Now go to Section 6

SECTION 6 - PUBLIC FUNDS

L. Public Funds

It is mandatory to complete Section 6. If it is not complete the application will be invalid and will be returned to the applicant.

L1. Is the applicant receiving any public funds?

Yes - go to **question L2**

No - go to **Section 7**

L2. 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.

- | | | | |
|--------------------------|-------------------------------------|--------------------------|-----------------------------|
| <input type="checkbox"/> | Attendance Allowance | <input type="checkbox"/> | Carer's Allowance |
| <input type="checkbox"/> | Child Benefit | <input type="checkbox"/> | Child Tax Credit |
| <input type="checkbox"/> | Council Tax Benefit | <input type="checkbox"/> | Disability Living Allowance |
| <input type="checkbox"/> | Housing and Homelessness Assistance | <input type="checkbox"/> | Housing Benefit |
| <input type="checkbox"/> | Income-Based Jobseeker's Allowance | <input type="checkbox"/> | Income Support |
| <input type="checkbox"/> | Severe Disablement Allowance | <input type="checkbox"/> | Social Fund Payment |
| <input type="checkbox"/> | State Pension Credit | <input type="checkbox"/> | Working Tax Credit |

L3. If the applicant is 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.

L4. If the housing is provided by the applicant's local council or housing authority or part of an agreement between the applicant's employer and the housing authority, give details below and enclose evidence of this from the local housing authority.

L5. Tick to confirm that you have sent:

An original letter from the local housing authority

L6. If the applicant thinks that he/she is subject to an exception and is eligible to claim public funds give details below and enclose evidence of this eligibility, if appropriate.

SECTION 7 - DECLARATIONS**M. Applicant Declaration**

It is mandatory to complete part M. If it is not complete the application will be invalid and will be returned to the applicant.

The applicant must sign below to show that he/she has read and understood the following declaration. It must be authorised by the applicant and not by a representative or other person acting on his/her behalf. If the applicant is under 18, his/her parent or legal guardian may sign.

The information I have given in this application is complete and is true to the best of my knowledge.

The photographs I have submitted with this application are a true likeness of myself and have my name on the back of each and I have had the opportunity to see the UK Border Agency photograph guidance.

As required to do so by Biometric Registration Regulations, I confirm that I also apply for a biometric immigration document. If I am a single applicant under the age of 16, I understand that the Home Office may make enquiries about any responsible adult nominated to be present when my fingerprints and/or a photograph are taken.

If there is a material change in my circumstances or any new information relevant to my application becomes available before it is decided, I will inform the UK Border Agency.

I agree to co-operate with UK Border Agency officials, or any other officials charged by the Secretary of State for the Home Office, with conducting pre-issue and post-issue checks on compliance with points based system applications.

I agree to my sponsor or representative (where applicable) tracking my application with the UK Border Agency, or the UK Border Agency updating my sponsor or representative on the progress of my application including whether the application has been granted or refused.

I understand that if I knowingly submit any document or documents which are forged, fraudulent or not genuine, and the Secretary of State has sought to verify the documents using processes specified by her, and has been unable to verify conclusively that they are genuine, the application will be refused.

I understand that if the UK Border Agency has reasonable cause to believe that any document or documents I have submitted with this application are forged, fraudulent or not genuine, and the UK Border Agency has sought to verify the documents using processes specified by it but has not been able to verify them, no points will be awarded for these documents even if the UK Border Agency cannot prove that they are not genuine.

I am aware that the rules and regulations governing points based system applications may change in the future and do not assume that the requirements covering any future applications will be the same.

I understand that the UK Border Agency may make enquiries of the organisation (sponsor) named in this form in order to establish whether I meet the requirements of the Immigration Rules with regard to satisfactory education or employment. I agree to the organisation (sponsor) named in any of these sections disclosing details of my education or employment to the UK Border Agency on their own initiative if I cease to comply with the conditions for which I have been granted leave to remain in the United Kingdom.

N. 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.

N1. Have you helped a sponsor with an application to join the register of sponsors or a migrant to apply under the points based system before?

Yes - go to question N2

No - go to question N3

N2. Give your points based system reference number (if known):

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N3. Give the name of your organisation:

N4. Give a contact name within your organisation:

N5. Select the title of the contact person within your organisation:

Mr Mrs Miss Ms

If **Other**, what is the contact's title?

