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

This form is for students who are already in the United Kingdom to apply to study under Tier 4 (General).

In accordance with paragraph 34 of the Immigration Rules, this form is specified for applications made on or after 4 July 2011.

Please check on the website at www.ukba.homeoffice.gov.uk that this is the current form for use on the date that you apply.

You are advised to read the help text and separate guidance notes that are available to help with this form. Please read them before making your application. If you do not already have them, you can download them from our website.

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
## A. Payment Details

There is a separate help text leaflet available with this form. Where a question in this form has information available in the help text leaflet it will be marked with (i)

**Please complete this form in block capitals and black ink**

### A0. Is your sponsor a Highly Trusted Sponsor?  

**YES** [ ]  **NO** [ ]

### A1. Tick the applicable fee (i):

The student is making a Tier 4 (General) student application by post  

- £386

The student is making a Tier 4 (General) student application at a Public Enquiry Office  

- £702

### A2. Address for correspondence in the UK (i):

<table>
<thead>
<tr>
<th>Line 1</th>
<th>Line 2</th>
<th>Line 3</th>
<th>Line 4</th>
<th>Postcode</th>
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</thead>
</table>

### A3. Contact name in the UK if different from that of the student (i):

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### A4. Student's Full Name (i):

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<th>Line 4</th>
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### A5. Student's date of birth (i):

<table>
<thead>
<tr>
<th>Day</th>
<th>Month</th>
<th>Year</th>
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</thead>
</table>

### A6. Please select the method of payment from the list below (i):

- United Kingdom postal order (payable to ‘Home Office’) - go to question A19
- Cheque/bankers draft (payable to ‘Home Office’) - go to question A7
- Visa/Mastcard/Amex - go to question A10
- Delta / Maestro - go to question A10

### A7. Account number

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<th>Line 1</th>
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### A8. Sort code

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### A9. Cheque number - go to question A19

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### A10. Name on card (i)

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### A11. Card number (the long number across the centre of the card)

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### A12. Valid from

<table>
<thead>
<tr>
<th>Day</th>
<th>Month</th>
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</table>

### A13. Expiry date

<table>
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<th>Day</th>
<th>Month</th>
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</table>

### A14. Issue number (where available)

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<th>Line 1</th>
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</table>

### A15. CVV security number (i)

(3 digit number or 4 digit number for Amex)

### A16. Amount (i) - please tick appropriate box  

- £386  [ ]  - £702  [ ]

### A17. Cardholder's signature (i)

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### A18. Date (DD/MM/YYYY)

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<tr>
<th>Day</th>
<th>Month</th>
<th>Year</th>
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</table>
A19. Please give full details of any dependant applications submitted with this form. Please photocopy this page if more space is required.

IMPORTANT – each dependant must also complete their own PBS Dependant application form (i).

Dependant 1 - First name

Last name

Date of birth

Dependant 2 - First name

Last name

Date of birth

Dependant 3 - First name

Last name

Date of birth

Dependant 4 - First name

Last name

Date of birth

Dependant 5 - First name

Last name

Date of birth

Dependant 6 - First name

Last name

Date of birth
There is a separate help text leaflet available with this form. Where a question in this form has information available in the help text leaflet it will be marked with (i)

B. Personal Details

The student must complete all questions in this part of the form that apply to him/her. Please note that this application will not be valid if it is not so completed.

Photographs

For your application to be valid, you must provide 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 this part of the form - and without allowing any staples, clips, pins or anything else to mark or damage the photographs. The photographs will be checked against the images taken when your biometric features are recorded.

B0. I am a low risk student and I am applying under the differentiation arrangements (please see paragraph 12 of the Tier 4 guidance for more information about this arrangement).

B1. Please tick to confirm that the student has enclosed the required photographs:

B2. Title - please select from the following list (i):

- Mr
- Mrs
- Miss
- Ms
- Rev
- Dr
- Other

If Other, what is the student's title?

B3. First name(s) or given name(s) as stated in the student’s passport:

B4. Last name(s) or family name(s) as stated in the student’s passport:

B5. If the student 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 (i):

<table>
<thead>
<tr>
<th>Name known by</th>
<th>Dates from and to</th>
<th>Evidence sent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Please photocopy this page if more space is needed.
B6. Date of birth:

D D M M Y Y Y Y

B7. Gender (i):

Male   Female

B8. Place of birth (as shown in the student's passport or identity document):

B9. Country of birth:

B10. Please select the student's marital status from the following list (i):

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

B11. If the student has made an application before and has previous Home Office reference number(s) please provide them (only if this applies to the student and if known) (i):

Reference number 1:
Reference number 2:

B12. If the student has a current or previous worker reference number(s) under the work permit arrangements please provide them (only if this applies to the student and if known) (i):

