



NB: This interactive form is for guidance only. The Advice centre cannot take responsibility for the content of your application form or for the outcome of your application. You need to print a copy of this form from the UKBA web site. Please ensure that you use the latest version of the form. This version of the form is valid for applications made after the 6th April 2010. Many of the notes detailed on this form have been taken from UKCISA guidance notes on TIER 1 (POST-STUDY WORK) 'version 011009'. Please click on the paperclip icon below for a full copy of UKCISA's guidance.


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 specified for applications made on or after the 31 July 2010.

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

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
31 July 2010

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TIER 1 (POST-STUDY WORK) APPLICATION - PAYMENT GUIDANCE NOTES

The applicable fee

For applications made on this form as a Tier 1 (Post-Study Work) migrant there is a fee of **£550** for applications made by post or courier, or **£800** 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 **£100 (postal) or £ 125 (PEO)** 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 **£475** for applications made by post or courier and **£730** 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 card¹ - Mastercard or Visa (including Electron)

1 Please note that when making large or multiple payments using your credit card, the anti fraud measures that banks operate sometimes stop the full payment being taken. This is because either the maximum limit on a single transaction, or the number of transactions allowed in a given period of time, has been exceeded. To prevent this you must ensure that you inform your bank of your intention to make large or multiple payments in advance so that your bank allows the full payment to be taken when you submit your application

•*Debit card - Delta, Maestro** (including Solo)

* 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

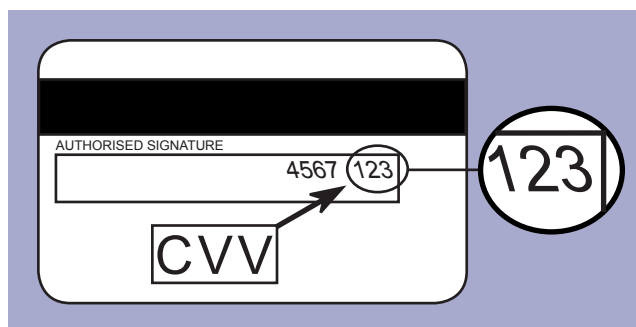
A10 The name as displayed on the credit/debit card

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

TIER 1 (POST STUDY WORK) 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 Biometric Residence Permit. Please note for the application to be valid and complete the applicant's current Biometric Residence Permit must be provided, unless it is not available for one of the reasons specified on the application form.

Current Biometric Residence Permit  						
BRP document number	Nationality	Issue date	Expiry date	Place of issue	BRP enclosed?	If not enclosed then location of BRP 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 BRP is not enclosed then please give details why the applicant is unable to provide it.

C11. If the BRP was lost, please give date this was reported to The UK Border Agency Card Management Service. 

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

C12. If the BRP 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 or student writing up a thesis?

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 (POST STUDY WORK) 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 Biometric Residence Permit (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

H. Institution (20 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

H1. Is the United Kingdom institution where the applicant studied for his/her eligible qualification United Kingdom recognised body, a United Kingdom listed body, or does it hold a sponsor licence under Tier 4 of the points based system?

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 - go to Section J

H3. Is the applicant claiming points for an HND from a Scottish Institution?

Yes - go to question H4

No - the applicant cannot claim points for this section and should not proceed with this application

H4. Tick the box to show that the applicant has sent an original letter from the academic institution as evidence that the applicant studied for his/her HND at a Scottish publicly funded institution of further or higher education, or at a bona fide Scottish private education institution that maintains satisfactory records of enrolment and attendance.

Original letter from academic institution

Please note that the applicant will be unable to score points for the institution if they have not also provided the evidence specified in question G5

Now go to Section J

J. Immigration Status in the United Kingdom During Period of Study and/or Research in the United Kingdom (20 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

J1. Give the period during which the applicant studied and/or undertook research at this institution towards the above qualification ?

Start date:

D	D
---	---

M	M
---	---

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

End date:

D	D
---	---

M	M
---	---

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

J2. Tick the box to confirm that the applicant had valid leave to enter/remain in the United Kingdom, which was not subject to any restriction preventing the applicant from undertaking a course of study or research, for the duration of the period of study and/or research above: ?

J3. Tick the box to show that the applicant has sent his/her original passport/s or travel document/s to prove that their periods of study and/or research towards their eligible qualification were undertaken whilst they had entry clearance, leave to enter or leave to remain as a student or dependant in the United Kingdom:

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 or within 12 months of completing a United Kingdom Foundation Programme Office.

Please tick the box to confirm that the applicant has sent a letter confirming that he/she **completed** his/her eligible qualification or United Kingdom foundation programme in the 12 month period immediately before submitting this ?

