



Home Office

**UK Border
Agency**

**TIER 1
(GENERAL)**
version 10/09

APPLICATION FOR AN INITIAL GRANT OF LEAVE (SWITCHING) OR AN EXTENSION OF LEAVE UNDER TIER 1 (GENERAL) MAIN APPLICANT

THIS FORM SHOULD ALSO BE USED TO APPLY FOR RE-INSTATEMENT AS A
HIGHLY SKILLED MIGRANT UNDER THE TERMS OF PARAGRAPH 34-42 OF
THE HSMP FORUM LTD. JUDICIAL REVIEW: POLICY DOCUMENT

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

Please note that changes to the Immigration Rules mean that successful
applicants in this category may not be permitted to work in the United Kingdom
as a doctor in training. Please refer to the UK Border Agency website at
www.ukba.homeoffice.gov.uk for further information.

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/

Please post or courier your application to:

Postal address:

UK Border Agency
Tier 1
PO Box 496
Durham
DH99 1WQ

Courier address:

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

This form is
to be used for
applications
made on or after
1 October 2009

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TIER 1 (GENERAL) APPLICATION - PAYMENT GUIDANCE NOTES

The applicable fee

For an application made on this form as a Tier 1 Migrant there is a fee of **£820** for applications made by post or courier, or **£1020** for applications made in person at our Public Enquiry Offices, unless the applicant meets the criteria given below to be considered at a reduced rate or free of charge.

Reduced fee for main applicants of certain nationalities

Nationals of countries that have ratified the 1961 Council of Europe Social Charter pay a reduced fee of **£750** for applications made by post or courier, or **£920** for applications made in person at our Public Enquiry Offices. This reduction is currently applicable to main applicant nationals of Croatia, the Former Yugoslav Republic of Macedonia and Turkey only.

Reduced fee where applicant has a valid hsmg approval letter: applicable transitional arrangements

Where a Tier 1 (General) applicant has a valid HSMP approval letter, but has yet to obtain the associated leave to remain, the fee payable is **£400** for applications made by post or courier, or **£600** for applications made in person at our Public Enquiry Offices. The reduced fee recognises that these applicants have already paid for their application for a HSMP approval letter. Please see "Transitional Arrangements for Applicants in the United Kingdom with a valid HSMP Approval Letter" section of the Tier 1 (General) Policy Guidance for further information on this policy.

Exemptions to the fee for main applicants only where the transitional arrangements for holders of a valid hsmg approval letter apply (see previous paragraph)

Nationals of countries that have ratified the 1961 Council of Europe Charter or the 1996 European Social Charter (revised) are exempt from payment of the fee, but only where the transitional arrangements relating to the holders of a valid HSMP approval letter apply (as set out in the previous paragraph). Therefore, individuals making such an application who are from Albania, Andorra, Armenia, Azerbaijan, Croatia, Georgia, Former Yugoslav Republic of Macedonia, Moldova, Turkey and Ukraine are exempt from the charge.

Dependants

Each dependant must complete a separate PBS (Dependant) form. Any dependant applications that are submitted at the same time as the main applicant's form will incur a fee of **£50** per dependant unless it is for a child aged 18 years or over. However, this fee will not be applicable where the main applicant is fully exempt from payment (as set out above).

Dependants' applications that are submitted at a later date and/or applications for dependent children who are aged 18 years or over will incur a charge and will not be considered without payment of the specified fee, currently **£465** for applications made by post or courier and **£665** for applications made in person at our Public Enquiry Offices.

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 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 each 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-A5 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

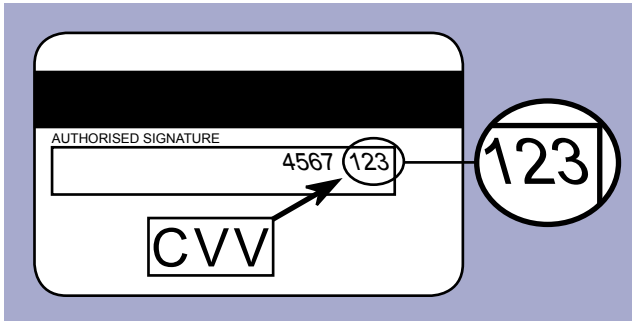
A12-A14 Enter the details where available on the card

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 circle 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.

A19 List all the dependants' applications you are enclosing with your application.

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 the website of the UK Border Agency (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

B5. Date of birth:

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

B6. Gender:

Male Female

B7. Place of birth (city/town/province/state):

B8. Country of birth:

B9. 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"/>

B10. Home Office reference number(s) (if known):

Reference number 1:

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

Reference number 2:

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

B11. Give details of any current or previous worker reference number(s) under work permit arrangements (if applicable):

Reference number 1:

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

Reference number 2:

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

B12. United Kingdom National Insurance number (if known):

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

B13. Points Based System migrant reference number (if known):

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

B14. United Kingdom ID card number (if applicable):

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

TIER 1 (GENERAL) APPLICATION FORM - SECTION 2

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 1						
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

C9. 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 enclosed?	If not enclosed then location of ICFN document
					<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

C10. If the ICFN is not enclosed then please give details why the applicant is unable to provide it.