Reference number 1:
Reference number 2:

B13. United Kingdom National Insurance number (only if this applies to the student and if known) (i):

B14. Points Based System migrant reference number (only if this applies to the student and if known) (i):

B15. United Kingdom Biometric Residence Permit (BRP) number (only if this applies to the student and if known) (i):
B16. Full current address in the UK:

Postcode: 

B17. Telephone number: 

B18. Date student started living at this address: 

DD MM YYYY 

B19. Mobile telephone number (if applicable): 

B20. Work telephone number (only if the student is working): 

B21. Email address (if applicable): 

B22. Correspondence address (if different from above) (i): 

Postcode: 

B23. Correspondence contact telephone number (if available) 

B24. Correspondence email address (if applicable) 

B25. Has the student ever lived in Northern Ireland? 

Yes - go to annex for part B question AB1 

No - go to part C
C. Passport or travel documents and Biometric Residence Permits.

The student must complete all questions in this part of the form that apply to him/her. Please note that this application will not be valid if it is not so completed.

C1. Under what nationality did the student enter the United Kingdom? (i)

C2. Does the student currently have 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 student previously held any other nationalities?
   Yes [ ] - go to question C5
   No [ ] - go to question C6

C5. The student must complete all questions in this part of the form that apply to him/her. Please note that this application will not be valid if it is not so completed.

Previous nationality 1:

From: ___________________________ To: ___________________________
   DD MM YYYY YYYY DD MM YYYY YYYY

Previous nationality 2:

From: ___________________________ To: ___________________________
   DD MM YYYY YYYY DD MM YYYY YYYY

Previous nationality 3:

From: ___________________________ To: ___________________________
   DD MM YYYY YYYY DD MM YYYY YYYY

Please photocopy this page if additional space is needed and enclose the photocopy with this application form.
C6. Please give details of the student’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 student’s current passport/travel document must be provided unless it is not available for one of the reasons specified below (i).

| Current passport or travel document |  |  |  |  |  |
|------------------------------------|----|-----|-----|------------------------|
| Passport/Travel Document number    | Nationality | Issue date | Expiry date | Place of issue | Passport/Travel document enclosed |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

- □ Yes
- □ No

- □ Lost - go to question C7
- □ Stolen - go to question C8
- □ Expired - returned to national authorities go to question C7
- □ 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 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

- □ Yes
- □ No

- □ Lost - go to question C7
- □ Stolen - go to question C8
- □ Expired - returned to national authorities go to question C7
- □ Elsewhere in the UK Border Agency - go to question C7
- □ Other - go to question C7

Please photocopy this page if additional space is needed and enclose the photocopy with this application form.
C7. If any of the required passports are not enclosed then please explain why the student 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 crime reference number, the police station and the date reported to the police.

<table>
<thead>
<tr>
<th>Police report number</th>
<th>Crime reference number</th>
<th>Police station</th>
<th>Date reported to the Police</th>
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</thead>
<tbody>
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The student is also applying for a Biometric Identity Document (i) on this form.

C9. Has the student been issued with a Biometric Residence Permit?

Yes [ ] - go to annex for part C question AC1

No [ ] - go to part D

D. Immigration History

The student must complete section D. If it is not completed the application will be invalid and will be returned to the student.

D1. Did the student obtain entry clearance or a visa at the start of their current stay in the United Kingdom?

Yes [ ] - go to question D2

No [ ] - go to question D5

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

Country

Post (City)

D3. Please enter the reference number on the entry clearance or visa which can be found in the student's passport or travel document.
D4. What date was the entry clearance or visa valid from?

D D M M Y Y Y Y

D5. What date is the student’s current leave (or permission to stay) valid until?

D D M M Y Y Y Y

D6. Is the student’s current passport or travel document missing from this application?

Yes ☐ - go to annex for part D – question AD1  
No ☐ - go to question D7

D7. Is the student’s previous passport or travel document that he/she used to travel to the United Kingdom for their current period of leave missing from this application?

Yes ☐ - go to annex for part D – question AD1  
No ☐ - go to question D8

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

D8. What is the student’s current immigration status in the United Kingdom? (i)

☐ a Tier 4 (General) Student;
☐ a Tier 4 (Child) Student;
☐ a Tier 1 (Post-study Work) Migrant;
☐ a Tier 2 Migrant;
☐ a Participant in the International Graduates Scheme (or its predecessor, the Science and Engineering Graduates Scheme);
☐ a Participant in the Fresh Talent: Working in Scotland Scheme;
☐ a Postgraduate Doctor or Dentist;
☐ a Prospective Student;
☐ a Student;
☐ a Student Nurse;
☐ a Student Re-sitting an Examination;
☐ a Student Writing-Up a Thesis;
☐ a Student Union Sabbatical Officer; or
☐ a Work Permit Holder.
☐ Other (i)

D9. Will the student be getting official financial sponsorship, or has he/she previously had 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 annex for part D – question AD6  
No ☐ - go to question D10
D10. Has the student ever stayed in the United Kingdom beyond the end of his/her period of leave (i)?