Rev Dr Other

N6. Give the postal address:

N7. Give the postcode:

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

N8. Give the telephone number:

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

N9. Give the email address:

N10. Is your organisation based in the United Kingdom? (Please see guidance)

Yes - go to **question N11**

No - go to **question N21**

N11. Are you regulated by the Office of the Immigration Service Commissioner (OISC)?

Yes - go to **question N12**

No - go to **question N13**

N12. Give your OISC registration number:

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

Now go to question N21

N13. Are you authorised to practice and regulated by a designated professional body or supervised by such a person?

Yes - go to **question N14**

No - go to **question N16**

N14. Select the relevant body from the following options:

- The Law Society
- The Law Society of Scotland
- The Law Society of Northern Ireland
- The General Council of the Bar of Northern Ireland
- The Institute of Legal Executives
- The General Council of the Bar
- The Faculty of Advocates

N15. Give the name of your supervisor (if applicable):

Go to question N21

N16. Are you:

- authorised by an European Economic Area body responsible for the regulation of the provision of legal advice in that European Economic Area state to provide immigration advice or services; or
- acting under the supervision of someone authorised by an European Economic Area body to provide immigration advice or services?

Yes - go to **question N17**

No - go to **question N19**

N17. Give the name of the registered or accredited European Economic Area body (if applicable):

N18. Give your supervisor’s name (if applicable):

N19. Are you under a category of person specified in an Order made by The Secretary of State under subsection 84(4)(d) of the Immigration and Asylum Act 1999?

Yes - go to **question N20**

No - see application form help text

N20. Please provide details:

N21. This section must be completed by all representatives who are dealing with this application on the applicant’s behalf. They must now read the declaration below and authorise as the representative or other person acting on the applicant’s behalf.

- I have been appointed by the applicant to make this application.
- I confirm that the applicant has completed and verified the application and the application is, to the best of my knowledge and belief, true and correct.
- Once the UK Border Agency has decided the application, I will give the applicant all correspondence from the UK Border Agency relating to the decision.
- I am permitted to give immigration advice and immigration services by Section 84 of the Immigration and Asylum Act 1999.
- I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to do an act which facilitates the commission of a breach of immigration law by an individual who is not a citizen of the European Union, knowing or having reasonable cause to believe that the act has this effect.

Name:

Signature:

Date:

D	D
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M	M
---	---

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

Name of representative organisation:

Position within organisation:

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SECTION 8 - SUMMARY SHEET

Fill in this part of the form to help us to make sure that we have received the applicant's 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 the applicant has sent with this application. This is a standard list, applicants 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.

Part A - Type of document	How many?
Passports, Identity Card for Foreign Nationals and/or travel documents	
Police registration certificates	
Marriage or civil partnership certificates	
Birth certificates	
Driving Licences	

Part B - Listed Items	How many?

Fill in the summary sheet below listing the points the applicant has claimed and the supporting evidence (documents) sent. Applicants must send the required evidence as specified in this application form and the Tier 4 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)
Possession of a Visa Letter (30 points)		
Maintenance (Funds) (10 points)		
Total		

Finally please ensure that your application is addressed correctly, as given on the front of this form.

THE FOLLOWING SECTION IS TO HELP YOU TO FILL IN THE FORM. YOU DO NOT HAVE TO SEND THIS SECTION IN WITH YOUR APPLICATION.

Introduction

This document provides information to help applicants complete the Tier 4 (General) Student application form.

For further information on Tier 4 (General) Student of the points based system policy please see the relevant paragraphs of the Immigration Rules and the Tier 4 (General) Student policy guidance notes.

These documents are available on the UK Border Agency website at 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?

This application form should only be completed by individuals who are already in the United Kingdom. Applicants should use the application form if they are:

- currently in the United Kingdom and wish to make an initial application under Tier 4 (General) Student;
- currently in the United Kingdom as a main applicant under Tier 4 (General) Student seeking to extend their leave for a further period within their existing category.

This application form should not be used by dependants of main applicants. A separate application form titled 'Points Based System - Dependants Application Form' is available for this purpose and can be found on the UK Border Agency website at www.ukba.homeoffice.gov.uk.

