



UK Visas
& Immigration

T2 (W)
version 12/14

Application For A Grant Of Leave And Biometric Immigration Document- Application For A Tier 2 Single Extension Of Stay Up To Five Years In The UK

In accordance with paragraph 34 of the immigration rules, this form is specified for applications made on or after 1 December 2014. Applications made on this form may be made by post only. This application is free of charge.

Archived

Please post your application to:

Home Office

Tier 2

PO Box 506

Durham

DH99 1WB

This form is to be used for all applications made on or after 1 December 2014 where specific criteria is met

T2 (W) APPLICATION FORM

In order to make an application using this form, you must meet all of the following criteria:

1. Have previously been granted less than two years in one of the following categories:

- Business & commercial work permit holder (which includes ICT work permits)
- Sports & Entertainment work permit holder
- Jewish Agency Employee
- Member of the Operational Ground Staff of an Overseas-owned Airline
- Minister of Religion, Missionary or Member of a Religious Order

And

2. Applied for and were granted, Tier 2 leave through the transitional arrangements in place for migrants in these categories; and

3. Are still working for the same employer (being paid the appropriate salary for the job) that the original Certificate of Sponsorship (Cos) was issued for; and

4. Will continue to work for the same employer; and

5. Currently have valid leave in a Tier 2 category (General, Intra-Company Transfer, Minister of Religion, or Sports person), and

6. Were granted the maximum period of three years under Tier 2

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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 application details page in the two-sided copy.

For administrative reasons, it is important that the rest of the form begins with Section 2 - Applicant's Details facing upwards

B5. Date of birth:

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

B6. Gender:

Male Female

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

B8. Country of birth:

B9. Marital status - please select from the following list:

Married or civil partner	<input type="checkbox"/>	Single	<input type="checkbox"/>
Widowed or surviving civil partner	<input type="checkbox"/>	Unmarried partner	<input type="checkbox"/>
Divorced or dissolved civil partnership	<input type="checkbox"/>	Separated or separation order	<input type="checkbox"/>

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

Reference number 1:

Reference number 2:

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

Reference number 1:

Reference number 2:

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

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

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

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C6. Please give details of your current passport or travel document and any others that you have used to travel to and remain in the United Kingdom and which shows your current leave. Please note that for the application to be valid and complete your 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 Home Office - 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 Home Office - 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 you are 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

In accordance with Biometric Registration Regulations, an applicant applying for an extension of stay in the UK as a Tier 2 migrant must apply for a Biometric Immigration Document, otherwise known as a Biometric Residence Permit.

For information about Biometric Residence Permit, please see the Tier 2 of the Points Based System – Policy guidance document and help text at the end of this form, which you should read before completing this form.

C9. Have you been issued with a Biometric Residence Permit with a previous application for leave?

Yes - go to question C10

No - go to Part D

C10. Please give details of your Biometric Residence Permit. Please note for the application to be valid and complete your 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)						
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 Home Office - go to question C11

C11. If the BRP is not enclosed then please give details of why you are unable to provide it.

C12. If the BRP was lost, please give the date this was reported to The Home Office Card Management Service.

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

C13. 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

T2 (W) APPLICATION FORM

It is mandatory if you have previously been issued with a Biometric Residence Permit to complete C14-C17. If it is not complete the application will be invalid and will be returned to you.

C14. Have you used any name(s) other than the one given in part B of this application form in previous UK immigration applications made in the UK or abroad?

Yes - go to question C15

No - go to question C16

C15. What other name(s) did you use?

Please state when the application(s) were made

Please give the British Diplomatic Post(s) involved if the application(s) was/were made abroad.

If more space is required please continue on a separate sheet and enclose it with this application form.

C16. Have you had your fingerprints taken as part of a previous UK immigration application made in the UK or abroad?

Yes - go to question C17

No - go to Part D

C17. Please state below when the fingerprints were taken

Please state below where they were taken, including the town or city and country.