Yes [ ] - go to question D11
No [ ] - go to question D12

D11. Give the reason(s) why the student has stayed beyond the end of his/her period of leave and the dates of the overstay:


D12. Has the student 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 D13
No [ ] - go to question D14

D13. Give the reason(s) why the student worked in the United Kingdom without immigration permission to do so and the dates this work was undertaken:


D14. Has the student ever illegally entered the United Kingdom?

Yes [ ] - go to question D15
No [ ] - go to question D16

D15. Give the details and dates when this happened:


D16. Has the student ever used deception when seeking leave to enter or leave to remain (i)?

Yes [ ] - go to question D17
No [ ] - go to question D18

D17. Give the details and dates when this happened:
D18. Has the student ever been removed or deported from the United Kingdom?

Yes [ ] - go to question D19
No [ ] - go to question D20

D19. Give the details and dates when this happened:


D20. Does the student currently have any other applications with us (on which he/she is awaiting a decision) OR an appeal with the Asylum and Immigration Tribunal (which is yet to be heard)?

Yes [ ] - go to annex for part D - question AD9 if you have an outstanding application.

No [ ] - go to part E

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

The student must complete section E. If it is not completed the application will be invalid and will be returned to the student.

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

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 student 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 student 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 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 student 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 student 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 student ever been involved, or suspected of involvement, in war crimes, crimes against humanity or genocide?

Yes [ ] No [ ]

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

Yes [ ] No [ ]

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

Yes [ ] No [ ]

E7. Has the student 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 student 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/ukpga_20010017_en_1 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.

Now go to part F
F – BIOMETRIC ENROLMENT (i)

The student must complete section F. If it is not complete the application will be invalid and will be returned to the student.

F1. Has the student used any name(s) other than the one given in part B of this application form in previous UK immigration applications made in the UK or abroad?

Yes ☐ - go to question F2
No ☐ - go to question F3

F2. What other name(s) did the student use?

Please state when the application(s) were made

Please give the British Diplomatic Post(s) involved if the application(s) was/were made abroad.

If more space is required please continue on a separate sheet and enclose it with this application form.

F3. Has the student had his/her fingerprints taken as part of a previous UK immigration application made in the UK or abroad?

Yes ☐ - go to question F4
No ☐ - go to part G

F4. Please state below when the fingerprints were taken

Please state below where they were taken, including the town or city and country.

Please give the British Diplomatic Post(s) involved if the application(s) was/were made abroad.

If more space is required please continue on a separate sheet and enclose it with this application form.
G. Other details
The student must complete all questions in this part of the form that apply to him/her. Please note that this application will not be valid if it is not so completed.

G1. Does the student have any dependants who are applying at the same time as the student?
Yes □ - go to annex for part G – question AG1
No □ - go to question G2

G2. Is the student 16 or 17 years old?
Yes □ - go to annex for part G – question AG2
No □ - go to part H

H. TIER 4 SPONSOR contact details
The student must complete all questions in this part of the form that apply to him/her. Please note that this application will not be valid if it is not so completed.

The Tier 4 sponsor is also called the education provider (i).

Please fill in the following details.

H1. Give the full name of the Tier 4 sponsor (i)

H2. Give the full address of the Tier 4 sponsor

Postcode

H3. Tier 4 Sponsor Licence Number

Now go to part J
J. Course Details

The student must complete all questions in this part of the form that apply to him/her. Please note that this application will not be valid if it is not so completed.

This information should be the same as given in the student’s Confirmation of Acceptance for Studies (CAS).

J1. Please give the title of the student’s course of study

J2. Please give the start and end dates of the student’s course of study

From: 

To: 

J3. Give the full address of the student’s primary site of study

Postcode

OR

Please tick if the address of student’s primary site of study is the same as the Tier 4 sponsor address given in Part H

Now go to part K
K. Attributes

The student must complete all questions in this part of the form that apply to him/her. Please note that this application will not be valid if it is not so completed.

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

K1. Please give the student’s Confirmation of Acceptance for Studies (CAS) number.

K2. Is the student:

- Studying - go to question K3
- Undertaking a post as a Sabbatical Officer - go to question K8
- Undertaking a foundation course as a Postgraduate Doctor or Dentist - go to question K9

K3. The student must send us the evidence we need to support his/her application. He/she must get this information from his/her Tier 4 sponsor.

The student must send us each of the original certificate(s) of qualification and/or original transcript(s) of results that have been used as the basis of the offer of the place as explained by their Tier 4 sponsor.