Submitting a valid application

The applicant 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;
- the applicant's current passport, Identity Card for Foreign Nationals (ICFN) 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 recent identical passport-size photographs of the applicant with his/her 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. 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 the application(s) is/are successful, the photographs provided will be reproduced in their Identity Card for foreign Nationals and those of any dependants included in the application.

Applicants who are required to register with the Police must also include their Police Registration Certificate with their application.

IDENTITY CARDS FOR FOREIGN NATIONALS

On 25 November 2008, identity cards were introduced for foreign nationals applying for permission to remain in the UK in certain categories.

Everyone applying in the UK under the Tier 4 categories must apply for an identity card. Over the next few years, identity cards will be extended to other immigration applications.

Further information about these measures, which are based on powers contained in the UK Borders Act 2007, can be found on our website.

What is the identity card?

The identity card for foreign nationals is a residence permit which holds a migrant's biographic details (name, date and place of birth) and biometric information, and shows his/her immigration status and entitlements while he/she remains in the UK.

It replaces the vignette (or sticker) and ink stamps previously placed in the passports of those granted permission to remain in the UK. If a migrant is issued with an identity card, he/she will receive a leaflet giving more information about it and explaining any obligations imposed on the cardholder.

What are biometric features?

Biometric features are unique physical characteristics that can be used to identify a person. In this case, they will be the migrant's facial image and ten fingerprints.

How are biometric features recorded?

An applicant who is required by law to apply for an identity card must attend an appointment at one of UK Border Agency's offices to have his/her biometric features taken.

The procedure (premium service applications)

If the applicant applies in person at one of our public enquiry offices, they will be required to have their biometric features recorded after signing an acknowledgement to confirm that he/she understands what he/she is required to do.

If the applicant is a single person under the age of 16, he/she must be accompanied by a responsible adult (see **Children under the age of 16** below).

The applicant will then be asked to place his/her fingers, followed by his/her thumbs, on a fingerprint scanner. If his/her hands are dirty, we will ask the applicant to clean them. Once his/her fingerprints have been recorded we will then take a photograph of his/her face.

The biometric features taken will then be recorded as part of the application and those of any children under 18 who are applying.

In some circumstances, the applicant may be required to attend an identity interview if we require further information to establish his/her identity.

The procedure (postal applications)

If the applicant applies by post, he/she will be sent a letter notifying him/her of the need to make an appointment for himself/herself and any children under 18 applying with him/her to have their biometric features recorded. When the applicant makes the appointment, he/she will be given a booking reference number (BRN) which he/she should enter in the BRN space in the letter about booking an appointment. If he/she has given us his/her e-mail address or mobile telephone number, we will confirm the appointment by e-mail (within 24 hours) or by text message (within 48 hours). But we will not send a letter confirming the appointment.

When attending the appointment, the applicant must bring his/her appointment notification letter with him/her. Please make sure that it has his/her booking reference number on it.

If the applicant is a single person under the age of 16, he/she must be accompanied by a responsible adult (see **Children under the age of 16** below).

The procedure at the applicant's appointment will be the same as that described above for someone making an application in person.

How and when will the applicant be notified of the outcome of his/her application for an extension of stay and for an identity card?

If the application is successful, the migrant will not be issued with a residence permit in his/her passport. Instead, he/she will be issued with an identity card for foreign nationals.

Applying in person

If the applicant is applying in person and his/her application is successful, he/she will be sent an identity card or cards for himself/herself and any children applying with him/her within 5 working days of his/her appointment. Identity cards cannot be issued on the day of the appointment.

Applying by post

If the migrant is applying by post and his/her application is successful, his/her passport(s) and other documents will be returned to him/her. He/she will then be sent an identity card or cards for himself/herself and any children applying with him/her under separate cover within 5 working days of the date of the decision(s) on his/her application(s).

Children under the age of 16

We cannot record the biometric features of children under the age of 16 unless they are accompanied by a responsible adult.

If the applicant is a single person under the age of 16, he/she must be accompanied by his/her parent, legal guardian or other responsible adult aged 18 or over.

That person must bring with him/her a letter confirming that he/she is authorised to take responsibility for the child for the purpose of the biometric features appointment.

At the appointment, the responsible adult will also be asked to provide an acceptable form of identity, such as a passport or driving licence, which will be checked against the details given on the application form.

What if the applicant fails to book an appointment as required?