Please give the British Diplomatic Post(s) involved if the application(s) was/were made abroad.

If more space is required please continue on a separate sheet and enclose it with this application form.

Now go to Part D.

D8. Give details of the journey, including where you 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 you enter the United Kingdom?

D10. When did you arrive in the United Kingdom?

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

D11. What is your current immigration status in the United Kingdom?

D12. When does your current leave expire?

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

D13. Have you ever stayed in the United Kingdom beyond the end of your period of leave?

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

D14. Give the reason(s) why you have stayed beyond the end of your period of leave and the dates of the overstay:

D15. Have you ever worked in the United Kingdom without immigration permission to do so (that is, contrary to your conditions of stay)?

Yes - go to question D16

No - go to question D17

D16. Give the reason(s) why you worked in the United Kingdom without immigration permission to do so and the dates this work was undertaken:

D17. Have you ever illegally entered the United Kingdom?

Yes - go to question D18

No - go to question D19

D18. Give the details and dates when this happened:

D19. Have you ever used deception when seeking leave to enter or leave to remain?

Yes - go to question D20

No - go to question D21

D20. Give the details and dates when this happened:

D21. Have you ever been removed or deported from the United Kingdom?

Yes - go to question D22

No - go to question D23

D22. Give the details and dates when this happened:

D23. Do you currently have any other applications with us on which you are awaiting a decision?

Yes - go to question D24

No - go to question D25

D24. Give details of the application, including the date the application was submitted, what the application is for (the category), and the payment reference number:

D25. Was this application submitted before your leave expired?

Yes - go to question D26

No - go to question D27

D26. Has the date of your leave, as stated in your passport, now passed?

Yes - you are not able to submit a further fresh application.

No - go to question D27

However, you can, if you wish, vary the grounds of the existing application. **Go to the help text.**

D27. Do you currently have an appeal with the asylum and Immigration Tribunal which is yet to be heard?

Yes - go to question D28

No - go to Part E

D28. 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):

D29. Has the date of your leave, as stated in your passport, now passed?

Yes - you are not able to submit a further fresh application.

No - go to Part E

However, you can, if you wish, provide additional grounds to the outstanding appeal. **Go to the help text.**

Now go to Part E

E7. Have you 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. Have you ever engaged in any other activities which might indicate that you 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.

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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 020 6055 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 - Public Funds

It is mandatory to complete this section. If it is not complete the application will be invalid and will be returned to you.

F1. Are you receiving any public funds?

Yes - go to **question F2**

No - go to part **G**

F2. The public funds which are relevant for the purposes of the Immigration Rules are listed below. Tick the relevant box(es) to show which of these are being received.

- | | |
|--|--|
| <input type="checkbox"/> Attendance Allowance | <input type="checkbox"/> Carer's Allowance |
| <input type="checkbox"/> Child Benefit | <input type="checkbox"/> Child Tax Credit |
| <input type="checkbox"/> Council Tax Benefit | <input type="checkbox"/> Disability Living Allowance |
| <input type="checkbox"/> Housing and Homelessness Assistance | <input type="checkbox"/> Housing Benefit (excluding keyworker accommodation) |
| <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"/> Council Tax Reduction | <input type="checkbox"/> Personal Independence Payment |
| <input type="checkbox"/> Universal Credit | |

F3. If you are 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.

F4. If the housing is provided by your local council or housing authority or part of an agreement between your employer and the housing authority, give details below and enclose evidence of this from the local housing authority.

F5. Tick to confirm that you have sent:

An original letter from the local housing authority.

F6. If you think that you are subject to an exception and are eligible to claim public funds give details below and enclose evidence of the eligibility, if appropriate.

G. Dependant Details

Fill in the following details for any dependant(s) who are applying at the same time as you. A dependant must be your Partner (spouse or civil partner, unmarried or same-sex partner) or your Child.