☐ Please tick to confirm that all of the qualification certificates and/or original transcripts of results that have been used as the basis of the offer of the place have been provided with the application.

☐ I am a low risk student and am not required to include this document with my application.

Or

If the student has been assessed by the Tier 4 sponsor by other means there is no need to submit evidence (i).

☐ Please tick to confirm that the student was assessed by the Tier 4 sponsor by other means.

English Language Course

K4. Is the student applying in order to study English as a foreign language only? (If unsure please consult the education provider.)

- Yes - go to question K5
- No - go to question K6
K5. If the student has been assessed by means of an academic/professional reference he/she must send us each original reference document used by their education provider as the basis of the offer of a place. Please tick to confirm what has been provided:

- The original reference
- A copy of the reference together with an original letter from the applicant’s Tier 4 sponsor confirming that it is a true copy
- Not applicable
- I am a low risk student and am not required to include this document with my application.

ATAS certificate

K6. Is the student required to obtain permission from the Academic Technology Approval Scheme (ATAS)?

- Yes - go to question K7
- No - go to part L

K7. Students should provide a copy of their Academic Technology Approval Scheme (ATAS) clearance certificate:

- Academic Technology Approval Scheme clearance certificate included

Now go to part L

Sabbatical Officer

K8. If the student will be a Sabbatical Officer we will use the information from their CAS as evidence, provided in K1.

Now go to part L

Postgraduate Doctor or Dentist

K9. If the student will be a Postgraduate Doctor or Dentist we will use the information from their CAS as evidence, provided in K1.

AND

The student must send us each of the original certificate(s) of qualification and/or original transcript(s) of results of their United Kingdom qualification in Medicine or Dentistry that are listed by their Tier 4 sponsor on their CAS.

- Please tick to confirm that all of the qualification certificates and/or original transcripts of results that have been used as the basis of the offer of the place have been provided with the application.
- I am a low risk student and am not required to include this document with my application.

Now go to part L
L. Maintenance (funds)

The student must complete all questions in this part of the form that apply to him/her. Please note that this application will not be valid if it is not so completed.

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

Before filling in this section of the form, the student should refer to the Immigration Rules http://www.ukba.homeoffice.gov.uk/policyandlaw/immigrationlaw/immigrationrules/part6a/ the help text leaflet available with the form and the Tier 4 of the point-based system – Policy Guidance http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance.pdf

L1. How much money does the student owe to the Tier 4 sponsor for his/her course of study as stated in his/her CAS? (i).

£

If no fees are owed please put £0.00.

The specified evidence for fees is the information from the CAS. We will use the evidence provided in section K for this.

L2. How much of this course fee has the student already paid

£

Or

For Study Abroad students only (i) - Paid to an overseas Higher Education Institution (Zero fee shown on the CAS).

Yes ☐ - go to next question  No ☐ - go to L4

L3. Please tick to confirm how the student can show these payments:

☐ - Available from the CAS record
☐ - An original paper receipt from the Tier 4 Sponsor.
☐ - I am a low risk student and am not required to include this document with my application.

L4. Is the student making an:

Initial application (i) ☐ - Go to question L5

Application for a further period of study but does not qualify for the reduced maintenance level (i) ☐ - Go to question L5

Application for a further period of study and qualifies for the reduced maintenance level (i) ☐ - Go to question L8
L5. The student’s primary site of study is in:
Inner London (i) □ - go to question L6
Outer London or anywhere else in the United Kingdom (i) □ - go to question L7

L6. The student must have £800 for each calendar month of their course up to a maximum of 9 months (i). Please state what this amount is:

£ □ □ □ □ □ □ □ □ □ - go to question L11

L7. The student must have £600 for each calendar month of their course up to a maximum of 9 months (i). Please state what this amount is:

£ □ □ □ □ □ □ □ □ □ - go to question L11

L8. The student’s primary site of study is in:
Inner London (i) □ - go to question L9
Outer London or anywhere else in the United Kingdom (i) □ - go to question L10

L9. The student must have £800 for each calendar month of their course up to a maximum of 2 months (i). Please state what this amount is:

£ □ □ □ □ □ □ □ □ □ - go to question L11

L10. The student must have £600 for each calendar month of their course up to a maximum of 2 months (i). Please state what this amount is:

£ □ □ □ □ □ □ □ □ □ - go to question L11

L11. Has the student paid any fees to their Tier 4 sponsor for accommodation?
Yes □ - go to question L12
No □ - go to question L14

L12. How much has the student paid to their Tier 4 sponsor for accommodation (i)?

