POINTS BASED SYSTEM: MIGRANT CHANGE OF CIRCUMSTANCES FORM

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

This form must be posted to:

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

1. Are you the Migrant, Family Member of the Migrant or Representative?
   Migrant  [ ]  Family Member  [ ]  Representative  [ ]

2a. Applicant’s first name(s) as stated on the application form:

2b. Applicant’s last name(s) or family name(s) as stated on the application form:

3. Applicant’s date of birth:
   D D  M M  Y Y Y Y

4. Applicant’s nationality:

5. Under what Tier of PBS does the applicant currently have leave or have an outstanding application?
   - Tier 1 or Dependant of Tier 1 Migrant
   - Tier 2 orDependant of Tier 2 Migrant
   - Tier 4 or Dependant of Tier 4 Migrant
   - Tier 5 or Dependant of Tier 5 Migrant

6. What is the applicant making changes to?
   - Application details before decision
   - Application details after decision
7. PBS reference number (if known):

8. Application reference number (if known):

9. Representative reference number (if known):

**TYPE OF CHANGE**

10. Please indicate the type of change required:

   - Personal details - go to Q11
   - Criminal convictions - go to Q13
   - Contact details - go to Q18
   - Representative’s details - go to Q24
   - Dependents’ details - go to Q26
   - Other - go to Q28

**PERSONAL DETAILS**

11. Description of change

12. Date change becomes effective

   D D M M Y Y Y Y

**CRIMINAL CONVICTIONS**

13. Nature of the criminal offence or the civil action (give details on a separate sheet and enclose it with this form if more space is needed)
14. Details of the sentence or civil judgment (give details on a separate sheet if more space is needed)

15. Date of sentence/judgment

D D M M Y Y Y Y

16. Country where the sentence was passed or the civil judgment was made

17. Please provide details if the applicant has been charged in any country with a criminal offence for which he/she has not yet been tried in court.

CONTACT DETAILS

18. Full address:

19. Postcode:

20. Home telephone number:

21. Mobile telephone number:

22. Work telephone number:

23. Email address:
PBS (MIGRANT CHANGE OF CIRCUMSTANCES) APPLICATION FORM

REPRESENTATIVE’S DETAILS

24. Description of change

25. Date change becomes effective

DEPENDING’S DETAILS

26. Description of change

27. Date change becomes effective

OTHER CHANGES

28. Description of change

29. Date change becomes effective

DECLARATION

I hereby declare that the information given in this form is true and correct to the best of my knowledge and belief.

Name:

Signature:

Date:
MIGRANT CHANGE OF CIRCUMSTANCES FORM - HELP TEXT

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

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

Who needs to complete this form?

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

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

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

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

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

When not to use this form

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

If the applicant believes that a mistake has been made relating to his/her personal details as shown on his/her UK Residence Permit or Bimetric Residence Permit (BRP) he/she should not complete this form. The applicant should return his/her passport and UK Residence Permit or BRP to the address shown on the letter that accompanied his/her documents when they were returned. The applicant should enclose full details of the mistake he/she believes has been made, and enclose any relevant evidence such as their original passport. If a mistake has been made, an amended UK Residence Permit or BRP will be issued.

Additional Guidance for Migrants who are in the United Kingdom as a Tier 2 (General), Tier 2 (Intra Company Transfer), Tier 2 (Minister of Religion), Tier 2 (Sportsperson), Tier 4 (General) Student, a Tier 4 (Child) Student or as the Dependant of a Tier 4 Migrant

If the applicant is in the United Kingdom in one of the categories listed above and his/her current grant of leave was made by means of a Biometric Residence Permit (BRP), he/she should not use this form to notify us of any of the following changes to his/her circumstances:

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

In these circumstances, the applicant must make an application for a new BRP, using the form for no time limit (NTL) or an application for transfer of condition (TOC).

You can download the application forms and guidance from [www.gov.uk/transfer-visa](http://www.gov.uk/transfer-visa)

Applicants should use the BRP(RC) application form if they need to replace an BRP that has been lost, damaged or stolen. [www.gov.uk/replace-brp](http://www.gov.uk/replace-brp)

If the applicant’s current grant of leave was made by means of a BRP and he/she wishes to notify the Home Office of any changes to his/her circumstances not listed above, he/she may continue to do so, using this application form.

Personal details

Name change: Provide the current full name and title of the migrant. Evidence of the name change, such as a marriage certificate or deed poll, should be provided.
Dependants’ details
Dependants who cease to be dependant on the main applicant for any reason will generally no longer be eligible for further leave to remain in the United Kingdom as a dependant. Any current leave the dependant holds may be curtailed due to the change in circumstances. The dependant must therefore either leave the United Kingdom or take steps to regularise his/her stay in the United Kingdom by applying for leave under a different immigration category. Further information on the different types of leave that may be available can be found at www.ukba.homeoffice.gov.uk.

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

Children
• If a child travelled to the United Kingdom as the applicant’s dependant and is no longer living with the applicant permanently, then he/she should inform the UK Border Agency as soon as possible. The applicant should include the new address of the dependant if possible.
• If the dependant child of a migrant is completing this form, but he/she is no longer living with that person permanently, then he/she should provide his/her new address details and the reason for leaving (for example, to start University, to live with another person or to get married). The dependant should indicate whether he/she has made an application for an alternative category of leave or whether he/she intends to leave the United Kingdom (please give details).

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