First name(s)	Last name(s)	Date of birth	Nationality, passport number and Biometric Residence Permit (BRP) (if applicable)	Relationship to you

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SECTION 4 - CONSENT FOR THE HOME OFFICE TO REQUEST VERIFICATION CHECKS

I understand that you will check whether the information and supporting documentation that I have supplied to the Home Office from a bank or utility company is correct. 'Correct' means that documents are unaltered originals issued by the bank or utility company and that the information on them is correct and applies to me or the person named as a customer on the document.

I agree to the bank or utility company, without seeking any further consent from me, telling you whether the information or documentation I have supplied is correct or in what way (if any) it is not correct.

I agree to the bank's or utility company's disclosure to The Home Office of any relevant personal data they hold on me for the above purposes. If I have not supplied correct information or supporting documentation to The Home Office the bank or utility company may disclose my relevant correct personal data.

If the information or supporting documentation also contains personal data relating to a joint customer or customers of mine on the bank or utility company account, or relates to another person who is to provide financial support, I confirm that I have obtained the consent of those persons to the disclosure of their personal data to the extent reasonably necessary for the above purposes.

I understand that the information obtained may be used as part of the decision making process about my application and may, if necessary, be disclosed to a court.

[I understand that providing information or documentation that is not correct will normally result in my application being refused and may lead to my prosecution for a criminal offence.]

Name and address of applicant

Postcode	

Signature

Date

Name and address of joint customer

Postcode	

Signature

Date

SECTION 4 - CONSENT FOR THE HOME OFFICE TO REQUEST VERIFICATION CHECKS

If the account with the bank or utility company relates to another person who is to provide the applicant with financial support, that person* should sign the following declaration :

I am a friend or relative whom the above-named person ('the applicant') has stated will provide financial support. The Home Office is verifying this by checking the documentation which the applicant has supplied about my accounts with banks or utility companies (a 'company'). The company may thus reveal information about me to The Home Office or to the applicant.

I agree to the company giving The Home Office relevant personal data it holds about me in relation to my account. This is limited to what is necessary to confirm that the documentation the applicant has supplied is correct. If that documentation is not correct, the company may give The Home Office details of any inaccuracies / discrepancies in the information that the applicant has provided, and may also disclose to The Home Office the correct information that they have on record about the account.

I understand that this may involve the applicant obtaining further details about the account.

I agree that this information may be used as part of the decision making process about the application and may, if necessary, be disclosed to a court.

Name and address of third party

Postcode

Signature

Date

*If the account is a joint account, all customers should sign.

SECTION 4 – DECLARATIONS**J. Applicant declaration**

You (the applicant) must sign below to show that you have read and understood the following declaration. It must be authorised by you and not by a representative or other person acting on your behalf. If you are under 18, your parent or guardian may sign.

The information I have given in this application is complete and is true to the best of my knowledge.

I confirm that I am also applying for a Biometric Immigration Document for myself and any dependants applying with me. If any dependant child under the age of 16 is applying with me I understand that the Home Office may make enquiries about any responsible adult nominated by me to be present when their fingerprints and/or photographs are taken.

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 Home Office 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 Home Office.

I agree to co-operate with Home Office 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 sponsor or representative (where applicable) tracking my application with the Home Office, or the Home Office updating my sponsor or 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 Home Office has reasonable cause to believe that any document or documents I have submitted with this application are forged, fraudulent or not genuine, and the Home Office 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 Home Office 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 the Home Office may make enquiries of the organisation (sponsor) named in this form in order to establish whether I meet the requirements of the Immigration Rules with regard to satisfactory employment. I agree to the organisation (sponsor) named in any of these sections disclosing details of my employment to the Home Office on their own initiative if I cease to comply with the conditions for which I have been granted leave to remain in the United Kingdom.

I understand that my details may in certain circumstances be passed to fraud prevention agencies to prevent and detect fraud and money laundering. I also understand that such agencies may provide the Home Office 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 Home Office website.

