

Addendum.

Before making an application, you should consider this additional guidance which updates existing guidance elsewhere in this document.

As set out in this guidance, some applicants can demonstrate their English language ability by passing a secure English language test arranged by an approved test provider. These approved tests are listed in Appendix O of the Immigration Rules. On 1 July 2014, Appendix O was updated to amend the list of approved test providers and approved tests. This addendum sets out transitional arrangements for this change.

(1) Transitional arrangements for applicants who hold a TOEIC or TOEFL English language certificate issued by Educational Testing Services (ETS)

On 1 July 2014, Appendix O was updated to remove the TOEIC and TOEFL English language tests, administered by ETS from the list of approved English language tests. This follows the expiry of ETS' licence to carry out secure English language tests for immigration purposes on 6 April 2014.

To allow applicants applying outside the UK time to adjust to this change, we have introduced transitional arrangements. If an applicant has a TOEIC or TOEFL English language test administered by ETS, this will be recognised as an approved test under Appendix O as it applied on 30 June if they have made an application for:

- leave to remain before 1 July 2014
- entry clearance before 22 July 2014

(2) Transitional arrangements for applicants who hold a English language certificate issued by Cambridge International Examinations (CIE)

On 1 August 2014, Appendix O will be updated to remove CIE and their associated tests. This affects the following qualifications:

- Cambridge IGCSE English as a first language; and
- Cambridge IGCSE English as a second language.

To allow applicants time to adjust to these changes, we have introduced transitional arrangements to cover the following circumstances. If an applicant has one of the above tests administered by CIE, it will be recognised as an approved test under Appendix O as it applied on 31 July 2014 if they have made an application for:

- leave to remain before 1 August 2014; or
- entry clearance before 22 August 2014.

(3) Transitional arrangements for applicants who hold the following English language certificates issued by Cambridge English and Trinity College London

On 01 August 2014, Appendix O will be updated to remove a number of tests provide by Cambridge English and Trinity College London. This affects the following qualifications:

- BULATS online test issued by Cambridge English;
- Trinity College London:
 - Entry Level Certificate in ESOL Skills for Life;
 - Level 1 Certificate in ESOL Skills for life; or
 - Level 2 Certificate in ESOL Skills for life.

To allow applicants time to adjust to these changes, we have introduced transitional arrangements to cover the following circumstances. If an applicant has one of the above tests administered by Cambridge English or Trinity College London, it will be recognised as an approved test under Appendix O as it applied on 31 July 2014 if they have made an application for:

- leave to remain before 01 August 2014; or
- entry clearance before 22 August 2014.



UK Visas
& Immigration

Tier 1 (GE)

version 08/14

Tier 1 (Graduate Entrepreneur) of the Points Based System – Policy Guidance

This guidance is to be used for all Tier 1 (GE) applications made on or after 22 August 2014

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1. Chapter 1 – Initial applications (entry clearance and leave to remain)

1.1 Introduction

This guide helps you to complete a Tier 1 (Graduate entrepreneur) application under the UK points based system (PBS) for immigration. If you have already been granted leave in the Tier 1 (Graduate entrepreneur) category and you want to apply to extend that leave, please refer to Chapter 2.

The UK includes England, Scotland, Wales and Northern Ireland.

Before you complete the application form, you must read:

- This guide, and
- Paragraphs 245F to 245 FC of the Immigration Rules based on UK immigration law. You can find them on the link below.

www.gov.uk/government/publications/immigration-rules-part-6a.

1.2 Points based assessment

You must pass a points-based assessment. PBS is the main immigration route for migrants from outside the European Economic Area (EEA) to come to work, study, invest or train in the UK.

The system separates applicants into five 'tiers'. To be eligible for a visa in any of the five tiers you must pass a points-based assessment.

1.3 What you must have before you can apply for a visa to work in the UK

To enter the UK you must have:

- a valid passport or travel document(s)
- a completed landing card
- the right entry clearance for your Tier 1 category to enter and stay in the UK.

If you do not have a valid passport you will be refused entry to the UK.

To be a main applicant, you must be at least 16 years old on the date your application is decided.

1.4 What is a Tier 1 (Graduate entrepreneur) visa and what does it allow?

The Tier 1 (Graduate entrepreneur) route is for:

- UK graduates identified by Higher Education Institutions (HEI) as having developed genuine and credible business ideas and entrepreneurial skills to establish one or more businesses in the UK;
- Graduates identified by UK Trade & Investment (UKTI) or as elite global entrepreneurs to establish one or more businesses in the UK.

You cannot apply for settlement with a Tier 1 (Graduate entrepreneur) visa. For more information on how to apply to settle permanently in the UK see the following website page www.gov.uk/government/collections/chapter-6a-settlement-immigration-directorate-instructions.

Applicants must not have previously been granted entry clearance, leave to enter or leave to remain as a:

- Tier 1 (Post study Work) migrant, or
- participant in the Fresh Talent: Working in Scotland Scheme, or
- participant in the International Graduates Scheme, or
- the Science and Engineering Graduate Scheme.

1.5 How much does a Tier 1 (Graduate entrepreneur) visa cost?

For up-to-date information about fees see the following website page www.gov.uk/tier-1-graduate-entrepreneur-visa.

1.6 How long can you stay in the UK?

You can apply for leave (permission to stay in the UK) under the Tier 1 (Graduate entrepreneur) route for an initial period of one year. If your endorsing body agrees to sponsor you after this you can apply again and you may be granted further leave for another year. You are only allowed a maximum of two years under this route and you should apply one month before your current permission to stay expires.

1.7 What is on a Tier 1 Graduate entrepreneur) visa?

Your visa is an important document and shows any restrictions that apply to you.

- Valid from date: you cannot enter the UK before this date.
- Visa category: your visa is for a specific purpose which you must keep to.
- Valid until date: you must leave the UK by this date, unless your visa allows you to apply to extend your stay.
 - If you are allowed to apply for an extension, you must do this before your visa expires.
 - If you stay for longer than you are allowed you risk arrest, detention, deportation and a ban on returning to the UK.
- Length of stay: this is the maximum amount of time you can stay in the UK.
 - If you have a multiple entry visa this is the maximum amount of time you can stay in the UK on any one occasion.
- Other conditions: any specific conditions attached to your visa are listed here. For example, if:
 - your visa says 'No recourse to public funds' you cannot claim most benefits, tax credits or housing assistance the UK government pay.

1.8 Applying from overseas

You must make your application online or using application form VAF9. You can find these links on the following website page www.gov.uk/tier-1-graduate-entrepreneur-visa/apply.

Your date of application is the date you pay your application fee. This is the date shown on your payment receipt.

1.9 Applying from in the UK

If you are applying from inside the UK or for an extension of your existing leave you must use the Tier 1 (Graduate entrepreneur) application form available on the following website page www.gov.uk/government/publications/application-to-extend-stay-in-uk-tier-1-graduate-entrepreneur.

