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# APPLICATION FOR A GRANT OF LEAVE UNDER TIER 1 (POST-STUDY WORK) - MAIN APPLICANT

In accordance with paragraph 34 of the Immigration Rules, this form is  
HHIRDDRDHRRDIHRRH□

RDRHHHDDHDHRHIRIR3HDHHDH□  
HIRHDDDR,IRRRDHDDYHHRD□  
RRDIRRHHD□ DRHRIIHR□

3HDHRHDDHRH,DRHHDDH□  
DDHRRDRHHHRRH8HR□  
DDRRD□

3HDHHIHRH8RHHHHD□ DRHRIIHR□

DRDHRIIRDHDHRRHRHR□  
DRHRIR3IHRDHRRDHD□  
DRH□

HDRIR3IHDHIRRRHH□  
DRHRIIHR□

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DH

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

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For applications made on this form as a Tier 1 (Post-Study Work) migrant there is a fee of 500 for applications made by post or courier, or ... for applications made in person at one of our Public Enquiry Offices.

## EXEMPTIONS TO THE FEE

There are currently no exemptions to this fee.

## 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 ... per dependant unless it is for a child aged 18 years or over.

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 ... 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 DR**

\* 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.

30HDVHQRWHWKDWRMDSSOLFDWLRQLVLQYD  
LIRQRQRWSDWKHVSHFLHGIIHLQIORU  
LIRDEDEDQPHWKRGRWKHUWKDQWKR  
VSHFLHGDERYHRXOOEHUHTXUHGWR  
PDNHDIUHVKDSSOLFDWLRQDQGDQGHODLQ  
GRLQJVRPDDIIHFWRMDSSSHDOULJKWVLI  
RMDSSOLFDWLRQLVVEVHTXQWOUHIXHG

&KHTMVDQGSRVWDORUGHUV

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.

&RPSOHWLQJWKHSDPHQWGHWDLOVSD

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

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

\$ Applicant's date of birth

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 \$ and their name at \$ . These details will also be used to acknowledge receipt of the application.

### 0HWKRGRISDPHQW

\$ Tick one of the boxes to show which method of payment you are using

\$ If paying by cheque enter the bank account number, sort code and cheque number

### 3DLQJEFUHGLWGHELWFDUG

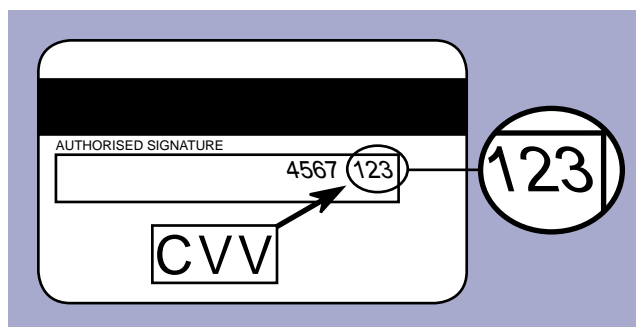
\$ The name as displayed on the credit/debit card

\$ Card number - this is the long number across the centre of the card

\$ Enter the details where available on the card

\$ 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.



\$ 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.

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/IDIs/idichapter1a](http://www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/IDIs/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













Document H□	DRD□	Issue date □ date	□ date	3DHRI□ issue	3DR□ DYH□ document enclosed	If not enclosed then RDRRI3DR□ DYHRH□
					‘ Yes  No	<input type="checkbox"/> Lost - go to question C7 ‘ Stolen - go to question C8 ‘ Expired - returned to national authorities ‘ Elsewhere in the UK Border Agency - go to question C7

Previous passport or travel document 1

Passport/ Travel Document H□	DRD□	Issue date □ date	□ date	3DHRI□ issue	3DR□ DYH□ document enclosed	If not enclosed then RDRRI3DR□ DYHRH□
					‘ Yes  No	<input type="checkbox"/> Lost - go to question C7 ‘ Stolen - go to question C8 ‘ Expired - returned to national authorities ‘ Elsewhere in the UK Border Agency - go to question C7 Other - go to question C7

3OHDVHSKRWRFRSWKLVSDJHLIDGGLWLRQDOVSDFHLVUHTXUHG

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Police report number	Police station	Date reported to the Police

document H□	DRD□	Issue date	□ date	3DHRI□ issue	,□ HRH□	If not enclosed then RDRRI□ 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
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M	M
---	---

Y	Y	Y	Y
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□  
□

Police report number	Police station	Date reported to the Police

1RZRWR3DUW'




D	D
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M	M
---	---

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

**DHDDHDRDH8HR**

**HDDHDRDDRIHIRRDHRHH**

**HHHDHDDRRHDH**

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.