£ □ □ □ □ □ □ □ □ □ - go to question L11

Or

For Study Abroad students only (i) - Paid to an overseas Higher Education Institution.
Yes □ - go to next question
No □ - go to L14
L13. Please tick to confirm how the student can show these payments:
- Available from the CAS record
- An original paper receipt from the Tier 4 sponsor.
- I am a low risk student and am not required to include this document with my application.

L14. Does the student receive support from a financial sponsor that meets the UK Border Agency definition of an official financial sponsor (i)?
Yes ☐ - go to question L15
No ☐ - go to question L17

L15. The student must supply confirmation in a letter from the official financial sponsor or Government. (i)
☐ Please tick to confirm that the document from the official financial sponsor has been provided
☐ I am a low risk student and am not required to include this document with my application.

L16. How much is the official financial sponsor or Government sponsor paying towards the student’s (i):

| Course fees: | £ |
| Maintenance: | £ |

L17. Will the student receive financial sponsorship (e.g. a scholarship or bursary) from their Tier 4 sponsor?
Yes ☐ - go to question L18
No ☐ - go to question L20

L18. The sponsor must give this information on the student’s CAS record.
☐ Please tick to confirm that the sponsor has agreed to show this on the CAS record

L19. How much is the Tier 4 sponsor paying towards the student’s:

| Course fees: | £ |
| Maintenance: | £ |

L20. Does the student have any fees and maintenance still owed?
Yes ☐ - go to question L21
No ☐ - go to question L22
L21. Please give a summary of how much money the student still needs to show for the rest of the fees and maintenance?

| Course fees: | £ |
| Maintenance: | £ |
| Total: | £ |

If no money is left to show please put £0.00

L22. Does the student have this money in their own name (i)?

Yes [ ] - go to question L24  No [ ] - go to question L23

L23 Please tick to confirm that the student has provided a letter from the parent [ ] and
Please tick to confirm that the student has provided one of the following pieces of evidence of the relationship:

- Birth certificate naming student and the parent(s)
- Certificate of adoption naming the student and the adoptive parent(s)
- Court document naming the student and the legal guardian(s)
- I am a low risk student and am not required to include this document with my application.

L24. Please tick to confirm the documents submitted as supporting evidence to show the student 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
- No money owed, no evidence needed
- I am a low risk student and am not required to include this document with my application.

M. Public Funds

The student must complete part M. If it is not completed the application will be invalid and will be returned to the student.

M1. Is the student receiving any public funds?

These are:
Attendance Allowance, Carer’s Allowance, Child Benefit, Child Tax Credit, Council Tax Benefit, Disability Living Allowance, Housing and Homelessness Assistance, Housing Benefit, Income-Based Jobseeker’s Allowance, Income Support, Severe Disablement Allowance, Social Fund Payment, State Pension Credit, Working Tax Credit, Income related Employment & Support Allowance

Yes [ ] - go to annex for question AM1  No [ ] - go to part N
From the applicant:

I understand that you will check whether the information and supporting documentation that I have supplied to the UK Border Agency (UKBA) from a bank or utility company is correct. ‘Correct’ means that documents are unaltered originals issued by the bank or utility company and that the information on them is correct and applies to me or the person named as a customer on the document.

I agree to the bank or utility company, without seeking any further consent from me, telling you whether the information or documentation I have supplied is correct or in what way (if any) it is not correct.

I agree to the bank’s or utility company’s disclosure to UKBA of any relevant personal data they hold on me for the above purposes. If I have not supplied correct information or supporting documentation to UKBA the bank or utility company may disclose my relevant correct personal data.

If the information or supporting documentation also contains personal data relating to a joint customer or customers of mine on the bank or utility company account, or relates to another person who is to provide financial support, I confirm that I have obtained the consent of those persons to the disclosure of their personal data to the extent reasonably necessary for the above purposes.

I understand that the information obtained may be used as part of the decision making process about my application and may, if necessary, be disclosed to a court.

[If I understand that providing information or documentation that is not correct will normally result in my application being refused and may lead to my prosecution for a criminal offence.]

SECTION N (a) - CONSENT FOR THE UK BORDER AGENCY TO REQUEST VERIFICATION CHECKS

Name and address of applicant

<table>
<thead>
<tr>
<th>Name and address of applicant</th>
<th>Postcode</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

If the account with the bank or utility company is in the joint names of the applicant and other people, each of those others should sign the following declaration:

The above-named person (‘the applicant’) has given the UK Border Agency (UKBA) documentation about his or her accounts with banks or utility companies (a ‘company’) so that UKBA can check that is correct. I am a joint customer with the applicant on some or all of those accounts. Information about the applicant may thus also reveal information about me.

I agree to the company giving UKBA relevant personal data it holds about me in relation to the account. This only covers data about me as joint customer with the applicant (and not about any other accounts I hold in my sole name) and limited to what is necessary to confirm that the documentation the applicant has supplied is correct. If that documentation is not correct, the company may give UKBA details of any inaccuracies / discrepancies in the information that the applicant has provided, and may also disclose to UKBA the correct information that they have on record about the account.