Depending on how you submit your application to us, the date of application is either the date:

- you post it
- it is delivered by courier to the Home Office, or
- the premium service centre (PSC) accepts your application.

1.10 Switching

If you are already in the UK, you can only switch into the Tier 1 (Graduate entrepreneur) category if you have, or last had, leave as a:

- Tier 4 migrant
- Student
- Student nurse
- Student re-sitting an examination
- Student writing up a thesis
- Postgraduate doctor or dentist
- Tier 1 (Graduate entrepreneur) migrant
- Tier 2 (General) migrant - If you were last granted leave as a Tier 2 (General) migrant you must have permission to work as a post-doctoral researcher for the same institution which is endorsing your application as a Tier 1 (Graduate entrepreneur) migrant.

1.11 Conditions of leave

If you are granted leave in Tier 1 (Graduate entrepreneur) you must meet certain conditions during your stay. You must:

- remain endorsed by:
 - a Home Office recognised higher educational institution (HEI), or
 - UK Trade & Investment (UKTI)
- keep within UK laws
- only stay in the UK for the time your visa allows
- have no recourse to public funds (you cannot claim most benefits paid by the state)
- register with the police, if paragraph 326 of the Immigration Rules requires you to (see section on [Police registration](#))
- for applications submitted on or before 5 April 2013, no other employment of more than 20 hours per week
- not work as a:
 - doctor or dentist in training, or
 - professional sportsperson (including sports coach).

1.12 Points scoring

To be granted leave in Tier 1 (Graduate entrepreneur) you must score:

- 75 points for attributes
- 10 points for English language skills
- 10 points for maintenance (funds)

You must score points in the table on the next page:

Attributes: pass mark = 75 Points	Points available
<p>You have been endorsed by:</p> <ul style="list-style-type: none"> • a UK Higher Educational Institution (HEI), or • UK Trade & Investment (UKTI) <p>This is in the form of a letter.</p>	25
<p>You have been awarded a recognised:</p> <ul style="list-style-type: none"> • Bachelor degree • Masters degree, or • Doctor of Philosophy (PhD) <p>This does not include equivalent level qualifications if they are not a degree.</p> <p>This qualification must be:</p> <ul style="list-style-type: none"> • a UK degree, or • for global graduate entrepreneurs only, one that UK National Academic Recognition Information Centre (NARIC) consider meets or exceeds the standard of a UK Bachelor's degree. 	25
<p>The endorsement letter confirms your endorsing body considers you to have a genuine and credible business idea and is satisfied you will spend the majority of your working time furthering this.</p>	25

English language: pass mark = 10	Points available
<p>Evidence proving you:</p> <ul style="list-style-type: none"> • have English language skills to the required standard, and • meet the requirements explained in this guidance. 	10

Maintenance (money): pass mark = 10	Points available
<p>To qualify for leave under Tier 1(Graduate entrepreneur) you must show you have enough money to support yourself.</p>	10

When you make your application, refer to the following Immigration Rules.

See: Appendix A of the Immigration Rules for further information on Attributes at: www.gov.uk/government/publications/immigration-rules-appendix-a.

See: Appendix B of the Immigration Rules for further information on English language requirements at: www.gov.uk/government/publications/immigration-rules-appendix-b.

See: Appendix C of the Immigration Rules for further information on Maintenance funds at: www.gov.uk/government/publications/immigration-rules-appendix-c.

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Attributes

1.13 You must be endorsed by a UK higher educational institution (HEI) or UK Trade & Investment (UKTI)

To apply for Tier 1 (Graduate entrepreneur), you must be endorsed by:

- a HEI, if you got your qualification in the UK, or
- UKTI, if you got your qualification outside of the UK

For details of the approved endorsing bodies see the following website page www.gov.uk/government/publications/endorsing-bodies-tier-1-graduate-entrepreneur.

For further details about how to get an endorsement from UKTI see their website www.ukti.gov.uk/home.html?guid=none

You must use the endorsement letter as part of your application within three months of the date the letter is issued. The letter will not be accepted if the endorsing body has withdrawn the endorsement. You must also supply your qualification certificate if your degree was obtained overseas.

If you do not make a valid application within three months of the date of your endorsement, the endorsement you have used is cancelled.

1.14 Limit

Every year the Tier 1 (Graduate entrepreneur) is limited to 2000 places (beginning on 6 April and ending on 5 April the following year). The places are allocated as follows:

General endorsements	1900	For HEIs to endorse graduates in any subjects
Global endorsements	100	For UKTI to endorse overseas graduates

The Tier 1 (Graduate entrepreneur) limit does not apply to extension applications if your last leave was as a Tier 1 (Graduate entrepreneur).

Documents you must send with your application

You must provide an original endorsement letter, not a copy, from a UK HEI or UKTI and it must show all of the following:

- the endorsement reference number
- the date of issue (including a statement on how long the letter is valid for)

(continued over the page)

- your:
 - name
 - date of birth
 - nationality
 - current passport number
- details of any dependants, those:
 - already here, or
 - you intend to bring to the UK
- the name of your endorsing body
- the name and contact details of your endorsing body's authorising official
- the name, level and date of your qualification, unless this was shown in a previous successful Tier 1 (Graduate entrepreneur) application
- your intended business sector or business intention
- what led the endorsing body to endorse your application.

A suggested template for HEI's and UKTI can be found in [Annex A](#) of this guidance.

1.15 Qualification

There are several ways you can show us your qualification.

1. If you are being endorsed by the UK HEI that awarded your degree:

For initial applications, points will be awarded for a degree if the endorsement is by the HEI that awarded the degree and it contains the details of the degree

- You must have been awarded one of the following qualifications before the endorsement date: Bachelors degree, Masters degree or Doctor of Philosophy (PhD) (not an equivalent level qualification that is not a degree) - this qualifies you for a general endorsement.

The date of award is the date the awarding institution first notified you, in writing, that you had been awarded the qualification.

If your previous grant of leave was as a Tier 2 (General) migrant to work as a post-doctoral researcher and you are applying for leave to remain as a Tier 1 (Graduate Entrepreneur), you must have been awarded a:

- general endorsement from the same body that was your sponsor on the application that led to the previous grant of leave,
- UK recognised Bachelors degree, Masters degree or Doctor of Philosophy (PhD) (not an equivalent level qualification that is not a degree) from a UK HEI, at any time before the date of endorsement.

2. If you are being endorsed by a different UK HEI to the one that awarded your degree.

If your endorsement is from a different HEI to the one that awarded your degree, you must provide your original degree certificate.

This document must be the original (not a copy) and must clearly show:

- your name;
- the title of the award;

- the date of the award; and
- the name of the awarding institution.

If you cannot provide your original degree certificate, please provide the evidence listed in the table under paragraph 1.18, points 2 and 3.