D	D
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M	M
---	---

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

**DHDDHYHDHH&HRRRHHRIHHRI**

**HDYH**

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:

--

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.

No  - go to question D30

However, they can, if they wish, vary the grounds of the existing application. \*RWRWKHKHOSWHW

Yes  - go to question D31

No  - go to Part E

\*LYHGHWDLOVRIWKHDSSHDOLQFO~~Q~~LQJWKHGDWHWKHDSSHDOD~~V~~V~~E~~PLWWHG~~Z~~DWWKHDSH  
LVIRUWKHFDWHJRUDQGQGWKHSDPHQWUHIHUHQFHQ~~R~~EHUIRUWKHRULJLQDODSSOLFDFWLRQ~~Z~~  
DSSOLFDEOH

' ~~D~~VWKHGDWHRIWKHDSSOLFDFQW~~V~~OHDYHDVVWDWHGLQKLVKHUSDVVSRUWQR~~Z~~DVVHG"

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. \*RWRWKH KHOSWH~~V~~

No  - go to Part E

1R~~Z~~RWR3DUW(





Yes

No

QVWKHDSSOLFQWHYHUHQJDJHGLQDQRWKHUDFWLYLWLHVZLFKPLJKWLQGLFDWHWWDWKH  
PDQRWEHFRQVLGHUHGWREHDSHUVQRRIJRRGFKDUDFWHU"

Yes

No

(ITWVWLRQRUDERYHKDVEHHQDQVZUHGSHVSOHDVHJLYHIXWKHU  
GHWDLOVLQWKHVSDFHSURYLGHGGEHORZPRUHVSDFHLVQHHGHGFRQWLQMRQDVHSDUDWHV  
DQGHQFORVHLWZWKWKLIRUP

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.

### HQLWLRQV

For the purpose of answering questions E4 to ( ), 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](http://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.

### :DUFULPHV

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.

### \*HQRFLGH

Acts committed with intent to destroy, in whole or in part, a national, ethnical, racial or religious group.

### 7HUURULVWDFWLYLWLHV

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.

### 2UJDQLVDWLRQVFRQFHUQHGXZWKWHUURULVP

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.

				<b>Relationship to main applicant</b>







Yes  go to question H2  
No  go to question H3

H2. Tick the box to show that the applicant has sent an original letter from the academic institution as evidence that the United Kingdom institution is either a United Kingdom recognised, United Kingdom listed body or holds a sponsor licence under Tier 4 of the points based system.

Original letter from academic institution  **RRHR**

~~HDDDRIRDIRDRIR~~

Yes  - go to question H4  
No  - the applicant cannot claim points for this section and should not proceed with this application

~~7LFNWKHERVWRVKRZWKDWWKHDSSOLFDQWKDVVHQWDQRULJLQDOOHWWHUIURPWKHDFDGH  
LQVWLWVWLRQDVHYLGHQFHWKDWKHDSSOLFDQVWVWGLHGIRUKLVKHU4DWD6FRWWLVKS  
I0GHGLQVWLWVWLRQRRIIWKHURUKLJKHUHGKDWLRQRUDWDERQDGH6FRWWLVKSULYDWH  
HGKDWLRQLQVWLWVWLRQWKDWPDLQWDLQVVDWLVIDFWRUUHFVRUGVRIHQUROPHQWDQGDW~~

~~2ULJLQDOOHWWHUIURPDFDGHPLFLQVWLWVWLRQ~~

~~3OHDVHQRWHWKDWWKHDSSOLFDQWZOOEH0DEOHWRVFRUHSRLQWVIRUWKHLQVWLWVWLRQ  
QRWDOVRSURYLGHGWKHHYLGHQFHVSHFL0GLQT0VWLRQ\*~~

~~1RZRWR6HFWLRQ-~~

Start date: 

D	D
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M	M
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Y	Y	Y	Y
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End date: 

D	D
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M	M
---	---

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

**HRRRDHDDDDYDHDYHRRHHHD**   
**H8HRDRMHRDRRHYH**   
**HDDIRHDDRHRIRHHDIRHDR**   
**RIHRRRIDRHHDDRYH**

**HRRRDHDDDDHRRDDRRDYH**   
**RHRRYHDHRRRIDRHHDRDHHH**   
**DDRHHHDHHDYDHDYHRRHHRHDD**   
**RMHRDRRHYHDDHDDRHRIR**   
**HHD**

Original passport/s or travel document/s showing relevant grant/s of leave for the period that the applicant studied and/or undertook research towards their eligible qualification in the United Kingdom

Original letter from academic institution confirming start and end dates for the whole period of study and/or research for this qualification at the United Kingdom institution.