I agree that this information may be used as part of the decision making process about the application and may, if necessary, be disclosed to a court.

Name and address of joint customer

<table>
<thead>
<tr>
<th>Name and address of joint customer</th>
<th>Postcode</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
If the account with the bank or utility company relates to another person who is to provide the applicant with financial support, that person* should sign the following declaration:

I am a friend or relative whom the above-named person ('the applicant') has stated will provide financial support. The UK Border Agency (UKBA) is verifying this by checking the documentation which the applicant has supplied about my accounts with banks or utility companies (a 'company'). The company may thus reveal information about me to UKBA or to the applicant.

I agree to the company giving UKBA relevant personal data it holds about me in relation to my account. This is limited to what is necessary to confirm that the documentation the applicant has supplied is correct. If that documentation is not correct, the company may give UKBA details of any inaccuracies / discrepancies in the information that the applicant has provided, and may also disclose to UKBA the correct information that they have on record about the account.

I understand that this may involve the applicant obtaining further details about the account.

I agree that this information may be used as part of the decision making process about the application and may, if necessary, be disclosed to a court.

Name and address of third party

Signature

Date

Postcode

*If the account is a joint account, all customers should sign.
N. Student Declaration

The student must complete part N. If it is not complete the application will be invalid and will be returned to the student.

The student must sign below to show that he/she has read and understood the following declaration. It must be authorised by the student and not by a representative or other person acting on his/her behalf. If the student 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 by The Biometric Registration Regulations, I confirm that I am also applying for a biometric immigration document for myself and any dependants who are applying with me; this includes attending an appropriate place to have my biometrics recorded. If any dependant child under the age of 16 is applying with me, I understand that the Home Office may make enquiries about any responsible adult nominated by me to be present when their 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 representative (where applicable) tracking my application with the UK Border Agency, or the UK Border Agency updating my 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 him, 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.
I understand that my details may in certain circumstances be passed to fraud prevention agencies to prevent fraud and money laundering. I also understand that such agencies may provide the UK Border Agency with information about me. Further details explaining when information may be passed to or from fraud prevention agencies and how that information may be used can be obtained from the UK Border Agency website.

I agree to provide any information necessary to the organisation (sponsor) named in any of these sections, in order for that organisation (sponsor) to be able to comply with the conditions required of licensed sponsors, as stipulated by the UK Border Agency in the sponsorship guidance. I agree to the organisation (sponsor) named in any of these sections disclosing any details necessary in order for that organisation (sponsor) to comply with the conditions required of licensed sponsors, as stipulated by the UK Border Agency in the sponsorship guidance.

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 make, to a person acting in execution of any of these Acts, a statement or representation which I know to be false or do not believe to be true, or to obtain or seek to obtain leave to remain in the United Kingdom by means which include deception.

I understand that information I provide to the UK Border Agency will be treated in confidence but it may be disclosed to other law enforcement agencies, government departments, agencies, local authorities, foreign governments and other bodies for immigration or research purposes, for purposes as stated in The Biometric Registration Regulations, or to enable them to perform their functions.

The UK Border Agency may request information from other law enforcement agencies, Government departments or Agencies, local authorities, the Police, foreign governments and other bodies for immigration or research purposes to enable them to perform their functions.

If I have not been required to submit certain evidential documents with this application because I am a low risk student, I confirm that I have these documents and will provide them if requested to do so by the UK Border Agency. I understand that my application will be refused if I do not comply with the request made.

I confirm that the funds which I have shown in respect of maintenance are available to me, in the manner specified in the Immigration Rules, for use in living in the UK and will remain so available unless used to pay for living costs in the UK.

The UK Border Agency may use the information I provide for training and research purposes.

Name:

Signature

Date

D D M M Y Y Y Y
O. Representative’s Details and Declaration

O1. Are you a third party, such as a representative, dealing with the application on behalf of a student?

Yes □ - go to annex for part O for question AO1
No □ - go to summary sheet

Registered Tier 4 sponsors who are helping their own students to apply need not fill in this section. If you are unsure whether or not you need to fill in this section please check with the Office of the Immigration Services Commissioner (OISC) on their website http://www.oisc.gov.uk/how_to_become_an_immigration_adviser/do_i_need_to_apply/ministerial_exemptions

SUMMARY SHEET

Fill in this part of the form to help us to make sure that we have received the student’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 student has sent with this application. This is a standard list, students 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.