I agree to provide any information necessary to the organisation (sponsor) named in any of these

SECTION 5 - SUMMARY SHEET

Fill in this part of the form to help us make sure that we have received your documents and to keep a record of them while they are with us. Full details of the documents you are required to submit to us are in the 'Submitting a valid application' section of the help text on page 40.

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

A. Type of document	How many?	B. Listed items	How many?
Passports			
Biometric Residence Permit and/or travel documents			
Police registration certificates			
Letter from employer			

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Finally please make sure your application is correctly addressed to:

Postal address:

Home Office

Tier 2

PO Box 506

Durham

DH99 1WB

APPLICATION FORM HELP TEXT

Introduction

This document provides information to help you to complete an application for a Tier 2 single extension of stay up to five years in the UK.

These documents are available on the Home Office website at www.gov.uk/government/organisations/uk-visas-and-immigration.

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?

This application form should only be completed by individuals who are already in the United Kingdom. You should use the application form if you:

1. Were previously granted less than two years leave in one of the following categories:

- Business & Commercial work permit holder (which includes Intra-Company Transfer work permits)
- Sports & Entertainment work permit holder
- Jewish Agency Employee
- Member of the Operational Ground Staff of an Overseas-owned Airline
- Minister of Religion, Missionary or Member of a Religious Order

and

2. Applied for, and were granted, Tier 2 leave through the transitional arrangements in place for migrants in these categories; and

3. Are still working for the same employer (being paid the appropriate salary for the job) that the original Certificate of Sponsorship (CoS) was issued for; and

4. Will continue working for the same employer; and

5. Currently have valid leave in a Tier 2 category (General, Intra-Company Transfer, Minister of Religion, or Sportsperson); and

6. Were granted the maximum period of three years leave under Tier 2.

A separate application form titled 'Application for a grant of leave and biometric immigration document - application for a Tier 2 Dependant single extension of stay up to five years in the UK' is available for any dependants who are applying with you and can be found on the Home Office website at www.gov.uk/government/organisations/uk-visas-and-immigration.

Please note: Turkish nationals who have accrued employment rights under Decision 1/80 of the Turkey-EECA Association Council do not require sponsorship. More information on Decision 1/80 rights is available in Immigration Directorate Instructions Chapter 5 Section 10 on our website: www.gov.uk/government/organisations/uk-visas-and-immigration.

Submitting a valid application

You 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
- your 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 you with your full name written on the back of each one must be supplied

- Two identical passport-size photographs of any dependants who are applying with you with their full name written on the back of each one must be supplied.
- An original letter from the sponsor on official letter headed paper which clearly states that you continue to be employed by the same sponsor as stated on your Certificate of Sponsorship. This must be from your existing grant of leave and the date employment is contracted to cease.

The photographs provided must be in the format specified in the separate photograph guidance, which can be found on our website at www.gov.uk/government/organisations/uk-visas-and-immigration. 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 your application(s) is/are successful, the photographs provided will be reproduced on the Biometric Residence Permit.

If you are required to register with the police you must also include your Police Registration Certificate with your application.

Biometric Residence Permit

A leaflet explaining the Biometric Residence Permit including the application process is available to download at the following location:

www.gov.uk/biometric-residence-permits

Supporting Evidence

It is your responsibility to provide the evidence to support any statements made in your application. You must satisfy us that the requirements for the category under which you have applied have been met. We must be satisfied, by considering the evidence provided that you meet the necessary criteria.

You must ensure that all of the necessary supporting documentation is provided at the time the application is submitted.

You 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 will not be considered.

Any documentary evidence that you provide 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.

We will return your passport(s) and other documents by recorded delivery. If you would like them to be returned by Special Delivery, you must provide a prepaid Special Delivery envelope which is large enough. If your application is successful, your Biometric Residence Permit will be sent to you separately by secure delivery.