### K. Date of Award of Qualification (15 points available)

Before filling in this section of the form, the applicant should refer to the Immigration Rules and Tier 1 (Post-Study Work) of the points based system policy guidance

K1. The applicant must have made the application for entry clearance or leave to remain as a Tier 1 (Post-Study Work) Migrant within 12 months of obtaining the relevant qualification.

Please tick the box to confirm that the applicant has sent a letter confirming that he/she obtained his/her eligible qualification in the 12 month period immediately before submitting this application.

1RZRWR6HFWLRQ0



**Initial applications and transitional arrangements**

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~~HDDHRIRHDDH~~

~~RRRHR~~

~~DHDHHDH~~

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

~~\$SOLFDQWVVKR~~~~OGUHIHUWRWKH,PPLJUDWLRQ~~~~HVDQGWKH7LHU3RVW6W~~~~IRUNRIWKH~~  
~~SRLQWVEDVHGVVWHP3ROLF~~~~XGDQFH~~

~~1RHVWKHDSSOLFDQWKDYHDFHVVWRD.YDLODEOHI~~~~GVWRV~~~~SRUWKLPVHOIKHUVHOI"~~

Yes   
No

~~16HOHFW~~~~KDWV~~~~SRUWLQJHYLGHQFHWKHDSSOLFDQWKDVVHQWLQRUGHUWRSURYHKHVKH~~  
~~DFHVVWRD.YDLODEOHI~~~~GV~~

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

N3. Tick to confirm that the applicant has claimed 10 points for their level of funds:

Now go to part O

Yes  - go to T4VWLRQ2

No  - go to 6HFWLRQ

27KHSZOLFIOGVZLFKDUHUHOHYDQWIRUWKHSZSRVHVRIWKH,PPLJUDWLRQZHVVDUHOLVWHG  
EHORZLFNWKHUHOHYDQWERHVVRVKRZLFKRIWKHVHDUHEHLQJUHFLYHG

- Attendance Allowance
- Child Benefit
- Council Tax Benefit
- Housing and Homelessness Assistance
- Income-Based Jobseeker's Allowance
- Severe Disablement Allowance
- State Pension Credit
- Income Related Employment & Support Allowance - ESA (IR)

- Carer's Allowance
- Child Tax Credit
- Disability Living Allowance
- Housing Benefit
- Income Support
- Social Fund Payment
- Working Tax Credit
- Health in Pregnancy Grant

2,IWKHDSSOLFDQWLVLQUHFHLSWRIKRXLQJDQGKRPHOHVVQHVVVDVVLVWDQFHJLYHGHWDLOY  
ZHWKHUWKLVKRXLQJLV SURYLGHGEWKHORFDOKRXLQJDVWKRULWVDRXZLQJDVVRFLDWLRQRU  
RWKHURUJDQLVDWLRQDQGWKHQDPHRIWKHUHOHYDQWVWKRULWVDRQGGHWDLOVRIWKHDUU

[Empty rectangular box for text input]



[Empty rectangular box for text input]

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.

~~£/£,21&217,18296~~






Yes  - go to T~~H~~VWLRQ4

No  - go to T~~H~~VWLRQ4

4\$HRM~~HJ~~DWHGEWKH2I~~E~~HRIWKH,PPLJUDWLRQ6HUYLFH&RPPLVLRQHU2,6&"

Yes  - go to T~~H~~VWLRQ4

No  - go to T~~H~~VWLRQ4

4\*LYHRM2,6&UHJLVWUDWLRQQ~~R~~EHU

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1RZ~~R~~WRT~~H~~VWLRQ4

4\$HR~~M~~WK~~R~~LVHGWSUDFWLFDHQQGUHJ~~D~~WHGEDGHVLJQDWHGSURIHVVLRQDOERGRU  
V~~S~~HUYLVHGEV~~K~~D~~S~~HUV~~R~~Q"

Yes  - go to T~~H~~VWLRQ4

No  - go to T~~H~~VWLRQ4

46HOHFWWKHUHOHYDQWERGIURPWKHIROORZQJRSWLRQV

- 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

4\*LYHWKHQDPHRIR~~M~~V~~S~~HUYLV~~R~~ULIDSSOLFDEOH




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

1DPH


6LJQDWØH

DWH

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3RRRDDR□

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**HRDRIHDDRIHRRHHDDDH**   
**DDRDDDDDRRHHRRHR**   
**DDHHHRHDDDRDRHRHDDH**   
**RDHDDHRHRDHDHDDHHHHD**