--

C11. 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
---	---	---	---	---	---	---	---

C12. 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

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's current immigration status any of the following categories: student, student nurse, student re-sitting an examination, student writing up a thesis, post-graduate doctor, post-graduate dentist?

Yes - go to question D13 No - go to question D15

D13. Is the applicant getting sponsorship, or has he/she got sponsorship, that has ended within the last 12 months for his/her studies in the United Kingdom, from the British Government, any other government, or an international scholarship agency?

Yes - go to question D14 No - go to question D15

D14. Please tick to confirm the following evidence has been supplied:

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

D15. When does the applicant's current leave expire?

D	D
---	---

M	M
---	---

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

D16. Has the applicant ever stayed in the United Kingdom beyond the end of his/her period of leave?

Yes - go to question D17

No - go to question D18

D17. Give the reason(s) why the applicant has stayed beyond the end of his/her period of leave and the dates of the overstay:

--

D18. 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 D19

No - go to question D20

D19. 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:

--

D20. Has the applicant ever illegally entered the United Kingdom?

Yes - go to question D21

No - go to question D22

D21. Give the details and dates when this happened:

--

D22. Has the applicant ever used deception when seeking leave to enter or leave to remain?

Yes - go to question D23 No - go to question D24

D23. Give the details and dates when this happened:

D24. Has the applicant ever been removed or deported from the United Kingdom?

Yes - go to question D25 No - go to question D26

D25. Give the details and dates when this happened:

D26. Does the applicant currently have any other applications with us on which he/she is awaiting a decision?

Yes - go to question D27 No - go to question D30

D27. Give details of the application, including the date the application was submitted, what the application is for (the category), and the payment reference number:

D28. Was this application submitted before the applicant's leave expired?

Yes - go to question D29 No - go to question D30

D29. 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 D30

D30. Does the applicant currently have an appeal with the Asylum and Immigration Tribunal which is yet to be heard?

Yes - go to question D31

No - go to Part E

D31. 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):

D32. 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

TIER 1 (GENERAL) APPLICATION FORM - SECTION 2

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.

F. Dependant Details

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

First name(s)	Last name(s)	Date of birth	Nationality, passport number and Identity Card for Foreign Nationals (ICFN) (if applicable)	Relationship to main applicant

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

SECTION 3 - TIER 1 (GENERAL) DETAILS

A) Is the applicant making an application for:

An initial grant of leave to remain (switching) under Tier 1 (General) - go to question B)

An extension of leave within Tier 1 (General) - go to question C)

(This includes any in-country applicant whose last grant of leave was made under Tier 1 (General) or under one of the following categories: the Highly Skilled Migrant Programme (HSMP); the Self-Employed Lawyers Concession; the Writers, Composers and Artists provisions of the Immigration Rules.)

B) Does the applicant currently hold a valid HSMP approval letter, issued within the last six months, which has not been used to obtain entry clearance or leave to remain?

Yes - go to Section W

No - go to Section 3A

C) Is the applicant currently in the United Kingdom under:

Tier 1 (General) or the Self-Employed Lawyers Concession or the Writers, Composers and Artists provisions of the Immigration Rules - go to Section 3B

The Highly Skilled Migrant Programme - go to Section 3C

Section 3A begins on the following page

Section 3B begins on page 39

Section 3C begins on page 47

H2. Please tick to confirm the document(s) the applicant has included as supporting evidence of the qualification for which they are claiming points (the applicant should refer to the Tier 1 (General) Policy guidance to establish the circumstances in which documents other than the original certificate of award will be accepted).

a) Original Certificate of Award and a letter from the institution confirming the date of enrolment

or

b) Original academic reference from the awarding body and an original academic transcript

If you have indicated that you have provided the documents detailed in (b), please provide reasons for being unable to submit your original MBA certificate in the box below:

Please go to Section V

J. Age Assessment

Before filling in this section of the form, the applicant should refer to the Immigration Rules and the Tier 1 (General) of the points based system Policy Guidance

J1. Please tick the relevant box to confirm the points claimed by the applicant on the basis of his/her age

Under 28 years of age	<input type="checkbox"/>	20 points
28 or 29 years of age	<input type="checkbox"/>	10 points
30 or 31 years of age	<input type="checkbox"/>	5 points

J2. Please tick the box below to indicate what evidence has been supplied

Current passport or travel document

If the applicant has confirmed at question C6 that he/she has not been able to provide his/her current passport or travel document he/she should provide one of the following documents

Current national identity document	<input type="checkbox"/>
Valid United Kingdom driving licence	<input type="checkbox"/>

K3. Please indicate the points being claimed for the applicant's qualification including equivalent professional/vocational qualifications:

PhD 50 points

Masters degree 35 points

K4. Please tick to confirm the documents that the applicant has sent as supporting evidence of the qualification for which he/she is claiming points. (The applicant should refer to the Tier 1 (General) Policy guidance to establish the circumstances in which documents other than the original certificate of award will be accepted.)