3. If you are being endorsed by UKTI

You must have been awarded a degree qualification (not an equivalent level qualification that is not a degree) that UK National Academic Recognition Information Centre (UK NARIC) considers meets or exceeds the recognised standard of a Bachelor's degree in the UK – This may be a UK degree or a degree from overseas. This qualifies you for a global endorsement.

1.16 UK recognised degree at Bachelor level or postgraduate level

To consider a qualification as a UK recognised degree at Bachelors, Masters or PhD level, it must have been awarded by a UK recognised body.

A UK recognised body is an institution which has been granted degree awarding powers by:

- a royal charter
- an act of parliament, or
- the privy council.

All UK universities and some higher education colleges are recognised bodies.

For further information on the UK recognised bodies see the Department for Business Innovation and Skills (BIS) website page www.gov.uk/recognised-uk-degrees#recognised-bodies

1.17 Qualifications not acceptable

You cannot use the following qualifications for awarding points:

- foundation degrees
- honorary degrees
- qualifications awarded in the UK by overseas awarding bodies
- professional and vocational qualifications
- postgraduate certificates and diplomas.

Points are not awarded for a qualification which is of equivalent level to, but not actually a Bachelor degree, Masters degree or PhD. For example, a vocational qualification at bachelor degree level but which is not itself a degree.

1.18 Overseas Qualifications - only for those endorsed by UK Trade & Investment (UKTI)

If your degree is from another country, you must contact UK NARIC directly for an assessment of the level of the qualification and, if UK NARIC confirms it is of the required level, get a letter and/or confirmation certificate from them.

For UK NARIC contact details see the following website page <http://ecctis.co.uk/naric/> . They may charge a fee for confirming qualifications.

Documents you must send

If you have a global endorsement from UKTI, you must provide the following specified documents as evidence of your qualification, whether you obtained it in the UK or overseas:

<p>1. If you have had your graduation.</p>	<p>Provide an original qualification certificate.</p> <p>This document must be the original (not a copy) and must clearly show:</p> <ul style="list-style-type: none"> • your name • the title of the award • the date of the award • the name of the awarding institution.
<p>2. If you:</p> <ul style="list-style-type: none"> • are waiting for graduation, having successfully completed your degree, or • no longer have the certificate and the issuing institution is unable to produce a replacement. 	<p>You must provide an original academic reference from the awarding institution and an original academic transcript.</p> <p>The reference must include:</p> <ul style="list-style-type: none"> • your name • the title of the award • the date of the award confirming it has been or will be awarded, and • either: <ul style="list-style-type: none"> ▪ the date the certificate will be issued (if you have not yet graduated), or ▪ confirmation the institution is unable to re-issue the original certificate or award. <p>The academic transcript must:</p> <ul style="list-style-type: none"> • be on the official headed paper of the institution, and • clearly show: <ul style="list-style-type: none"> ▪ your name ▪ the name of the academic institution ▪ the course title ▪ confirmation of the award.
<p>3. If you cannot provide your original certificate for one of the reasons given above, and your qualification had a significant proportion of research, such as a doctorate.</p>	<p>You can just provide an academic reference providing it includes all the required information (see above).</p>
<p>4. If the degree was awarded overseas and you cannot find it on the points calculator.</p>	<p>Additional to the above, you must also provide an original letter or certificate from UK NARIC confirming the equivalency of your qualification.</p>

1.19 Where qualification evidence is not required

You do not need to send evidence of your qualification, if you have an endorsement from a UK HEI

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English language

1.20 English Language Requirements

You must have a minimum standard of English language and score 10 points.

You will meet the English language requirement if you:

- have a general endorsement from the same HEI that awarded your degree, and
- score the required points in the attributes section.

You satisfy it because you must have shown in the attributes section that you have a degree level qualification taught in English.

If you have an endorsement from a HEI that did not award your degree, or an endorsement from UKTI, you can meet the English language requirement by:

- being a [national of a majority English speaking country](#)
- passing an [English language test](#)
- holding a [degree](#):
 - taught in English, and
 - is equivalent to a UK bachelor's degree or above.

1.21 National of a majority English speaking country

Nationals of the majority English-speaking countries listed below automatically meet the English language requirement:

- Antigua and Barbuda
- Australia
- The Bahamas
- Barbados
- Belize
- Canada
- Dominica
- Grenada
- Guyana
- Jamaica
- New Zealand
- St Kitts and Nevis

- St Lucia
- St Vincent and the Grenadines
- Trinidad and Tobago, and
- the United States of America.

Documents you must send

Current valid original passport or travel document

You must give full reasons in the passport information section of the application form if you cannot submit your current original passport or travel document at the time of the application.

The only valid exceptional circumstances when you can provide alternative specified documents are if your current passport or travel document has:

- been lost
- been stolen
- expired and been returned to the relevant authorities, or
- been sent to another part of the Home Office.

If your passport or travel document is unavailable

If it is for one of the above reasons, you must provide the following alternative specified documents:

- Current national identity document
- Original letter from your home government or embassy. This document must:
 - be original
 - on the government's or embassy's letter headed paper
 - bear that institution's official stamp
 - have been issued by that institution's authorised official, and
 - must confirm your full name, date of birth, and nationality.

1.22 English language test

We will only accept test certificates from providers we have assessed as meeting set requirements.

You must:

- check you have passed an English language test that is still within its validity period, and
- have achieved at least Council of Europe's Common European Framework of Reference (CEFR) level B1 in all four components (reading, writing, speaking and listening).

If you have a disability (for example, hearing difficulties) you are not exempt from the English language requirement. You must contact a test provider for details of support they can provide for you while you take the test.

For more details of English language tests, see the following website page www.gov.uk/tier-1-graduate-entrepreneur-visa/knowledge-of-english.

Documents you must send

You must provide the specified documents from an English language test provider as listed in Appendix O of the Immigration Rules to confirm your qualification with your application. See the following website page www.gov.uk/government/publications/immigration-rules-appendix-o.

The documents must clearly show:

- your name
- you have achieved or exceeded level B1 of the Council of Europe's Common European Framework for Language (CEFL) learning in all four components (reading, writing, speaking and listening)
- the date of the award, and
- your test certificate is still valid and has not expired.

If more than one component of your test is examined and awarded together, your evidence must show you achieved the level required in all the relevant components in a single sitting.

1.23 Degree taught in English

As evidence of your English language ability you can claim points if you can provide certificates to show you hold an academic qualification (not a professional or vocational qualification) which:

- is recognised by UK NARIC as equivalent to at least a UK Bachelor's degree, and
- has been taught in English to a standard comparable to that of level C1 on the Council of Europe's CEFL. for more details see the Council of Europe website page www.coe.int/t/dg4/linguistic/liam/levels/levels_EN.asp

If you studied your degree in one of the majority English speaking countries listed below it is assumed it will have been taught in English.