<table>
<thead>
<tr>
<th>Part A - Type of document</th>
<th>How many?</th>
<th>Part B - Listed Items</th>
<th>How many?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passports</td>
<td></td>
<td>2 photographs</td>
<td></td>
</tr>
<tr>
<td>Biometric Residence Permits and/ or travel documents</td>
<td></td>
<td>Letter of consent from parent/ guardian</td>
<td></td>
</tr>
<tr>
<td>Police registration certificates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marriage or civil partnership certificates</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Birth certificates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Driving Licences</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Fill in the summary sheet below listing the points the student has claimed and the supporting evidence (documents) sent. Students 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.

<table>
<thead>
<tr>
<th>Points Scoring Area</th>
<th>Points Claimed</th>
<th>Documents provided (please list)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possession of a Confirmation of Acceptance for Studies (CAS) (30 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance (Funds) (10 points)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Finally please ensure that your application is addressed correctly, as given on the front of this form.
AB1. Please give details of the student's previous addresses in Northern Ireland and the dates the student lived there:

Previous address 1:

<table>
<thead>
<tr>
<th>Postcode:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>DD MM YYYY</td>
</tr>
<tr>
<td>To:</td>
<td>DD MM YYYY</td>
</tr>
</tbody>
</table>

Previous address 2:

<table>
<thead>
<tr>
<th>Postcode:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>DD MM YYYY</td>
</tr>
<tr>
<td>To:</td>
<td>DD MM YYYY</td>
</tr>
</tbody>
</table>

If the student 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 student lived there, and enclose the photocopy with this application.

Now go to part C in the main section of the form
Annex for part C

AC1. Please give details of the student's Biometric Residence Permit. Please note for the application to be valid and complete the student's current Biometric Residence Permit must be provided, unless it is not available for one of the reasons specified on the application form (i).

<table>
<thead>
<tr>
<th>Current Biometric Residence Permit (BRP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRP Document number</td>
</tr>
<tr>
<td>---------------------</td>
</tr>
<tr>
<td>□ Yes</td>
</tr>
<tr>
<td>□ No</td>
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</tbody>
</table>

AC2. If the required BRP is not enclosed then please give details why the student is unable to provide it.
AC3. If the BRP was lost, please give date this was reported to The UK Border Agency Card Management Service

D D M M Y Y Y Y

AC4. If the BRP was stolen, please give the police report number, the crime reference number, the police station and the date reported to the police.

<table>
<thead>
<tr>
<th>Police report number</th>
<th>Crime reference number</th>
<th>Police station</th>
<th>Date reported to the Police</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

Now go to part D in the main section of the form

Annex for part D

AD1. How did the student enter the United Kingdom?

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

AD2. At which port (this includes airports) did the student enter the United Kingdom (i)?

AD3. Give details of the journey, including where the student travelled from, ticket booking or reference number, and transport operator.

<table>
<thead>
<tr>
<th>Details of journey</th>
<th>Ticket booking or reference number</th>
<th>Transport operator</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>

AD4. For what purpose did the student enter the United Kingdom?

AD5. When did the student arrive in the United Kingdom?

D D M M Y Y Y Y

Now go to part D in the main section of the form for question D8
AD6. Are there any restrictions imposed on the student's length of stay as a result of this official financial sponsorship (i)?

More information on these restrictions are in the Immigration Rules found on www.ukba.homeoffice.gov.uk/policyandlaw/immigrationlaw/immigrationrules/part6a/

No [ ] - go to question AD7  Yes [ ] - please explain what the restrictions are:

AD7. Is the student's current immigration status any of the following categories: student, postgraduate doctor, postgraduate dentist?

Yes [ ] - go to question AD8  No [ ] - go back to part D in the main section of the form for question D10

AD8. Please tick to confirm the student has included the following evidence:

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

Now go to part D in the main section of the form for question D10
AD9. Give details of the other application, including the date the application was submitted, what the application is for (the category), and the payment reference number:

AD10. Was this application submitted before the student's leave expired?

Yes □ - go to question AD11

No □ - go to question AD12

AD11. Has the date of the student's leave, as stated in his/her passport, now passed?

Yes □ - the student is not able to submit a further fresh application. However, they can, if they wish, vary the grounds of the existing application. (i)

No □ - go to question AD12

AD12. Does the student currently have an appeal with the Asylum and Immigration Tribunal which is yet to be heard?

Yes □ - go to question AD13

No □ - go to part E

AD13. 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):

AD14. Has the date of the student's leave, as stated in his/her passport, now passed?

Yes □ - the student is not able to submit a further fresh application. However, they can, if they wish, provide additional grounds to the outstanding appeal. (i)

No □ - go to part E

Now go to part E in the main section of the form
Annex for part G

AG1. Fill in the following details for any dependant(s) who are applying at the same time as the student.