Original certificate of award

Original academic reference from awarding body and Original academic transcript

Original academic reference alone

L. Previous Earnings Assessment

Before filling in this section of the form, the applicant should refer to the Immigration Rules and the Tier 1 (General) of the points based system Policy Guidance

Period(s) of earnings claimed

L1. The applicant should indicate whether:

He/She is claiming points for a single, consecutive 12 month period from the 15 months immediately before this application - please go to question L4

He/She has taken a period of maternity or adoption-related absence from the workplace which is either still ongoing or ended within the 12 months immediately before to this application - please go to question L2

Applicants claiming periods for maternity or adoption leave

L2. Please give the start and end dates of the period of maternity or adoption-related absence that the applicant wishes to be excluded from the period of previous earnings being claimed (if the applicant is still absent from the workplace due to maternity or adoption-related leave, the end date should be left blank).

Start	D	D	M	M	Y	Y	Y	Y
End	D	D	M	M	Y	Y	Y	Y

L3. Please tick the relevant boxes below to confirm the documents being sent with the application as evidence of this period of maternity or adoption-related absence from the workplace:

- Child's birth certificate or Certificate of Adoption, as appropriate (this should be provided wherever one has been issued)
- Letter from employer confirming dates of maternity or adoption leave
- Payslips or other payment/remittance advices covering the period of maternity or adoption-related absence including details of any statutory maternity/adoption payments to which the applicant may have been eligible
- Other alternative evidence of maternity or adoption leave

If the "alternative evidence" box has been ticked, please provide a full explanation of why the specified documents cannot be provided, and details of the alternative documentation being supplied.

Details of earnings claimed

Earnings table

L4. Please give start and end dates of the period(s) for which the applicant is claiming previous earnings:

Start	D	D	M	M	Y	Y	Y	Y	End	D	D	M	M	Y	Y	Y	Y
Start	D	D	M	M	Y	Y	Y	Y	End	D	D	M	M	Y	Y	Y	Y
Start	D	D	M	M	Y	Y	Y	Y	End	D	D	M	M	Y	Y	Y	Y
Start	D	D	M	M	Y	Y	Y	Y	End	D	D	M	M	Y	Y	Y	Y

TIER 1 (GENERAL) APPLICATION FORM - SECTION 3A

L5. The applicant should complete the following table giving details of previous earnings being claimed. If earnings originated from more than one source, each source should be entered separately.

Source of earnings (include details of employer; name of business etc and start/end dates for this source of earning)	Country of earnings (this is the country where the work was physically carried out)	Currency in which earnings were paid	Earnings claimed (in original currency)	Exchange rate applied	Earnings in pounds sterling	Evidence of earnings provided
					£	
					£	
					£	

Please photocopy this page if additional space is required.

Section L continues on the following page

L6. The applicant should input his/her earnings into the Tier 1 (General) points based calculator and provide his/her total earnings claimed in pounds sterling.

£

L7. Please confirm points being claimed for total earnings

£40,000+	<input type="checkbox"/>	45 points	£23,000 - £25,999	<input type="checkbox"/>	20 points
£35,000 - £39,999	<input type="checkbox"/>	40 points	£20,000 - £22,999	<input type="checkbox"/>	15 points
£32,000 - £34,999	<input type="checkbox"/>	35 points			
£29,000 - £31,999	<input type="checkbox"/>	30 points			
£26,000 - £28,999	<input type="checkbox"/>	25 points			

Supporting Evidence for Previous Earnings Claimed

The applicant should be aware that at least **two types** of documentation for each source of earnings must be provided. If earnings from any one source have been paid in more than one way (for example, payment for a period of employment by means of a monthly salary and a dividend), two types of documentation must be provided in respect of **each part** of the payment claimed. The supporting evidence must be from separate sources and must corroborate with one another to clearly support the earnings claimed.