If the applicant is notified by letter of the need to book an appointment and fails to do so within 15 working days from the date of the letter, he/she will receive a warning letter advising him/her that failure to book an appointment will result in his/her application being rejected as invalid. If that happens, the applicant will have to resubmit his/her application for it to be considered.

What if the applicant fails to attend the appointment?

If the applicant fails to attend a booked appointment, he/she will be given an opportunity to book another one within a limited period.

If the applicant fails to attend the new appointment or cancels it without a reasonable explanation, his/her application for an extension of stay is likely to be refused on the grounds of non-compliance with regulations made under the UK Borders Act 2007.

What if the applicant fails to comply with the recording process at the appointment?

If, when the applicant attends the appointment, he/she fails to co-operate fully with the biometric recording process, for example by attempting to obscure his/her fingerprints or other biometric features, he/she will be warned that his/her refusal to comply may result in his/her immigration application being refused on the grounds of non-compliance with regulations made under the UK Borders Act 2007.

What about any medical or physical conditions that may require the UK Border Agency to provide the applicant with special arrangements?

If the applicant and/or any dependants who are applying with him/her have a medical or physical condition which may require special arrangements to be made in order for his/her biometric features to be recorded, he/she must obtain a letter or other document giving the details of any such condition and enclose it with his/her application.

Appropriate documentary evidence would be a letter from a treating clinician, such as a practising doctor registered with the General Medical Council, giving details of the condition and/or special needs and explaining any arrangements that may be necessary.

Does the applicant need to make any special preparations before his/her biometric identifiers are recorded?

Before the applicant attends his/her appointment, we recommend that he/she checks his/her hands and fingers are clean.

If his/her hands are not clean, we may ask him/her to wash them before we scan his/her fingerprints.

We would advise the applicant not to have any colouring or similar substances (such as henna) on his/her hands, as this could prevent us from recording his/her fingerprints on the day of your appointment.

If that were to happen, the applicant would have to make a new appointment and that would delay the consideration of his/her application.

What if any identity card issued to the applicant or any dependants of his/hers was/is lost or stolen?

A migrant must report any lost or stolen identity card to the UKBA Card Management Service on 0300 123 2412. He/she must also report the loss or theft to the police and get a police report and crime reference number as soon as possible.

The migrant will need to provide the crime reference number and a police report (if he/she has one) when he/she applies for a replacement card on form ICFN(RC).

Claiming Points

When completing the application form, an applicant must clearly indicate the number of points he/she is claiming within each points scoring area, and detail how he/she meets the criteria for the award of these points.

We will only award points for the sections where the applicant has indicated that he/she wishes to claim them, and where the required supporting evidence has been supplied.

Supporting Evidence

It is the applicant's responsibility to provide the evidence to support any statements made in his/her application. The applicant must satisfy us that the requirements for the category under which he/she has applied have been met. We must be satisfied, by considering the evidence provided that the applicant meets the necessary criteria.

Applicants 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 and set out in detail in the Tier 4 (Child) Student policy guidance will be considered acceptable for the purposes of establishing that an applicant qualifies for the points claimed in any scoring area.

The applicant 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.

Any documentary evidence that the applicant provides should be original (unless otherwise stated).

Where a document is not in English or Welsh, the original must be accompanied by a fully certified translation by a professional translator. This translation must include details

of the translator's credentials and confirmation that it is an accurate translation of the original document. It must also be dated and include the original signature of the translator.

Question-Specific Help Text

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

B2 – B5 The applicant should provide full details of his/her name and title. If he/she has previously been known by any other name(s) he/she 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 the applicant's 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 the applicant submit documentation in support of his/her application that refers to him/her under a name(s) not given in this section, we will not consider that documentation.

B7 The applicant should indicate his/her gender. If the applicant has been the subject of Gender Reassignment and the application contains documents relating to previous identities, the applicant should provide a relevant Gender Recognition Certificate (GRC). The only exception to this is where the applicant has previously submitted his/her GRC with an earlier application. In such cases the applicant will therefore not be required to resubmit it.

An applicant should tick the gender as indicated on his/her GRC.

B10 The applicant should indicate his/her 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.