Now go to Section M

SECTION 3B - TRANSITIONAL ARRANGEMENTS 

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

Attributes

An applicant must score 75 points for his/her attributes or the application will be refused.

Applicants under the transitional arrangements must show that they currently have, or were last granted, less than 2 years leave as a participant in one of the immigration categories detailed below to receive 75 points.

L. Previous Grant/s of Leave (75 points available)

L1. Tick the box or boxes to show that the applicant has been granted leave under any of the following categories:

International Graduates Scheme (IGS)	<input type="checkbox"/>
Science and Engineering Graduates Scheme (SEGS)	<input type="checkbox"/>
Fresh Talent: Working in Scotland Scheme (FT: WISS)	<input type="checkbox"/>

L2. Give start and end dates of the period/s of leave granted to the applicant in the above category or categories:

Start date:	<input type="text" value="D"/> <input type="text" value="D"/>	<input type="text" value="M"/> <input type="text" value="M"/>	<input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
End date:	<input type="text" value="D"/> <input type="text" value="D"/>	<input type="text" value="M"/> <input type="text" value="M"/>	<input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
Start date:	<input type="text" value="D"/> <input type="text" value="D"/>	<input type="text" value="M"/> <input type="text" value="M"/>	<input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
End date:	<input type="text" value="D"/> <input type="text" value="D"/>	<input type="text" value="M"/> <input type="text" value="M"/>	<input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>



Now go to Section M

SECTION 4 - ENGLISH LANGUAGE, MAINTENANCE AND PUBLIC FUNDS

M. English Language

Initial applications and transitional arrangements

If the applicant achieves 75 points under the attributes section of this application he/she will be awarded 10 points for his/her English language.

Now go to Section N

N. 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 (Post-Study Work) of the points based system - Policy Guidance.

N1. Does the applicant have access to £800 available funds to support himself/herself?


Yes

No



N2. 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

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

Now go to part O

O. Public Funds


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

O1. Is the applicant receiving any public funds? 

Yes - go to **question O2**

No - go to **Section 5**

O2. 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 |
|  | 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 |

O3. 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.

O4. 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.

O5. Tick to confirm that you have sent:

An original letter from the local housing authority

O6. 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**P. Applicant Declaration** 

It is mandatory to complete Section P. 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.

DECLARATION CONTINUED OVERLEAF

SECTION 6 - SUMMARY SHEET



Fill in this part of the form to help us to make sure that we have received the applicant's documents and to keep a record of them while they are with us.









At "A", tell us how many of each of the listed documents the applicant has sent with this application. This is a standard list, applicants should only send in the documents from this list that are required for their application. At "B", list any other documents and state how many in each case. Continue on a separate sheet if necessary.

A. Type of document	How many?
Passports, Biometric Residence Permit and/or travel documents	
Police registration certificates	
Marriage or civil partnership certificate	
Birth certificate	
Driving licence	

B. Listed items	How many?

Fill in the summary sheet below listing the points the applicant has claimed and the supporting evidence (documents) sent. Applicants must send the required evidence as specified in this application form and the Tier 1 (Post-Study Work) of the Points Based System Policy Guidance. Failure to submit required evidence is likely to lead to refusal of the application.

Areas for scoring points (Initial)	Points Claimed	Documents given (please list)
Qualification (part G)		
Institution (part H)		
Immigration status in the United Kingdom during period of study and/or research in the United Kingdom (part J)		
Date of award of qualification (part K)		
English language (part M)		
Maintenance (Funds) (part N)		
Total		

Areas for scoring points (Transitional arrangements) 	Points Claimed	Documents given (please list)
Previous grant/s of leave under International Graduates Scheme (IGS), Science and Engineering (SEGS), or Fresh Talent: Working in Scotland Scheme (FT:WISS) (part L)		
English language (part M)		
Maintenance (Funds) (part N)		
Total		

Finally, please make sure that the application is addressed correctly 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**



TIER 1 (POST-STUDY WORK) - APPLICATION FORM HELP TEXT

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

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) or as a Postgraduate Doctor or Dentist 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

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, Biometric Residence Permit (BRP) 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.

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.

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 (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.

Application types

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.

Initial Applications (please also complete section 3A)

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).

Transitional Arrangements (please also complete section 3B)

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.

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.

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 BRP 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 a BRP he/she must also provide the BRP 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/IDs/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

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

Section 5

Q2 If the representative has previously submitted an application on behalf of a migrant or sponsor they should provide their PBS reference number.

Q11 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.

Q13-Q15 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.

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 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.