L8. Please tick the relevant boxes to confirm all documents being sent as evidence of previous earnings claimed:

Payslips	<input type="checkbox"/>	Dividend vouchers	<input type="checkbox"/>
Personal bank statements showing the payments made to the applicant	<input type="checkbox"/>	Invoice explanations/payment summaries from the applicant's managing agent/accountant	<input type="checkbox"/>
Letter from the applicant's (previous) employer(s) (or, in the case of winnings, the relevant awarding body) confirming that he/she has received the exact amount he/she is claiming	<input type="checkbox"/>	Company/business accounts which clearly show the net profit of the company	<input type="checkbox"/>
Official tax document generated by the tax authority or the applicant's employer, showing earnings upon which tax has been paid / is to be paid in a tax year (eg. P60 in the United Kingdom)	<input type="checkbox"/>	Letter from the applicant's managing agent/accountant confirming that he/she received the exact amount that he/she is claiming, or the net profit to which he/she is entitled	<input type="checkbox"/>

L9. Please provide full contact details that will allow each of the documents provided to be verified if necessary. Please also provide here any additional information or explanation of the documentation sent, that will assist us in our consideration of the earnings being claimed. If more space is required, please provide the required information in a covering letter.

M. UK Experience Assessment

Before filling in this section of the form, the applicant should refer to the Immigration Rules and the Tier 1 (General) of the points based system Policy Guidance

M1. The applicant should confirm whether he/she wishes to claim points for his/her UK experience:

Yes go to question M2
No go to Section V

M2. The applicant should indicate the route under which he/she is claiming points in this section:

Previous UK experience - Earnings 5 points - go to Section V

Previous UK experience - Study 5 points - go to question M3

M3. The applicant should confirm that he/she has sent the required evidence of his/her UK study:

Original letter from the educational/academic institution at which the applicant studied

Letter from UK Professional Body confirming degree-level qualification (required only if the applicant is relying upon a professional/vocational qualification for points in this area and his/her qualification is not on the points based calculator)

Please go to Section V

SECTION 3B - EXTENSION APPLICATIONS WITHIN TIER 1 (GENERAL) - POINTS SCORING ASSESSMENT

Attributes

N. Age Assessment

Before filling in this section of the form, the applicant should refer to the Immigration Rules and the Tier 1 (General) of the points based system Policy Guidance

N1. Please tick the relevant box to confirm the points claimed by the applicant on the basis of his/her age:

- | | | |
|-----------------------|--------------------------|-----------|
| Under 31 years of age | <input type="checkbox"/> | 20 points |
| 31 or 32 years of age | <input type="checkbox"/> | 10 points |
| 33 or 34 years of age | <input type="checkbox"/> | 5 points |

N2. Please tick the relevant box below to indicate what evidence has been sent

Current passport or travel document

If the applicant has confirmed at question C6 that he/she has not been able to provide his/her current passport or travel document he/she should provide one of the following documents

Current national identity document

Valid United Kingdom driving licence

O2. Please indicate the applicant's method of verifying his/her qualification:

Qualification recognised on the points based calculator

Qualification not on the points based calculator, but a UK NARIC letter and/or certificate is enclosed

Qualification not on the points based calculator, but a UK NARIC letter and/or certificate was provided with the applicant's initial Tier 1 (General) application.

Qualification not on the points based calculator, but a letter stating the UK academic equivalence from the relevant United Kingdom professional body is enclosed

Qualification not on the points based calculator, but a letter stating the UK academic equivalence from the relevant United Kingdom professional body was provided with the applicant's initial Tier 1 (General) application.

O3. Please indicate the points being claimed for the applicant's qualification including equivalent professional/vocational qualifications:

PhD	<input type="checkbox"/>	50 points
Masters degree	<input type="checkbox"/>	35 points
Bachelors degree	<input type="checkbox"/>	30 points

O4. Please tick to confirm the documents that the applicant has sent as supporting evidence of the qualification for which he/she is claiming points. (The applicant should refer to the Tier 1 (General) Policy guidance to establish the circumstances in which documents other than the original certificates of award will be accepted.)

Original certificate of award

Original academic reference from awarding body and Original academic transcript

Original academic reference alone

Evidence previously provided with the applicant's initial Tier 1 (General) application

P. Previous Earnings Assessment

Before filling in this section of the form, the applicant should refer to the Immigration Rules and the Tier 1 (General) of the points based system Policy Guidance

The applicant must claim points for his/her previous earnings in order to meet the 75 point pass mark required under the Attributes section of the application.

Period(s) of earnings claimed

P1. Applicants can claim points for previous earnings for any single, consecutive 12 month period from the 15 months immediately before this application. The only exception to this is where the applicant has taken a period of maternity or adoption-related absence.

The applicant should indicate whether:

He/She is claiming points for a single, consecutive 12 month period from the 15 months immediately before the date of the application - please go to question P4

He/She has taken a period of maternity or adoption-related absence from the workplace which is either still ongoing or ended within the 12 months immediately before this application - please go to question P2

Applicants claiming periods for maternity or adoption leave

P2. Please give the start and end dates of the period of maternity or adoption-related absence that the applicant wishes to be excluded from the period of previous earnings being claimed (if the applicant is still absent from the workplace due to maternity or adoption-related leave, the end-date should be left blank)

Start

D	D
---	---

M	M
---	---

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

End

D	D
---	---

M	M
---	---

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

Section P continues on the following page

P3. Please tick the relevant box(es) below to confirm the documents being sent with the application as evidence of this period of maternity or adoption-related absence from the workplace:

Child’s Birth Certificate or Certificate of Adoption, as appropriate (this should be provided wherever one has been issued).