- Antigua and Barbuda
- Australia
- The Bahamas
- Barbados
- Belize
- Dominica
- Grenada
- Guyana
- Ireland
- Jamaica
- New Zealand
- St Kitts and Nevis
- St Lucia
- St Vincent and the Grenadines

- Trinidad and Tobago
- the UK
- the United States of America.

(Please note that Canada is not on this list because some of their degrees are not taught in English.)

If your degree was taken in a country that is not on the list above, we will use information from UK NARIC on whether the overseas qualification is equivalent to UK Bachelors level or higher.

If UK NARIC cannot confirm your qualification is equivalent to UK Bachelors level or higher, we will not award any points for it. In this case, you may wish to use an alternative qualification if you have one.

Documents you must send

You must send either an original certificate of award or an original academic transcript.

Original certificate of award

This document must be original, not a copy, and must clearly show:
your name

- the title of the award
- the date of the award, and
- the name of the awarding institution.

Original provisional certificates are not acceptable.

The certificate must always be provided unless you:

- are awaiting graduation but have successfully completed your degree, or
- no longer have the certificate and the awarding institution is unable to issue a replacement, in which case you must send the following.

Original academic transcript

This must be on the institution's official paper and must show:

- your name
- the awarding institution's name
- the title of the award
- confirmation the qualification has been, or will be, awarded, and
- the date the certificate will be issued, or confirmation that the institution is unable to reissue the original certificate or award.

This evidence must be an official document, on the stationery of the organisation and have the official stamp of that organisation on it. It must have been issued by that organisation's authorised representative.

You must make sure the contact details for the awarding body are up-to-date, because if we need to verify the details and cannot contact them, the evidence cannot be accepted and your application may be refused.

1.24 Previously granted leave

You can also meet the English language requirement, without needing to provide evidence, if you have ever been given permission to stay in the UK as a:

- Tier 1 (Graduate entrepreneur), Tier 1 (Entrepreneur) migrant, Tier 1 (General) migrant or Tier 1 (Post-Study) migrant.
- Businessperson (under Paragraphs 200-210 of the Immigration Rules)
- Highly skilled migrant programme (HSMP) participant under the Immigration Rules which came into force on 5 December 2006
- Tier 2 (General) migrant under the rules in place on or after 6 April 2011, provided that when you were granted that leave you were given points for having a knowledge of English equivalent to level B1 or above of the Council of Europe's Common European Framework for Language (CEFL): Learning.
- Tier 1 (Exceptional Talent) migrant providing you scored points for your English language ability in that application
- Tier 4 (General) student if the confirmation of acceptance for studies (CAS) for that application was assigned on or after 21 April 2011
- Minister of Religion (not as a Tier 2 (Minister of religion) migrant) under the rules in place on or after 19 April 2007, or
- Tier 2 (Minister of Religion) migrant, provided that when you had that leave you were given points for English language for:
 - being a national of a majority English speaking country
 - a degree taught in English, or
 - passing an English language test.

Applications from people who are unable to score 10 points in the section for English language requirements will be refused. They will be refused even if you have met all the other requirements of the Immigration Rules for permission to stay as a Tier 1 (Graduate entrepreneur) migrant.

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Maintenance (money)

1.25 Maintenance: Main applicants

You will not have access to most state benefits (known as public funds) and you must have enough money to support yourself so that you do not have financial difficulties when in the UK.

For entry clearance	For applications received before 1 July 2014, you must have funding for at least £1,800. For applications received on or after 1 July 2014, you must have funding of at least £1,890.
For leave to remain (switching or extension)	For applications received before 1 July 2014, you must have funding for at least £900. For applications received on or after 1 July 2014, you must have funding of at least £945.

The exchange rate of overseas currency is made using the OANDA rate conversion on the date of the application. For more information, see OANDA's website page www.oanda.com/.

You may want to check the possible costs of living in the UK. If you do not expect to get any income from your work in the UK after the first month, you may want to check you have enough money to support yourself and any dependants.

We will not consider any money earned during a time you were in breach of the UK's immigration laws as evidence of maintenance funds.

Earnings made from the UK are only considered if:

- you had leave to enter or remain in the UK at the time they were earned, and
- you were in a category permitting you to take that employment.

1.26 Maintenance: Dependants

Any partners or children (also known as dependants) you want to bring with you to the UK must have enough money available to support them. The PBS dependants' guidance provides more information on this. For more information, see the website page www.gov.uk/tier-1-graduate-entrepreneur-visa/family-members.

Documents you must send

If you are applying with a global endorsement, and UKTI confirms in the endorsement letter it has awarded enough funds to you to cover maintenance, you do not need to provide any further evidence.

In all other cases you must provide evidence of personal savings that:

- covers a period of 90 consecutive days, and
- end no more than 31 days before the date of application.

This evidence must be original.

Only the following specified documents will be accepted as evidence of this requirement:

Personal bank or building society statements

The personal bank or building society statements must clearly show:

- your name
- the account number
- the date of the statement
- the financial institution's name and logo
- any transactions during the 90 day period
- there are enough funds present in the account. For applications received before 1 July 2014, (the balance must always be at least £1,800 or £900 as appropriate) covering the 90 day period before the date of application. For applications received on or after 1 July 2014, (the balance must always be at least £1,890 or £945 as appropriate) covering the 90 day period before the date of application.

Bank statements printed on the banks letter-headed/stationery are acceptable.

All statements must be on the bank's stationery, unless you are submitting electronic statements.

If you wish to submit electronic bank statements they must contain all the details listed above. In addition, you must provide either:

- a supporting letter from an authorised official of your bank, on company headed paper, confirming the authenticity of the statements, or
- an electronic bank statement bearing the official stamp of the bank in question - this stamp must appear on every page of the statement.

Documents that are not accepted:

- statements showing the balance in the account on a particular day, as they do not show you hold enough funds for the 90 day period, or
- mini-statements from cash points (ATMs).

If you wish to rely on a joint account as evidence of available funds, you must be named on the account along with one or more other named individual.

The funds available to you are always assessed from the closing balance given on the document provided, if:

- you are providing evidence of maintenance funds from a single account, or
- two or more pieces of evidence from a single account are submitted (for example two consecutive bank statements).

Where evidence from two or more accounts is submitted, the funds available to you are always assessed using:

- the most recent closing balance of one account, and
- any additional money available to you on the same date, for which you have provided the required evidence.

We will always use the closing balance date from the account that most favours you.

Building society pass book

This must show:

- your name
- the account number
- the financial institution's name and logo
- any transaction during the 90 day period before the date of application
- there are enough funds present in the account For applications received before 1 July 2014, (the balance must always be at least £1,800 or £900 as appropriate) covering the 90 day period before the date of application. For applications received on or after 1 July 2014, (the balance must always be at least £1,890 or £945 as appropriate) covering the 90 day period before the date of application.