<b>HRIRH</b> <input type="checkbox"/>	<b>RD</b> <input type="checkbox"/>
Passports, Identity Card for Foreign Nationals and/or travel documents	
Police registration certificates	
Marriage or civil partnership certificate	
Birth certificate	
Driving licence	

<b>HH</b> <input type="checkbox"/>	<b>RD</b> <input type="checkbox"/>

~~L~~OO LQWKHV~~P~~DUVKHHWEHOR~~Z~~LVWLQJWKHSRLQWVWKHDSSOLFQWWDVFODLPHGDQGWK  
~~V~~SRUWLQJHYLGHQFGRF~~R~~HQWVHQW\$SOLFQWV~~P~~XVWHQGKUHHT~~X~~UHGHYLGHQFHDV  
~~V~~SHFL~~H~~GLQWKLVDSSOLFQWLRQIRUPDQGWKH7LHU3RVW6W~~S~~IRUNRIWKH3RLQWV~~V~~HG  
~~6~~VWHP3ROLF~~X~~GDQFH~~D~~LO~~X~~HWRV~~X~~PLWUHT~~X~~UHGHYLGHQFHLVOLNHOWROHDGWRUHI~~X~~DORI  
 WKHDSSOLFQWLRQ

<del>S</del> H <del>D</del> VIRUVFRULQJSRLQWV3RLQWV&ODLPHG ,QLWLDO		R <del>F</del> HQWVJLYHQSOHDVHOLVW
4 <del>O</del> L <del>F</del> DWLRQSDUW*		
,QVWLW <del>X</del> LRQSDUW+		
<b>Immigration status in the</b> <b>8HR</b> <input type="checkbox"/> <b>HRRIDR</b> <input type="checkbox"/> <b>HHDH8H</b> <input type="checkbox"/> <b>RD</b> <input type="checkbox"/>		
<b>Date of award of</b> <b>DDR</b> <input type="checkbox"/>		
<b>DDHD</b> <input type="checkbox"/>		
<b>DHDH</b> <input type="checkbox"/> <b>D</b> <input type="checkbox"/>		
<b>RD</b> <input type="checkbox"/>		


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## Introduction

This document provides information to help applicants to complete the Tier 1 (Post-Study Work) application form.

For further information on Tier 1 (Post-Study Work) of the points based system policy please see Part 6A of the Immigration Rules and the Tier 1 (Post-Study Work) policy guidance notes.

These documents are available on the UK Border Agency website at [www.ukba.homeoffice.gov.uk](http://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 with leave as a student (this includes student, student nurse, student resitting an examination, student writing up a thesis) and wish to make an initial application under Tier 1 (Post-Study Work) (Dependants that are in the United Kingdom may apply under Tier 1 (Post-Study Work), but they are unable to switch into becoming the main applicant in this category. The dependant must leave the United Kingdom and make an application for entry clearance from overseas.)

- Currently in the United Kingdom and whose current or last grant of leave was in the Science and Engineering Scheme (SEGS), International Graduate Scheme (IGS) or Fresh Talent: Working in Scotland Scheme (FT:WISS)

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](http://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](http://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.

### Claiming points

4. 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.

5. 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.

### 6. 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 (Post-Study Work) 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 letter from the United Kingdom institution at which the applicant studied, the applicant should highlight the confirmation of the qualification that he/she has obtained.

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.

### 7. Applicants should complete different sections of the Tier 1 (Post-Study Work) 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.

This should be completed by applicants who are currently in the United Kingdom with leave as a student (this includes student, student nurse, student resitting an examination, student writing up a thesis) or Tier 4 Migrant and who wish to switch into Tier 1 (Post-Study Work).

### 8. This should be completed by applicants who are currently in the United Kingdom with leave as a student (this includes student, student nurse, student resitting an examination, student writing up a thesis) or Tier 4 Migrant and who wish to switch into Tier 1 (Post-Study Work).

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This should be completed by applicants who are currently in the United Kingdom and whose current or last grant of leave was in the Science and Engineering Scheme (SEGS), International Graduate Scheme (IGS) or Fresh Talent: Working in Scotland Scheme (FT:WISS)

### Question-specific help text

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

\$ 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.

\$ 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.

% 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.

% 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

entities, 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.

% 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.

% 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.

% 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.

% 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.

% 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.

&& 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.

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.

&& 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.

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

' 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.

' 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](http://www.ait.gov.uk).

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**H4** "A bona fide private education institution" is defined in paragraph 6 of the Immigration Rules

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

4 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.

44 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.

Q16-Q19 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.

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

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

This documentation should be listed against the points scoring area to which it applies. Any documentation that does not relate to a specific points scoring area (such as passport(s)/ travel document(s) etc) should be listed in the general background information box above the table.