Letter from employer confirming dates of maternity or adoption leave

Payslips or other payment/remittance advices covering the period of maternity- or adoption-related absence including detail of any statutory maternity/adoption payments to which the applicant may have been eligible

Other alternative evidence of maternity or adoption leave

If the “alternative evidence” provided box has been ticked, please provide a full explanation of why the specified documents cannot be provided, and details of the alternative documentation being sent.

Details of earnings claimed

Earnings table

P4. Please give start and end dates of the period(s) for which the applicant is claiming previous earnings:

Start End

Start End

Start End

Start End

Section P continues on the following page

TIER 1 (GENERAL) APPLICATION FORM - SECTION 3B

P5. The applicant should complete the following table giving details of previous earnings being claimed. If earnings originated from more than one source, each source should be entered separately.

Source of earnings (include details of employer; name of business etc and start/end dates for this source of earning)	Country of earnings	Currency in which earnings were paid	Earnings claimed (in original currency)	Exchange rate applied	Earnings in pounds sterling	Evidence of earnings provided
					£	
					£	
					£	

Please photocopy this page if additional space is required.

P6. The applicant should input his/her earnings into the Tier 1 (General) points based calculator and provide his/her total earnings claimed in pounds sterling.

£

P7. Please confirm points being claimed for total earnings

£40,000+	<input type="checkbox"/>	45 points	£23,000 - £25,999	<input type="checkbox"/>	20 points
£35,000 - £39,999	<input type="checkbox"/>	40 points	£20,000 - £22,999	<input type="checkbox"/>	15 points
£32,000 - £34,999	<input type="checkbox"/>	35 points	£18,000 - £19,999	<input type="checkbox"/>	10 points
£29,000 - £31,999	<input type="checkbox"/>	30 points	£16,000 - £17,999	<input type="checkbox"/>	5 points
£26,000 - £28,999	<input type="checkbox"/>	25 points			

Supporting Evidence for Previous Earnings Claimed

The applicant should be aware that at least two types of documentation for each source of earnings must be provided. If earnings from any one source have been paid in more than one way (for example, payment for a period of employment by means of a monthly salary and a dividend), two types of documentation must be provided in respect of each part of the payment claimed. The supporting evidence must be from separate sources and must corroborate with one another to clearly support the earnings claimed.

P8. Please tick the relevant boxes to confirm all documents being sent as evidence of previous earnings claimed:

- | | | | |
|--|--------------------------|---|--------------------------|
| Payslips | <input type="checkbox"/> | Dividend vouchers | <input type="checkbox"/> |
| Personal bank statements showing the payments made to the applicant | <input type="checkbox"/> | Invoice explanations/payment summaries from the applicant's managing agent/accountant | <input type="checkbox"/> |
| Letter from the applicant's (previous) employer(s) (or, in the case of winnings, the relevant awarding body) confirming that he/she has received the exact amount he/she is claiming | <input type="checkbox"/> | Company/business accounts which clearly show the net profit of the company | <input type="checkbox"/> |
| Official tax document generated by the tax authority or the applicant's employer, showing earnings upon which tax has been paid / is to be paid in a tax year (eg. P60 in the United Kingdom) | <input type="checkbox"/> | Letter from the applicant's managing agent/accountant confirming that he/she received the exact amount that he/she is claiming, or the net profit to which he/she is entitled | <input type="checkbox"/> |

P9. Please provide full contact details that will allow each of the documents provided to be verified if necessary. Please also provide here any additional information or explanation of the documentation sent, that will assist us in our consideration of the earnings being claimed. If more space is required, please provide the required information in a covering letter.

Q. UK Experience Assessment

Before filling in this section of the form, the applicant should refer to the Immigration Rules and the Tier 1 (General) of the points based system Policy Guidance

Q1. The applicant should confirm whether he/she wishes to claim point for his/her UK experience:

Yes 5 points - go to Section V

No go to Section V

TIER 1 (GENERAL) APPLICATION FORM - SECTION 3C

S4. Please tick to confirm the documents that the applicant has sent as supporting evidence of the qualification for which he/she is claiming points. (The applicant should refer to the Tier 1 (General) Policy guidance to establish the circumstances in which documents other than the original certificates of award will be accepted.)

Original certificate of award

Original academic reference from awarding body and Original academic transcript

Original academic reference alone

Evidence previously provided with the applicant's initial HSMP application

T. Previous Earnings Assessment

Before filling in this section of the form, the applicant should refer to the Immigration Rules and the Tier 1 (General) of the points based system Policy Guidance

The applicant must claim points for his/her previous earnings in order to meet the 75 point pass mark required under the Attributes section of the application.