Letter from bank or building society

This must be an original letter on the organisation's headed paper, signed by an authorised official. It must confirm:

- your name
- the account number
- the date of the letter
- the financial institution's name and logo
- the funds held in your account
- there are enough funds present in the account. For applications received before 1 July 2014, (the balance must always be at least £1,800 or £900 as appropriate) covering the 90 day period before the date of application. For applications received on or after 1 July 2014, (the balance must always be at least £1,890 or £945 as appropriate) covering the 90 day period before the date of application.

Letters that show the balance in the account on a particular day are not acceptable as they do not show that you hold enough funds for the full period needed.

Letter from regulated financial institution

The regulated financial institution letter(s) you provide must cover a consecutive 90 day period ending no more than 31 days before the date of your application.

The letter(s) must be the original (not a copy) and must clearly show:

- your name
- the account number
- the date of the letter
- the financial institution's name and logo
- the money in the account, and
- the money in the account, and for applications received before 1 July 2014, that the funds of £1,800 or £900 as appropriate have been in the bank for at least a consecutive 90 day period on and immediately before the date of the letter. For applications received on or after 1 July

2014, that the funds of £1,890 or £945 as appropriate have been in the bank for at least a consecutive 90 day period on and immediately before the date of the letter.

For the purposes of personal savings accounts in the UK, the financial institution must be regulated by the Financial Conduct Authority (FCA) and the Prudential Regulatory Authority (PRA).

For overseas accounts, the financial institution must be regulated by the home regulator, the official regulatory body for the country the financial institution is in and where the money is held.

The letter must be dated no more than 31 days before the date of application. Letters showing the balance in the account on a particular day are not acceptable as these documents do not show you hold sufficient funds for the full period needed.

No points are awarded if we cannot make satisfactory verification checks on the financial institution that the specified documents show the funds are held in. For a list of financial institutions which do not satisfactorily verify financial statements, see website page www.gov.uk/government/publications/immigration-rules-appendix-p.

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2. Chapter 2 – Extensions

2.1 Attributes

If you are making an extension application you must provide a new endorsement letter from the same endorsing body you used in the application which led to your previous grant of leave. They must be content you have made satisfactory progress in developing your business.

The Tier 1 (Graduate entrepreneur) limit does not apply to extension applications if you have last had leave to remain as a Tier 1 (Graduate entrepreneur).

If you wish to switch endorsing body, you must provide a fresh endorsement letter from your new endorsing body. They must be content you have made satisfactory progress in developing your business during your initial leave.

If your endorsing body no longer wishes to endorse your application into a second year, and you cannot get an endorsement from a different endorsing body, you may have the option of switching into one of the following categories:

- Tier 1 (Entrepreneur)
- Tier 2 (General)
- Tier 2 (Minister of Religion)
- Tier 2 (Sportsperson)
- Tier 1 (Exceptional talent)

2.2 English language

If your previous grant of leave was as a Tier 1 (Graduate entrepreneur) migrant you automatically qualify for English language. Therefore no further evidence is required.

2.3 Maintenance (money)

You must be able to support yourself for the entire duration of your extension of leave without use of public funds (benefits provided by the state).

2.4 Main Applicant

To qualify for an extension under Tier 1(Graduate entrepreneur) you must show you have enough money to support yourself.

If you are applying as a Tier 1 (Graduate entrepreneur):

Entry clearance	For applications received before 1 July 2014, you must have funding of at least £1,800. For applications received on or after 1 July 2014, you must have funding of at least £1,890
Leave to remain (switching or extension)	For applications received before 1 July 2014, you must have funding of at least £900. For applications received on or after 1 July 2014, you must have funding of at least £945

2.5 Dependants

Any dependants must also provide evidence to show they have access to enough funds to extend their leave.

Documents you must send

The documents for extensions are the same as the ones used for initial applications. Please return to the 'documents required section of the following link [maintenance \(money\)](#).

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3. Chapter 3 - General Information

3.1 Biometric residence permits (BRP)

Biometric residence permits (BRPs) are part of a national identity system that helps the UK government, employers and other organisations check the immigration status and other entitlements of foreign nationals.

It is compulsory for all non-EEA migrants granted permission to stay in the UK for longer than six months to apply for a BRP. Please see the following website page for more information on BRP legislation www.legislation.gov.uk/ukpga/2007/30/contents

Therefore, when you apply under PBS, you must get a biometric residence permit (BRP) as part of your application.

For information about how to apply for a BRP, see the following website page www.gov.uk/biometric-residence-permits.

3.2 Bringing in family members (dependants)

You cannot include anyone else on your application form. If your partner, your children, your parent, legal guardian, or anyone else is accompanying you to the UK, they must apply separately for permission to stay in the UK.

For more information on how your dependents can apply, see the following website page www.gov.uk/tier-1-graduate-entrepreneur-visa

3.3 Considering your application

We aim to consider applications quickly, but must be confident you meet the requirements of the Immigration Rules, and the information you provide is a true reflection of your background.

To understand how you will be affected by waiting times, see the following website page www.gov.uk/tier-1-graduate-entrepreneur-visa/overview.

3.4 Evidential flexibility

In some cases you may need to provide further information under our evidential flexibility policy. To understand more about evidential flexibility and how this may apply to you, read [Annex I](#)

3.5 Overstaying

Your application will be refused if you have overstayed in the UK for more than 28 days on your date of application. To understand more about overstaying and how this may apply to you, read [Annex B](#).

3.6 Rights and responsibilities

You have certain rights and responsibilities while you are living temporarily or permanently in the UK. To understand what these are, see the following website page www.gov.uk/tier-1-graduate-entrepreneur-visa/overview

Additional evidence for sponsored students

If you have recently been receiving financial sponsorship as a student in the UK you may need to meet an additional requirement when you make your application for leave to enter or remain in the UK.

If this requirement applies to you, read [Annex G](#)

3.7 Verification checks

If we have doubts about your application, we may carry out verification and/or other checks.

As all applications may be subject to verification checks, read [Annex C](#)

3.8 General grounds for refusal

Your application is subject to general grounds for refusal. This means even if you qualify for points, there may be other reasons (such as your previous immigration history) that may lead to you being refused.

As all applications are be subject to general grounds for refusal, you must read the following website page www.gov.uk/government/publications/general-grounds-for-refusal-about-this-guidance.

Can I have my passport back before my application is decided?

You can request the return of your passport before your application is decided. If you wish to use it to travel outside the UK, your application is considered withdrawn. In this circumstance, your fee is not refunded.

For more information on how to request your passport back, see the following website page www.gov.uk/visa-documents-returned.

How can I contact the Home Office after I apply?

If you would like to contact us, see the following website page www.gov.uk/contact-ukvi.