B11 All Home Office applications are given an individual reference number. This allows us to track and link past applications. The applicant should provide his/her full Home Office Reference number. This number can be found on any previous Home Office correspondence relating to the applicant. The applicant may have numerous Home Office reference numbers and should provide all such numbers.

B12 All work permit applicants are given individual worker reference numbers; this allows us to track and link past applications. The applicant should provide his/her full worker reference number. This number can be found on any previous Home Office correspondence relating to the applicant's work permit.

B13 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 an applicant does not have a National Insurance number in this format this question should be left blank.

B14 An applicant who has made previous applications under the points based system will have been given a points based system Migrant Reference number. This allows us to track and link past applications. The applicant should provide his/her full points based system Migrant Reference number. This number can be found on any previous correspondence relating to applications under the points based system.

B15 From November 2008 some non EEA nationals will be required to have a United Kingdom identity card. This card will contain a unique reference number which all applicants who have this card must provide.

C1-C5 The applicant should specify under which nationality he/she entered the United Kingdom. He/she should also provide details of any additional nationalities they currently hold or have previously held.

C6-C8 The applicant must provide details of all passports or travel documents, current or expired, that he/she has used to enter or remain in the United Kingdom, including:

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

Where the applicant needs more space than is available he/she should photocopy the relevant page of the application form, add in additional details and submit with his/her application.

Where the applicant holds, or has held, other nationalities he/she should provide the relevant passport or travel document for each nationality held and provide the above details.

The applicant must submit all of these passports/travel documents with the application. They should be original documents and not copies.

In certain circumstances certified photocopies will be accepted where the applicant does not have the original at that time. The applicant must provide details as to its location and state when they will provide it. The applicant must then ensure that the original document is submitted as soon as they 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.

For the application to be valid and complete the applicant's current passport or travel document must be provided unless it is not available for one of the reasons specified on the application form.

C9-C17 If the applicant's current grant of leave was issued on an identity card (ICFN) he/she must also provide the ICFN in order for the application to be valid, unless it is not available for one of the reasons specified on the application form.

D6 Ports include airports, seaports and St. Pancras International Station where the applicant has entered the United Kingdom by the Channel Tunnel.

D16 The applicant should confirm whether he/she has ever remained beyond the end of his/her period of leave in the UK. Where an applicant's leave had been extended by virtue of Section 3C of the 1971 Immigration Act, he/she will not be considered to have remained beyond the end of his/her 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 Directorates' Instructions).

D30 Where the applicant is not permitted to submit a new application he/she should not complete this application form. If an applicant in this position does complete this application form, it will be returned to him/her without having been considered.

If the applicant wishes to vary the grounds of the existing application he/she must refer to Chapter 1, section 5 of the Immigration Directorates' Instructions on our website <http://www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/IDs/idischapter1/section5/section5.pdf?view=Binary> and contact the UK Border Agency team processing the existing application.

D33 Where the applicant is not permitted to submit a new application, he/she should not proceed in completing this application form. If an applicant in this position does complete this application form, it will be returned to him/her without having been considered.

The applicant should contact the Asylum and Immigration Tribunal at www.ait.gov.uk.

F13 Any applicant under the age of 18 will require their parent(s)/legal guardian's consent to the arrangements for their travel to, reception and care in the United Kingdom, before entry clearance or leave to remain under Tier 4 can be granted.

G1-G3 The applicant should provide details about the organisation that is sponsoring the applicant in the United Kingdom. This is the approved education provider.

K37 If the amount of money provided by the official sponsor or Government sponsor is not equal to the full amount needed to meet the requirement for maintenance, the applicant should show that they have the balance of funds necessary using the evidence in the list given in this question.

N2 If the representative has previously submitted an application on behalf of a migrant or assisted with a sponsor application they should provide their PBS reference number.

N11 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.

N13-N15 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.

N16-N19 The representative should indicate whether he/she is registered with or authorised by an EEA body responsible for the regulation of the provision of legal advice in that EEA state; or employed or supervised by the person regulated as defined in Section 84(2) (c), (d) and (e) of the Immigration and Asylum Act 1999.

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 UK Border Agency 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 8 The applicant should complete the summary sheet before submitting his/her application. The applicant should ensure that he/she indicates the number of points he/she wishes to claim against each points scoring area and the total number of points claimed.

The applicant should also ensure that he/she lists all the supporting documentation he/she has submitted with his/her 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.