Period(s) of earning claimed

T1. Applicants can claim points for previous earnings for any single, consecutive 12 month period from the 15 months immediately before this application. The only exception to this is where the applicant has taken a period of maternity or adoption-related absence.

The applicant should indicate whether:

He/She is claiming points for a single, consecutive 12 month period from the 15 months immediately before the date of the application - please go to question T4

He/She has taken a period of maternity or adoption-related absence from the workplace which is either still ongoing or ended within the 12 months immediately before this application - please go to question T2

Applicants claiming periods for maternity or adoption leave

T2. Please specify the start and end dates of the period of maternity or adoption-related absence that the applicant wishes to be excluded from the period of previous earnings being claimed (if the applicant is still absent from the workplace due to maternity or adoption-related leave, the end-date should be left blank)

Start	D	D	M	M	Y	Y	Y	Y
End	D	D	M	M	Y	Y	Y	Y

T3. Please tick the relevant boxes below to confirm the documents being sent with the application as evidence of this period of maternity or adoption-related absence from the workplace

Child's Birth Certificate or Certificate of Adoption, as appropriate (this should be provided wherever one has been issued).

Letter from employer confirming dates of maternity or adoption leave

Payslips or other payment/remittance advices covering the period of maternity or adoption-related absence including detail of any statutory maternity/adoption payments to which the applicant may have been eligible

Other alternative evidence of maternity or adoption leave

TIER 1 (GENERAL) APPLICATION FORM - SECTION 3C

If the “alternative evidence” provided box has been ticked, please provide a full explanation of why the specified documents cannot be provided, and details of the alternative documentation being sent.

--

Details of earnings claimed

Earnings table

T4. Please give start and end dates of the period(s) for which the applicant is claiming previous earnings:

Start	D	D	M	M	Y	Y	Y	Y	End	D	D	M	M	Y	Y	Y	Y
Start	D	D	M	M	Y	Y	Y	Y	End	D	D	M	M	Y	Y	Y	Y
Start	D	D	M	M	Y	Y	Y	Y	End	D	D	M	M	Y	Y	Y	Y
Start	D	D	M	M	Y	Y	Y	Y	End	D	D	M	M	Y	Y	Y	Y

T5. The applicant should complete the following table giving details of previous earnings being claimed. If earnings originated from more than one source, each source should be entered separately.

Source of earnings (include details of employer; name of business etc and start/end dates for this source of earning)	Country of earnings	Currency in which earnings were paid	Earnings claimed (in original currency)	Exchange rate applied	Earnings in pounds sterling	Evidence of earnings provided
					£	
					£	
					£	

Please photocopy this page if additional space is required.

T6. The applicant should input his/her earnings into the Tier 1 (General) points based calculator and provide his/her total earnings claimed in pounds sterling.

£

T7. Please confirm points being claimed for total earnings

£40,000+	<input type="checkbox"/>	45 points	£23,000 - £25,999	<input type="checkbox"/>	20 points
£35,000 - £39,999	<input type="checkbox"/>	40 points	£20,000 - £22,999	<input type="checkbox"/>	15 points
£32,000 - £34,999	<input type="checkbox"/>	35 points	£18,000 - £19,999	<input type="checkbox"/>	10 points
£29,000 - £31,999	<input type="checkbox"/>	30 points	£16,000 - £17,999	<input type="checkbox"/>	5 points
£26,000 - £28,999	<input type="checkbox"/>	25 points			

Supporting Evidence for Previous Earnings Claimed

The applicant should be aware that at least two types of documentation for each source of earnings must be provided. If earnings from any one source have been paid in more than one way (for example, payment for a period of employment by means of a monthly salary and a dividend), two types of documentation must be provided in respect of each part of the payment claimed. The supporting evidence must be from separate sources and must corroborate with one another to clearly support the earnings claimed.

T8. Please tick the relevant boxes to confirm all documents being sent as evidence of previous earnings claimed:

Payslips	<input type="checkbox"/>	Dividend vouchers	<input type="checkbox"/>
Personal bank statements showing the payments made to the applicant	<input type="checkbox"/>	Invoice explanations/payment summaries from the applicant's managing agent/accountant	<input type="checkbox"/>
Letter from the applicant's (previous) employer(s) (or, in the case of winnings, the relevant awarding body) confirming that he/she has received the exact amount he/she is claiming	<input type="checkbox"/>	Company/business accounts which clearly show the net profit of the company	<input type="checkbox"/>
Official tax document generated by the tax authority or the applicant's employer, showing earnings upon which tax has been paid / is to be paid in a tax year (eg. P60 in the United Kingdom)	<input type="checkbox"/>	Letter from the applicant's managing agent/accountant confirming that he/she received the exact amount that he/she is claiming, or the net profit to which he/she is entitled	<input type="checkbox"/>

T9. Please provide full contact details that will allow each of the documents provided to be verified if necessary. Please also provide here any additional information or explanation of the documentation sent, that will assist us in our consideration of the earnings being claimed. If more space is required, please provide the required information in a covering letter.