3.9 Police registration

Certain nationalities must register with the police as a condition of their leave. If this condition applies to you, you will be told to register with your local police department when you are granted leave.

If this requirement applies to you, see Paragraph 326 of the Immigration Rules on the following link www.gov.uk/government/publications/immigration-rules-part-10.

What happens if I disagree with the decision reached on my application?

If your application from outside of the UK is refused and you think a mistake has been made, you can ask for a review of the decision. This is known as an 'administrative review'.

If you would like to ask for an administrative review, see [Annex D](#)

If your application from inside the UK is refused and you think a mistake has been made, you may be able to appeal against the decision. Details on how, and if, you can appeal against the decision will be included with the letter explaining the reasons for your refusal.

3.10 Absences from the UK

If you have leave in Tier 1 (Graduate entrepreneur) you may travel abroad when living in the UK. As most applicants will need to travel outside of the UK at some point during their leave, read [Annex E](#)

3.11 Care arrangements for children

If you are 16 or 17 years old you will need your parent(s) or legal guardian(s) written consent to the arrangements that have been made in regard to your application, travel, reception and care arrangements in the UK. If this applies to you, read [Annex F](#)

3.12 Change of circumstances

If your circumstances change you need to let us know. Read [Annex H](#)

3.13 Curtailing leave

We may curtail (cancel) your leave if the endorsing body that endorsed your application:

- loses its status as an endorsing institution for Tier 1 (Graduate entrepreneur) applications
- loses its highly trusted status (HTS) under Tier 4 of PBS
- ceases to be an A-rated sponsor under Tier 2 or Tier 5 of PBS because we have downgraded or revoked its Tier 2 or Tier 5 sponsor licence
- withdraws your endorsement

We may also cancel your leave for other reasons, for example if you commit a serious offence or breach the conditions of your stay.

If your actions were not blameworthy, your leave will be curtailed to 60 days.

As all applications may be subject to curtailment, you must read the following website page www.gov.uk/government/publications/curtailment-of-leave.

3.14 Reporting abuse

You, or any member of the public, can report illegal immigrants and other immigration offences via the website at: www.gov.uk/report-immigration-crime.

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Annex A – Endorsement letter (template)

Endorsement from an endorsing body. This must be an original document provided by the endorsing body and not a copy.

CONFIDENTIAL

For the attention of the Home Office

In regards to the Tier 1 (Graduate Entrepreneur) application of Mr/Mrs/Ms **[Name]**

I have the consent of **[name]** to endorse their application. I will confirm the contents of this letter to the Home Office at their request.

The endorsement reference number is:

The endorsement date of issue and expiry date are:

The applicant's name is:

The applicant's date of birth is:

The applicant's nationality is:

The applicant's current passport number is:

Details of any dependants (those already here or those the applicant intends to bring to the UK):

The name of the endorsing body:

The address of the endorsing body:

The name and contact details of the authorising official of the endorsing body:

Qualification awarded to the applicant, unless the endorsement is a global endorsement or the applicant was last granted leave as a Tier 1 (Graduate Entrepreneur) Migrant:

- Name
- Level, and
- Date of award.

[Name]'s intended business sector or business intention is:

For initial applications: Reason for endorsing this applicant:

For extension applications: We have assessed [name] and confirm that they have made satisfactory progress because:

Signature of authorised person of the endorsing body:

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Annex B - Overstaying

The 28 day period of overstaying is calculated from the latest date below:

- the end of the last period of leave to enter or remain granted
- the end of any extension of leave under sections 3C or 3D of the Immigration Act 1971, or
- the point a written notice of invalidity is deemed to have been received, in accordance with paragraph 34C or 34CA of the Immigration Rules, in relation to an in-time application for further leave to remain.

Exceptional circumstances

If there are exceptional circumstances which stopped you applying in time you must send us evidence of these circumstances with your application. The limit for what makes up 'exceptional circumstances' is high and depends on the individual circumstances of the case.

It may, for example include delays caused by unexpected or unforeseeable circumstances, such as:

- Serious illness which meant neither you or your representative were unable to send the application in time. This must be supported by appropriate medical documentation.
- Travel or postal delays which meant neither you or your representative were able to send the application in time.
- Inability to provide the necessary documents. This only applies to exceptional or unavoidable circumstances beyond your control, for example the Home Office:
 - being at fault in the loss of, or delay in, returning travel documents, or
 - a delay in receiving replacement documents after loss as a result of theft, fire or flood (this must be supported by evidence of the date of loss and the date replacement documents were sought).

We advise you not to plan any travel outside the common travel area whilst your application is being considered. If you ask for your passport back to travel before we have reached a decision on your application, your application will be treated as being withdrawn in line with paragraph 34J of the Immigration Rules.

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Annex C – Verification and other checks

We aim to consider applications quickly but must also be confident your application meet the requirements of the Immigration Rules, and the information you provide is a true reflection of your background.

To consider your application, we will ask for a number of documents. You must make sure all evidence you provide comes from a source that can be clearly identified and independently confirmed as being genuine.

Checks made by the Home Office

There are two situations in which we will undertake a check:

- Verification checks:
- Where we have reasonable doubts the documents are genuine (see below for more information), or
- Other checks:
- We may carry out further checks, for example, where there are doubts about an application or the documents sent with the application, but the doubts are not serious enough to make a verification check.

If we have reasonable doubts whether a specified document is genuine, we may verify the document with an independent person or government agency to make sure the document provided is genuine and accurately reflects statements made in your application.

If the document is being used as evidence to score points, we also want to make sure it allows you to claim those points.

Verification may delay the decision on an application, so we will only follow this process if there is a clear need.

There are many reasons why we may doubt that a specified document is genuine and what is considered to be a reasonable doubt will depend on an individual application. However, our judgments will be based on the facts we have.

Outcomes of a verification check

There are three possible outcomes:

- A document is confirmed genuine. Your application is considered as normal.
- A document is confirmed false. Your application is refused whether or not the document is essential to the application. It can be refused for more than one reason, for example, if you send us a bank statement to show you have enough funds available, and the statement is false, the application will be refused, as you do not meet the funds requirement and you have sent a false document. We will keep any documents it confirms as false. Using false documents is likely to put at risk any future application you make.
- The verification check is inconclusive. If we cannot verify whether the document is either genuine or false we will ignore it as evidence for scoring points.
- If you have sent other specified documents as evidence for scoring the relevant points, we will consider these as normal.
- If you have not sent any other documents, we will award zero points in that area.

Refusing an application without verification checks

There are two circumstances where we may do this:

- If we are concerned about a piece of evidence, but your application will fall for refusal for other reasons anyway, those reasons will form the basis of the refusal. We will not make verification checks in these circumstances. However, they will always verify passports if they are thought to not be genuine.
- If there is evidence that proves a particular document is false we will normally refuse the application for more than one reason. For example, if you send a bank statement to show that you have enough funds available and we have evidence to show the statement is false, your application will be refused as you do not meet the funds requirement and because you have sent a false document.