<table>
<thead>
<tr>
<th>First name(s) or given name(s)</th>
<th>Last name(s) or family name(s)</th>
<th>Date of birth</th>
<th>Nationality, passport number and BRP (if applicable)</th>
<th>Relationship to main applicant</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Please ensure a separate application form is completed for each dependant. Please see the UK Border Agency website for further details.

Now go to part G in the main section of the form
AG2. Only for a student who is either 16 or 17 years old (i)
Please give details of the applicant’s parent(s)/legal guardian(s)

Parent/Legal Guardian 1

Select the title of the parent or legal guardian:

- Mr
- Mrs
- Miss
- Ms
- If Other, what is the parent or legal guardian’s title?

AG3. Please give the parent or legal guardian’s first name(s) or given name(s):

AG4. Please give the parent or legal guardian’s last name(s) or family name(s):

AG5. Please give the parent or legal guardian’s full contact address. If the parent or legal guardian is not in the United Kingdom please give their overseas address:

Postcode:

AG6. Please give details of the legal guardian’s relationship to the student:

Parent/Legal Guardian 2 (if applicable)

AG7. Select the title of the parent or legal guardian:

- Mr
- Mrs
- Miss
- Ms
- If Other, what is the parent or legal guardian’s title?

AG8. Please give the parent or legal guardian’s first name(s) or given name(s):

AG9. Please give the parent or legal guardian's last name(s) or family name(s):

AG10. Please give the parent or legal guardian's full contact address (if the parent or legal guardian is not in the UK please give their overseas address):

Postcode:

AG11. Please give details of the legal guardian's relationship to the student:

AG12. Please give the full address of where the student will be residing in the UK while studying, if different from their current address. If the address is not known please give the address of the Tier 4 sponsor (education provider).

Postcode:

OR

Please tick if the student's study address will be the same as the student's current address.

If this address is not known the student may give the address of the education provider.

AG13. The student must supply a letter of consent to the application from his/her parent/s or legal guardian (i)

Please tick to confirm that this document has been provided.

Now go to part H in the main section of the form.
Annex for part M

AM1. The public funds which are relevant for the purposes of the Immigration Rules are listed below. Tick the relevant box(es) to show which of these are being received.

- Attendance Allowance,
- Child Benefit,
- Council Tax Benefit,
- Housing and Homelessness Assistance,
- Social Fund Payment,
- Income-Based Jobseeker’s Allowance,
- Severe Disablement Allowance,
- State Pension Credit,
- Carer’s Allowance,
- Child Tax Credit,
- Disability Living Allowance,
- Income Related Employment & Support Allowance (ESA (IR)),
- Housing Benefit,
- Income Support,
- Working Tax Credit

AM2. If the student 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.

AM3. If the housing is provided by the student’s local council or housing authority or part of an agreement between the student’s employer and the housing authority, give details below and enclose evidence of this from the local housing authority.

AM4. Tick to confirm that you have sent:

- An original letter from the local housing authority

AM5. If the student thinks that he/she is eligible to claim public funds give details below and enclose evidence of this eligibility, if appropriate.

Now go to part N in the main section of the form
Annex for part O

AO1. 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 AO2  No  [ ] - go to question AO3

AO2. Give your points based system reference number (if known) (i):


AO3. Give the name of your organisation:


AO4. Give a contact name within your organisation:


AO5. 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  [ ]

AO6. Give the postal address:


Postcode:  

AO7. Give the telephone number:


AO8. Give the email address:


AO9. Is your organisation based in the United Kingdom? (Please see guidance)

Yes □ - go to question AO10

No □ - go to question AO20

AO10. Are you regulated by the Office of the Immigration Service Commissioner (OISC)?

Yes □ - go to question AO11

No □ - go to question AO12

AO11. Give your OISC registration number:


Now go to question AO20

AO12. Are you authorised to practise and regulated by a designated professional body or supervised by such a person?

Yes □ - go to question AO13

No □ - go to question AO15

AO13. Select the relevant body from the following options (i):

□ 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

AO14. Give the name of your supervisor (if applicable):


Go to question AO20
AO15. 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 AO16
No □ - go to question AO18

AO16. Give the name of the registered or accredited European Economic Area body (if applicable) (i):

AO17. Give your supervisor’s name (if applicable):

AO18. 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 AO19
No □ - see help text leaflet (i)

AO19. Please provide details:
AO20. This section must be completed by all representatives who are dealing with this application on the student’s behalf. They must now read the declaration below and authorise as the representative or other person acting on the student’s behalf.

| • I have been appointed by the student to make this application. |
| • I confirm that the student 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 student 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 | M | M | Y | Y | Y | Y |

**Name of representative organisation:**

|                                      |                                      |                                      |                                      |                                      |

**Position within organisation:**

|                                      |                                      |                                      |                                      |                                      |

**Now go to the summary sheet in the main section of the form**