U. UK Experience Assessment

Before filling in this section of the form, the applicant should refer to the Immigration Rules and the Tier 1 (General) of the points based system Policy Guidance

U1. The applicant should confirm whether he/she wishes to claim points for his/her UK experience:

- Yes 5 points - go to Section V
- No go to Section V

W. Maintenance (Funds) Requirement

The applicant must have a minimum level of funds, and score 10 points, or the application will be refused.

Applicants should refer to the Immigration Rules and the Tier 1 (General) of the points based system - Policy Guidance.

W1. Does the applicant have access to £800 available funds to support himself/herself?

Yes

No

W2. Select what supporting evidence the applicant has sent in order to prove he/she has access to £800 available funds:

Building society pass book covering a three month period

Personal bank or building society statements covering a three month period

Letter from a financial institution regulated by the Financial Services Authority or by the appropriate home regulator, confirming funds and covering a three month period.

Letter from a bank or building society confirming funds and that they have been in bank for at least three months

W3. Tick to confirm that the applicant has claimed 10 points for their level of funds:

Please go to Section X

X. Public Funds

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

X1. Is the applicant receiving any public funds?

Yes - go to **question X2**

No - go to **Section 5**

X2. 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 |
| <input type="checkbox"/> Income Related Employment & Support Allowance - ESA (IR) | <input type="checkbox"/> Health in Pregnancy Grant |

X3. 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.

X4. 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.

X5. Tick to confirm that you have sent:

An original letter from the local housing authority

X6. 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 5 - DECLARATIONS

Y. Applicant Declaration

It is mandatory to complete Section Y. 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 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.

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 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 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 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.

DECLARATION CONTINUED OVERLEAF

SECTION 6 - SUMMARY SHEET

Fill in this part of the form to help us 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.

A. Type of document	How many?	B. Listed items	How many?
Passports, Identity Card for Foreign Nationals and/or travel documents			
Police registration certificates			
Marriage or civil partnership certificate			
Birth certificate			
Driving Licence			

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 1 (General) 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)
Age		
Qualifications		
Previous earnings		
UK experience		
English Language Requirement		
Maintenance		
Total		

Finally, please ensure your application is addressed correctly as follows:

Postal address:

**UK Border Agency
Tier 1
PO Box 496
Durham
DH99 1WQ**

Courier address:

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

TIER 1 (GENERAL) - APPLICATION FORM HELP TEXT

Introduction

This document provides information to help applicants to complete the Tier 1 (General) application form.

For further information on Tier 1 (General) of the points based system policy please see Part 6A of the Immigration Rules and the Tier 1 (General) 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?

1. 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 1 (General)
- Currently in the United Kingdom as a main applicant under the Tier 1 (General) and seeking to extend their leave for a further period within their existing category;
- Currently in the United Kingdom under the Highly Skilled Migrant Programme and seeking an extension under Tier 1 (General).
- Currently in the UK with valid leave and seeking re-instatement as a Highly Skilled Migrant under the terms of paragraphs 34-42 of the HSMP Forum Ltd. Judicial Review: Policy Document

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

2. 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 identical passport-size photographs of the applicant with his/her full name written on the back of each one must be supplied.
- Two identical passport-size photographs of any dependants who are applying with the applicant with their 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 the residence permit(s) in the passport of the applicant and those of any dependants included in the application.

3. Applicants who are required to register with the Police must also include their Police Registration Certificate with their application.
4. If you are in the UK under HSMP, initially granted before 7 November 2006 or were granted leave under HSMP before 7 November 2006 and switched into another category as a direct result of revisions to extension requirements implemented in December 2006 you may be eligible to have your application assessed under the old HSMP extension requirements. Such applicants must check the relevant guidance to ensure this is the correct form to use.

Claiming points

5. 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.
6. 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 1 (General) 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.

To assist us in considering the documentation provided, the applicant should highlight any relevant sections on the documentation provided.

For example, in the 'Previous Earnings' points scoring area, if earnings have been claimed from more than one source, applicants should highlight the relevant payments and also mark the documents provided, to confirm which source of earnings the specific document relates to.

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.

Application types

Applicants should complete different sections of the Tier 1 (General) application form depending on the type of application they are submitting.

Please note that all applicants should complete Sections 1, 2, 4, 5 and 6 of the form as well as the relevant part of Section 3 depending on the type of application.