We will make other checks if, for example, there are doubts about an application or the documents sent with it, but these are not serious enough to make a verification check.

These checks may delay the decision on an application so we will only make them where there are clear reasons to do so.

Other checks

We may have suspicions about a document, but not enough to doubt it is genuine. For example, because previous verification checks have found some supporting evidence is invalid and some is genuine, or where evidence provided contradicts information we already have. In these cases, we may carry out more checks.

There are four possible outcomes of these checks:

- A document is confirmed as genuine. We will consider the application as normal.
- A document is confirmed as false. The application will be refused whether or not the document is essential to the application. It can be refused for more than one reason for example, if you send us a bank statement to show you have enough funds available, and the statement is false, the application will be refused as you do not meet the funds requirement and you have sent a false document. We will keep any documents it confirms as false. Using false documents is likely to put at risk any future application you make.
- The check is inconclusive. We will therefore consider the application as if the document is genuine.
- The check gives us cause to have reasonable doubt about the genuineness of a specified document. If we cannot verify that the document is either genuine or false, but as a result of the checks there are other reasons to doubt the genuineness of a particular specified document, a verification check may take place.

Procedures for checks

The procedures for both verification checks and other checks may involve:

- checking the details or genuineness of documents with:
 - employers
 - the relevant embassy or high commission
 - other government departments (in the UK and overseas)

- checking the accuracy and authenticity of documents with:
 - banks
 - universities, and
 - professional bodies.

We will use a standard form to record the results of their enquiries, to make sure consistent feedback is recorded.

If we cannot get an immediate answer to enquiries, they will normally wait for up to a maximum of four weeks for the necessary information.

If we make checks on an applicant who is self-employed they will try to establish the business presence, for example by checking business and/or tax registration.

The compliance team may visit your employer or educational institution (if you are a student) before we make a decision on the application.

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Annex D - Administrative Review

This information is for entry clearance applications only.

What is an administrative review?

An administrative review is a free of charge process that allows you to review our decision on your application under the points based system (PBS) if you believe an error has been made.

An administrative review is a non-statutory scheme, this means there is no legislation which sets out what it covers or who is eligible to apply.

Who can apply for an administrative review?

You can apply for an administrative review if you were refused entry clearance under the PBS and you believe that our decision was incorrect.

How do you apply?

You will receive the administrative review request notice with your entry clearance refusal letter. You must complete this in full and send it directly to the address stated on the notice. Do not send any additional documents with the notice. If the refusal is later overturned, you will be asked to send in your passport.

Who conducts the administrative review?

An entry clearance manager will conduct the administrative review.

What if the administrative review request refers to matters outside the scope of the administrative review?

It should be dealt with under the normal complaints procedure. In such cases you will be advised in writing.

What is the deadline for applying for administrative review?

You have 28 days from the date of receipt of your refusal notice to submit a request for an administrative review.

What if an application is submitted late?

If we receive an administrative review outside of the 28-day period, they will not accept the request notice.

We will consider any exceptional circumstances which may have stopped you from submitting the review in time.

How many times can you request an administrative review?

You may request only one administrative review per refusal decision. We will not accept any further review requests received for the same refusal decision. However, where we uphold a refusal but on different refusal grounds, you may request a fresh administrative review.

How long will the administrative review take?

We will notify you in writing of their decision within 28 days of receipt of the administrative review request notice. If, in exceptional circumstances, they are unable to complete the administrative review within the 28 days, they will notify you in writing as to when you can expect a decision.

What evidence will the Home Office look at?

We will examine the evidence you submitted with your original application. New evidence will only

be considered if you are refused under paragraph 320 (7A) or 320 (7B) of the Immigration Rules, on general grounds for refusal. In all other cases, new evidence will be disregarded.

For more information, see the Immigration Rules on the following link: www.gov.uk/government/publications/immigration-rules-part-10.

How are administrative review decisions made?

We will focus on the areas which you have asked to be reviewed. They will check:

- points have been correctly awarded
- documents have been correctly assessed, and
- verification checks have been properly carried out.

We may recommend the reason for refusal should be overturned if they find that the entry clearance officer (ECO):

- failed to properly consider evidence submitted with your original application
- failed to apply the Immigration Rules correctly
- made a mistake in processing your application, or
- failed to give adequate reasons for refusing entry clearance.
- In this case, we will recommend that the ECO revoke your original refusal and serve a new refusal notice which gives you a full explanation for your refusal.

If we find your original reason(s) for refusal should be revoked, you may still be refused but on new grounds for refusal. We will not recommend the original decision be overturned simply because you claim there is a fault with their underlying processes or policies.

Does the administrative review cover general grounds for refusal?

Yes. We will also look at refusals on the basis of paragraph 320 of the Immigration Rules on 'General Grounds for Refusal'. As above, you may submit further information with the administrative review request, if the refusal is based on paragraph 320 (7A) or 320 (7B) of the Immigration Rules.

For more information, see the Immigration Rules on the following link: www.gov.uk/government/publications/immigration-rules-part-9.

False documents

We have refused your application because a false document was used or a false representation was made, any future applications you make will fall for automatic refusal. If you were not aware of any false documentations or representations used in your application, you will be asked to prove this.

Where the documents related directly to you (for example, employment references, qualifications or financial details), such a claim would be likely to fail unless you have clear evidence that an error has been made. If we accept you did not knowingly use false documents or false representations, the refusal will still stand, but you will not automatically have any future applications refused under the rules (paragraph 320 (7B)).

Does administrative review cover verification?

Yes. As part of the administrative review process we will ensure the entry clearance officer has followed the correct verification procedures.

Possible outcomes of administrative review

There are three possible outcomes. The decision is:

- upheld, reasons for refusal remain the same
- upheld with revised reasons for refusal
- overturned and a new entry clearance is issued.

How are you informed of the result of the administrative review?

If the original decision is upheld and the reasons for refusal remain the same we will notify you by letter. You will not be entitled to a further administrative review as the grounds for refusal has not changed.

If the original decision is upheld but the reasons for refusal are revised, a new refusal notice (GV51) will be served to you along with the administrative review letter stating why your refusal has been upheld. If there are fresh reasons for refusal which were not notified originally, you will be able to submit a further administrative review request limited to those additional reasons.

If the original decision is overturned we will notify you by letter and request your passport so they can issue you entry clearance.

Limited Right of Appeal

You can only appeal on any or all of the grounds referred to in section 84 (1)(b) and (c) of the Nationality, Immigration and Asylum Act 2002. This states that the decision is unlawful by virtue of section 29 of the Equality Act 2010 (discrimination in the exercise of public functions etc) so far as relating to race as defined by section 9(1) of that Act, and/or that the decision is unlawful under section 6 of the Human Rights Act 1998 (public authority not to act contrary to Human Rights Convention) as being incompatible with the appellant's Convention rights. All entry clearance applicants under the points based system (PBS) who are refused will be limited to residual grounds of appeal stated above.

