



Home Office

**UK Border
Agency**

MCC

POINTS BASED SYSTEM: MIGRANT CHANGE OF CIRCUMSTANCES FORM

You can get more information from our website at www.ukba.homeoffice.gov.uk

This form must be posted to:

**UK Border Agency
Change of Circumstances Form
PO Box 3468
Sheffield
S3 8WA**

This form is
to be used for
applications made
on or after 31
March 2009

Contents

Personal Details..... 1

Type of change 3

Personal details 3

Criminal convictions 3

Contact details..... 4

Representative’s details 5

Dependant’s Details 5

Other changes 5

Declaration 6

Migrant change of circumstances form - Help Text 7

Who needs to complete this form? 7

What changes in circumstances does the UK Border Agency need to be informed of?..... 7

When not to use this form..... 7

Additional Guidance for Migrants who are in the United Kingdom as a Tier 4 (General) Student, a Tier 4 (Child) Student or as the Dependant of a Tier 4 migrant 7

Personal details 8

Criminal convictions..... 8

Contact details 8

Representative’s details..... 8

Dependants’ details 8

Other..... 9

TYPE OF CHANGE

10. Please indicate the type of change required:

Personal details

Representative's details

Criminal convictions

Dependants' details

Contact details

Other

PERSONAL DETAILS

11. Description of change

12. Date change becomes effective

D	D
---	---

M	M
---	---

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

CRIMINAL CONVICTIONS

13. 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)

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

15. Date of sentence/judgment

D	D
---	---

M	M
---	---

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

REPRESENTATIVE'S DETAILS

24. Description of change

25. Date change becomes effective

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

DEPENDANT'S DETAILS

26. Description of change

27. Date change becomes effective

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

OTHER CHANGES

28. Description of change

29. Date change becomes effective

D	D	M	M	Y	Y	Y	Y
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MIGRANT CHANGE OF CIRCUMSTANCES FORM - HELP TEXT

The applicant should complete the Points Based System Migrant Change of Circumstances form to notify the UK Border Agency of a change in his/her circumstances.

A separate form is available for changes to sponsors details; this form can be obtained on the UK Border Agency website at www.ukba.homeoffice.gov.uk

Who needs to complete this form?

This form can be completed by the migrant, his/her dependants or a representative.

What changes in circumstances does the UK Border Agency need to be informed of?

The applicant must inform the UK Border Agency of any changes to following for either himself/herself or his/her dependants:

- personal details;
- criminal convictions;
- contact details;
- representative details;
- dependants' details.

The applicant may also use this form to notify the UK Border Agency of any other information that he/she thinks that we should know.

When not to use this form

This form should not be used to notify the UK Border Agency of additional dependants (for example, children born in the United Kingdom). A separate application form is available for this purpose on the UK Border Agency website.

If the applicant believes that a mistake has been made relating to his/her personal details as shown on his/her UK Residence Permit or Identity Card for Foreign Nationals (ICFN) he/she should not complete this form. The applicant should return his/her passport and UK Residence Permit or ICFN to the address shown on the letter that accompanied his/her documents when they were returned. The

applicant should enclose full details of the mistake he/she believes has been made, and enclose any relevant evidence such as their original passport. If a mistake has been made, an amended UK Residence Permit or ICFN will be issued.

Additional Guidance for Migrants who are in the United Kingdom as a Tier 4 (General) Student, a Tier 4 (Child) Student or as the Dependant of a Tier 4 migrant

If the applicant is in the United Kingdom in one of the categories listed above and his/her current grant of leave was made by means of an Identity Card for Foreign Nationals (ICFN), he/she should not use this form to notify us of any of the following changes to his/her circumstances:

- change of name;
- change of date of birth;
- change of nationality;
- change of gender;
- change of appearance

In these circumstances, the applicant must make an application for a new ICFN, using the application form ICFN(RC). This can be obtained from the UK Border Agency website at: <http://www.ukba.homeoffice.gov.uk/studyingintheuk/applyingbeforemarch09/extending/idcardstudent/>

Applicants should also use the ICFN(RC) application form if they need to replace an ICFN that has been lost, damaged or stolen.

If the applicant's current grant of leave was made by means of ICFN and he/she wishes to notify the UK Border Agency of any changes to his/her circumstances not listed above, he/she may continue to do so, using this application form.

Personal details

Name change: Provide the current full name and title of the migrant. Evidence of the name change, such as a marriage certificate or deed poll, should be provided.

Nationality: If the applicant's nationality has changed since the last application, please clearly state his/her previous and current nationality. Evidence of this change, such as a new passport or certificate of nationality from the government of the country should be submitted.

Passport details: If a new passport has been issued, provide the passport number, place of issue, date of issue and the date of expiry of the new passport.

If the applicant has received a new passport following the loss or theft of the original document, enclose the crime reference number or report issued by the police when the loss or theft was reported.

Criminal convictions

The applicant should provide full details of the offence which he/she has been convicted of, the name of the court, date and place of sentencing and the sentence imposed.

Contact details

Address change: Provide the previous and the new address in full including the postcode.

Telephone number: State the full number including the area code.

Email address: State the amended email address.

Representative's details

Representative's details: The applicant should notify the UK Border Agency if he/she changes his/her representative. State the name, full address (including postcode) and telephone number of the new representative. Their Unique Reference Number, OISC reference number or details of their exemption should be included.

If the representative is completing the form he/she should confirm in this section that he/she holds a letter of authorisation from the migrant confirming the representative is acting on his/her behalf. He/she must enclose the original letter with this form.

Dependants' details

Dependants who cease to be dependant on the main applicant for any reason will generally no longer be eligible for further leave to remain in the United Kingdom as a dependant. Any current leave the dependant holds may be curtailed due to the change in circumstances. The dependant must therefore either leave the United Kingdom or take steps to regularise his/her stay in the United Kingdom by applying for leave under a different immigration category. Further information on the different types of leave that may be available can be found at www.ukba.homeoffice.gov.uk.

Relationship breakdowns

- If the migrant's relationship with his/her dependant partner has permanently broken down he/she should provide details of the date that they ceased living together and, if possible, the address that his/her partner is now living at.
- If the dependant of a migrant under the Points Based System, is completing this form, and their relationship has permanently broken down, he/she should give the date that he/she stopped living with his/her partner and his/her new address.

Children

- If a child travelled to the United Kingdom as the applicant's dependant and is no longer living with the applicant permanently, then he/she should inform the UK Border Agency as soon as possible. The applicant should include the new address of the dependant if possible.
- If the dependant child of a migrant is completing this form, but he/she is no longer living with that person permanently, then he/she should provide his/her new address details and the reason for leaving (for example, to start University, to live with another person or to get married). The

dependant should indicate whether he/she has made an application for an alternative category of leave or whether he/she intends to leave the United Kingdom (please give details).

Other

The applicant may also use this form to notify the UK Border Agency of any other information that he/she thinks that we should know.