Initial applications (please also complete Section 3A)

This should be completed by applicants who are currently in the United Kingdom under an immigration category other than Tier 1 (General) or the Highly Skilled Migrant Programme or the Self-Employed Lawyers

concession or the Writers, Composers and Artists provisions of the Immigration Rules, and who are seeking to 'switch' into Tier 1 (General).

Extension applications within Tier 1 (General) (please also complete Section 3B)

This should be completed by applicants who are currently in the United Kingdom under Tier 1 (General) and are seeking an extension of their leave or by applicants who are currently in the United Kingdom under the Self-Employed Lawyers concession or the Writers, Composers and Artists provisions of the Immigration Rules, and are seeking leave under Tier 1 (General).

Extension applications - Highly Skilled Migrant Programme participants (please also complete Section 3C)

This should be completed by applicants who are currently in the United Kingdom under HSMP and wish to extend their leave under Tier 1 (General).

Transitional arrangements for applicants under Tier 1 (General) with a valid HSMP approval letter

An applicant with a valid HSMP approval letter can make an application for leave to remain under Tier 1 (General). Such an applicant will not need to complete the Attributes or the English Language section of the application form. They will need to include their HSMP approval letter with their application. Points for Attributes and for English Language will be awarded automatically on the basis of a valid HSMP letter. All other requirements for a grant of leave under Tier 1 (General) will still need to be met, however.

A lower fee will be payable for applications made under these arrangements.

Question-specific help text

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

A6-A7 Please enter the details of the person responsible for payment in case we have a payment query. If we cannot process the payment, the application will be rejected and returned to the applicant or their representative.

A8 Please complete this section if the applicant has indicated in the 'Application details' section that they are paying for the application. The applicant need only complete the relevant sections. If they have indicated that the application is exempt there is no need to complete this section.

B1 - B4 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.

B6 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.

B9 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.

B10 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.

B11 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, if applicable. This number can be found on any previous Home Office correspondence relating to the applicant's work permit.

B12 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.

B13 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.

B14 From November 2008 some non EEA nationals will be required to have a United Kingdom ID card. This card will contain a unique reference number which all applicants who have this card must provide.

B27 For further information on Standard Occupational Classifications please refer to http://www.statistics.gov.uk/methods_quality/soc/structure.asp

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.

Please note for the application to be valid and complete the applicant's current passport, travel document or ICFN must be provided unless it is not available for one of the reasons specified on the application form. 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-C12 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 Directorate Instructions).

D29 Where the applicant is not permitted to submit a further fresh 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.

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

D32 Where the applicant is not permitted to submit a further fresh 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.

Section 3

A-C The applicant should indicate on the application form if he/she holds a valid HSMP approval letter and therefore wishes to claim the automatic 75 points under the Attributes points scoring assessment of Tier 1 (General) and does not need to further demonstrate that they meet the English Language requirement. Such applicants must ensure that they submit their valid HSMP approval letter with their application.

K1-K2 The applicant should confirm that he/she successfully found their qualification on the points based calculator. We will also confirm this by referring to this calculator. Where an applicant has not been able to find his/her qualification on the points based calculator but has obtained a confirmation certificate or letter

from UK NARIC (for academic qualifications) or from the relevant United Kingdom Professional Body (for professional/vocational qualifications), he/she should indicate this on the form and enclose the certificate with their application.

K3 The applicant should tick one box to indicate the level of his/her qualification as assessed by UK NARIC, or (where applicable) by the relevant United Kingdom Professional Body. Please note however, that even where an applicant has checked their qualification directly with UK NARIC, we will still assess the qualification independently.

K7 Before completing this question, the applicant should input details of his/her previous earnings into the points based calculator which will derive the applicant's total earnings for the period claimed.

The points based calculator can be found at www.ukba.homeoffice.gov.uk/workingintheuk/tier1/

The applicant should ensure that the details input onto the table in the application form directly mirror those derived from the points based calculator. The table should include the following information.

Source of earning

Provide full name and address of the applicant's employer or business for this source of earnings and the start and end dates of the period during which these earnings were made.

Country of earnings

The country in which the applicant was living and working at the time this source of income was earned should be inserted.

Currency in which earnings were paid

The applicant should input the currency in which the earnings were paid. This may not always correspond with the Country of Earnings.

Earnings claimed

The value of the earnings claimed, in the currency stated in the preceding column, should be entered here.

Exchange rate

The applicant should input the exchange rate he/she has used to convert his/her previous earnings into pounds sterling. This should be obtained referring to www.oanda.com. The applicant should use the closing spot exchange rate from the last day of the period of earnings claimed.

Section 5

Z2 If the representative has previously submitted an application on behalf of a migrant or sponsor they should provide their PBS reference number.

Z11 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.

Z13-Z15 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.

Z16-Z19 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 6

The applicant should complete the summary sheet before submitting his/her application. The applicant should ensure that he/she indicates the number of points they wish 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.