The process for dealing with limited rights of appeal remains unchanged.

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Annex E - Absences from the UK

The right to travel abroad

If you have temporary permission to stay in the UK (known as limited leave to remain) you are free to travel abroad and return to the UK. When you return to the UK, you must be able to show the immigration officer at the port or airport:

- a valid visa allowing you entry to the UK
- evidence you are re-entering the UK for the same purpose stated on your visa.

Leave to enter or remain in the UK will lapse when the holder of that leave goes to a country or territory outside the common travel area. The common travel area consists of the UK, the Channel Islands, and the Republic of Ireland.

If you leave the common travel area while you are employed in the UK you do not need to make a new application to return to the UK unless your leave expires whilst you are overseas, or lapses. For example, for holidays, business trips or a secondment overseas.

If you need to leave and re-enter the UK on a regular basis you may be assigned with a multiple entry certificate of sponsorship. Multiple entry confirms that your sponsor expects you to regularly travel in and out of the UK.

If you have been granted entry clearance, or leave to remain, for more than six months, your leave will not lapse when you leave the common travel area if you continue to be employed by and working for your sponsor for a period of one calendar month or more, unless your leave passes its expiry date or you stay outside the UK for more than two years.

For more information, see Article 13 of the Immigration (Leave to Enter and Remain) Order 2000.

If you have entry clearance or you have leave to remain which was granted for less than six months, your leave will lapse if you leave the common travel area.

It is important to make sure if you travel overseas for any reason, you fully understand the implications if your leave lapses or expires whilst you are overseas.

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Annex F – Care arrangements for children

Care arrangements for children

We have a duty to safeguard children and to promote the welfare of children under Section 55 of the Borders, Citizenship and Immigration Act 2009. All children who work in the UK must have suitable care arrangements in place for their travel, reception on arrival in the UK and living arrangements whilst here.

16 and 17 year olds have the legal right to live independently in the UK, and may therefore make their own arrangements for accommodation. If you are 16 or 17 years old on the date your application is decided, you must have the written consent of your parent(s) or legal guardian(s) to the arrangements made in regard of your application, travel, reception and care arrangements and submit this letter to us.

The letter must be original (not a copy) and must confirm if your parent(s) or legal guardian(s) have legal custody or sole responsibility for you. If they have sole responsibility they must sign the letter. If they do not, the letter must confirm that each parent or legal guardian agrees to the content of the letter and must be signed by each parent or legal guardian.

The letter must clearly show:

- the relationship between the parent(s) or legal guardian(s) and you
- your parent(s) or legal guardian(s) have given their consent to this application
- your parent(s) or legal guardian(s) agree with your living arrangements in the UK, and
- your parent(s) or legal guardian(s) full name and address.

Private foster care arrangements

If a child under 16 years old (or 18 years old if disabled) is cared for on a full-time basis by adults who are not their parents (or a close relative) for more than 28 days, they are privately fostered. It is the responsibility of the parent, carer, and anyone else involved in making the private fostering arrangement (including any visa sponsor), to notify their UK local authority of the private fostering arrangement.

In the UK, local authorities are responsible for safeguarding and protecting children. They must make sure private foster carers are suitable and get any support and guidance they need to help them care for a child. You must tell us if you are living under local authority care in the UK.

If you are in local authority care you must provide an original letter (not a copy) on official headed paper from the local authority caring for you to confirm you are in local authority care.

A close relative, parent or legal guardian who cares for a child is not considered to be a private foster carer and so will not need to register with a UK local authority. A close relative is any of the following people aged over 18:

- grandparent
- brother, sister
- step-parent
- uncle (brother or half-brother of the child's parent), or
- aunt (sister or half-sister of the child's parent).

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Annex G – Students with financial sponsor

For the purpose of this section of the guidance, ‘sponsored’ means ‘wholly supported by an award that covers both fees and living costs’.

If you have recently been in receipt of financial sponsorship as a student in the UK you may need to meet an additional requirement when you make your application for leave to enter or remain in the UK.

Your financial sponsor must give their unconditional consent for you to re-enter or remain in the UK. If they do not give unconditional consent, or give their consent for a limited time, we will refuse your application.

Your sponsor’s consent must be:

- be in writing
- be on the organisation’s official letter-headed paper or stationery
- bear its organisation’s official stamp, and
- have been issued by an authorised official of its organisation.

You must meet this additional requirement if a government or an international scholarship agency has given you financial sponsorship, which has wholly covered your course fees and living costs, to study in the UK during the past 12 months:

- under Tier 4 (General) of the points-based system
- as a student
- student nurse
- student re-sitting an examination
- student writing up a thesis
- postgraduate doctor or dentist
- an overseas qualified nurse or midwife or a student sabbatical officer.

You do not need to provide your financial sponsor’s consent if you have received private financial sponsorship during your studies. For example, from an employer or a relative.

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Annex H - Change of circumstances

If the current grant of leave is a biometric residence permit (BRP), to change your:

- name
- date of birth
- nationality
- gender, or
- appearance.

A new application must be sent on form NTL or TOC, see related link: changes to BRP www.gov.uk/transfer-visa.

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Annex I - Evidential Flexibility

You must provide all specified documents to support your application when you submit it. These documents must be originals (not copies) unless the application states otherwise. We can only accept the documents specified in the Immigration Rules and covered in this guidance and will not consider unrelated evidence when calculating the points score.

If you have submitted specified documents where a document:

- in a sequence have been omitted (for example, if one bank statement from a series is missing)
- is in the wrong format (for example, if a letter is not on letterhead paper as specified)
- is a copy and not the original, or
- does not contain all of the specified information.

We may contact you, or your representative, in writing to ask for the correct documents. We must receive the requested documents at the address specified in the request within 7 working days of the date of the request.

We will not ask for further information where:

- we do not expect a correction of minor errors or omissions will lead to a successful application because it would be refused for other reasons, or
- a specified document has been completely omitted.

We may approve an application as an exception if we are satisfied the specified documents are genuine and meet the other requirements if the applicant has submitted a specified document that:

- is in the wrong format
- is a copy and not the original document, or
- does not contain all of the specified information, but the missing information is verifiable from:
 - other documents submitted with the application
 - the website of the organisation which issued the document, or
 - the website of the appropriate regulatory body.

This process is known as evidential flexibility. We reserve the right to request the original specified documents in the correct format and to refuse applications if the specified documents are not provided.

The Evidential Flexibility rules do not cover mandatory documents needed make a valid application. The mandatory documents you must submit are listed on the application form. If you do not submit mandatory documents or fail to complete mandatory sections of the application form we may reject your application without contacting you.

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