Question-Specific Help Text

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

B1 - B4 You should provide full details of your name and title. If you have previously been known by any other name(s) you 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 your 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 you submit documentation in support of your application that refers to you under a name(s) not given in this section, we will not consider that documentation.

B6 You should indicate your gender. If you have been the subject of Gender Reassignment and the application contains documents relating to previous identities, you should provide a relevant Gender Recognition Certificate (GRC). The only exception to this is where you have previously submitted your GRC with an earlier application. In such cases you will therefore not be required to resubmit it.

You should tick the gender as indicated on your GRC.

B9 You should indicate your 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. You should provide your full Home Office Reference number. You may have numerous Home Office reference numbers and should provide all such numbers. This number can be found on any previous Home Office correspondence relating to you.

B11 All work permit applicants are given individual worker reference numbers; this allows us to track and link past applications. You should provide your full worker reference number. This number can be found on any previous Home Office correspondence relating to your 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). If you do not have a National Insurance number in this format this question should be left blank.

B13 If you have made previous applications under the points based system you will have been given a points based system Migrant Reference number. This allows us to track and link past applications. You should provide your full points based system Migrant Reference number. This number can be found on any previous correspondence relating to applications under the points based system.

C1-C5 You should specify under which nationality you entered the United Kingdom. You should also provide details of any additional nationalities you currently hold or have previously held.

C6-C8 You must provide details of all passports or travel documents, current or expired, that you have used to enter or remain in the United Kingdom, including:

- passport number;
- issue date;
- expiry date; and,
- place of issue.

Where you need more space than is available you should photocopy the relevant page of the application form, add in additional details and submit with your application.

Where you hold, or have held, other nationalities you 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, your 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 you do not have the original at that time. You must provide details as to its location and state when you will provide it. You must then ensure that the original document is submitted as soon as possible. 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.

C9-C13 If your current grant of leave was issued on a Residence Permit (BRP) you 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.

C14-C16 It is mandatory to complete this section.

D6 Ports include airports, seaports and St. Pancras International Station where you have entered the United Kingdom by the Channel Tunnel.

D13 You should confirm whether you have ever remained beyond the end of your period of leave in the UK. Where an applicant's leave had been extended by virtue of Section 3C of the 1971 Immigration Act, you will not be considered to have remained beyond the end of your 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 at <http://www.bia.homeoffice.gov.uk/sitecontent/documents/policyandlaw/IDIs/idischapter1/>).

D26 Where you are not permitted to submit a further fresh application, you should not proceed in completing this application form. If you are in this position and you complete this application form, it will be returned to you without having been considered.

If you wish to vary the grounds of the existing application you must refer to Chapter 1, section 5 of the Immigration directorate instructions on our website www.gov.uk/government/collections/chapter-1-general-provisions-immigration-directorate-instructions and contact the Home Office team processing the existing application.

D29 Where you are not permitted to submit a further fresh application, you should not proceed in completing this application form. If you are in this position and you complete this application form, it will be returned to you without having been considered.

You should contact the Asylum and Immigration Tribunal at www.ait.gov.uk.

H1-H3 You should provide details about the organisation that is sponsoring you in the United Kingdom.

I1 You must provide your most recent full certificate of sponsorship reference number.

I2 You should include a letter from your sponsor confirming that they wish to continue to employ you.

K2 If the representative has previously submitted an application on behalf of a migrant or sponsor they should provide their points based system reference number.

K11 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 your behalf without being OISC regulated, or otherwise authorised in accordance with Section 84 of the Immigration and Asylum Act 1999.

K13-K15 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.

K16-K19 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 Home Office will inform both the representative and applicant of the requirements of the Act, and send further letters (if applicable) directly to the applicant stated on the application.

Section 5 You should complete the summary sheet before submitting your application.

You should also ensure that you list all the supporting documentation you have submitted with your application.