

# ECAA 2 Turkish Businessperson Version 05/2016

Application for an Extension of Stay or Indefinite Leave to Remain in the UK and Biometric Immigration Document as a Businessperson Under the Provisions of the European Community Association Agreement (ECAA) with Turkey

In accordance with paragraph 34 of the Immigration Rules, this form is specified for applications made on or after 2 May 2016.

Before making your application, you should read the following:

- the guidance notes on pages 2-4 of this form
- the separate UK Visas and Immigration photograph guidance

If you do not already have the photograph guidance, you can get it from our website at <a href="www.gov.uk/government/organisations/uk-visas-and-immigration">www.gov.uk/government/organisations/uk-visas-and-immigration</a>.

There is no fee for an application on this form.

Applications on this form may only be made by post.

You must send your application to the following address:

Home Office Turkish IAU PO Box 3468 Sheffield S3 8WA

> This form is to be used for applications made on or after 2 May 2016

# 1. For Which Applications Must You Use Form Ecaa2?

Form ECAA2 is to be used only to apply for an extension of stay or indefinite leave to remain in the UK as a businessperson under the standstill provisions in the European Community Association Agreement (ECAA) with Turkey.

You and any dependants applying with you must be in the UK.

# 2. Qualifying For An Extension Of Stay Or Indefinite Leave To Remain

To qualify for an extension of stay, you must meet the requirements of the business provisions of the Immigration Rules in force in 1973. The policy instructions for applications as a businessperson under these provisions are in Chapter 6 Section 6 of the Immigration Directorate Instructions, which can be found on the 'Law and Policy' pages on our website at:

www.gov.uk/government/organisations/uk-visasand-immigration

To qualify for indefinite leave to remain, you must meet the settlement requirements set out in the annexes to Chapter 6 Section 6 of the Immigration Directorate Instructions.

### 3. Who May Apply On This Form?

You and your partner and/or children under 18 if they are applying as your dependants. "Partner" means a spouse, civil partner, unmarried or samesex partner.

### 4. When To Apply

You and any dependants applying with you should do so before the end of your/their permitted stay in the UK.

# 5. Ensuring Your Application Is Complete

Your application will be rejected as invalid if it is incomplete. To avoid that, please ensure that you do the following:

- apply on the current version of form ECAA2
- provide photographs of yourself and any dependants applying with you in the format specified in the separate UK Visas and Immigration photograph guidance

- provide all relevant documents specified in the form
- complete every section of the form as required
- sign and date the declaration at section 10
- send the application by prepaid post to the Home Office address given on the form.

We reserve the right to decide your application on the basis of the information and documents provided. It is important, therefore, to provide an explanation if you cannot give us all relevant information or documents when making your application.

### 6. Completing The Form

Please use a black pen to complete the form, and write names, addresses and similar details in capital letters.

In the applicant's details and other sections where you give personal details and addresses, leave an empty box between each name and each part of the address.

Please note that we always use the personal details in an applicant's passport for official purposes, including any documents certifying the grant of an extension of stay or indefinite leave to remain if the application is successful.

Take care to complete all sections as required, including the Personal History section. You must enclose a letter of explanation if you are unable to complete any part of the form because you do not have the required information.

### 7. Photographs

You must provide the following photographs:

- Two identical passport-size photographs of yourself with your full name written on the back of each one.
- Two identical passport-size photographs of any dependants applying with you with their full name written on the back of each one.

The photographs you provide must be in the format specified in the separate photograph guidance. Please ensure that you place the photographs in a small sealed envelope attached to section 1 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 is successful, the photographs you provide will be reproduced in the residence permit(s) issued to you and any dependant(s) applying with you.

### 8. Documents

Documents provided with the application must be orignals.

Copies of any kind are not acceptable unless there are valid reasons for not being able to provide the original document. In such circumstances, we may accept a copy certified by the body or authority which issued the original (for example, a copy of a savings book certified by the building society or bank), or by a notary.

The reasons for not being able to provide the original document must be explained in a covering letter. We are unlikely to be able to grant your application without the original document.

Any documents which are not in English must be accompanied by a reliable English translation. Make sure passports are signed.

### 9. Applying By Post - The Address

The address to which you must post an application on form ECAA2 is:

Home Office Turkish IAU PO Box 3468 Sheffield S3 8WA

Posting it to any other address will delay it.

Please also use this address for any other correspondence about your application.

Applications on this form must be made by post. If you use Recorded or Special Delivery, this will help us to record the receipt of your application. Please make sure that you keep the Recorded or Special Delivery number.

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 pro-

vide a prepaid Special Delivery envelope which is large enough.

### 10. Applying In Person

The premium service at our Premium Service Centres is not available for applications on form ECAA 2.

### 11. Decision Times

We aim to decide applications as soon as possible. For our service standards for 2011/12, please see our website.

# 12. Your Status While Your Application Is Being Considered

If you and any dependants apply before the end of your/their permitted stay in the UK, your/their existing immigration status, including any permission to work, will continue until your/their application(s) is/are decided.

# 13. Contacting Us After You Have Applied

If you need to contact us after you have applied, please do so as follows.

To send us more information about your application, write to the address in part 9 and give the following details:

- the applicant's full name, date of birth and nationality
- any Recorded or Special Delivery number
- the date on which the application was posted
- the Home Office reference number if you have one.

If you need your passport because you have to travel urgently and unexpectedly, use the return of documents request form at www.gov.uk/visa-documents-returned

### 14. Obtaining Application Forms

You can obtain application forms, any accompanying guidance notes and the UK Visas and Immigration photograph guidance from our website at www.gov.uk/government/organisations/uk-visas-and-immigration

### 15. Other Enquiries

We also have the following freephone textphone number: 0800 38 98 28 9.

### 16. Choosing An Immigration Adviser

Immigration advisers are regulated by The Office of the Immigration Services Commissioner (OISC).

Their website at www.oisc.gov.uk contains a list of authorised advisers and has links to websites for solicitors, barristers and legal executives.

If you have a complaint about an immigration adviser or need other information, the OISC contact details are:

Office of the Immigration Services Commissioner (OISC)
5th Floor
21 Bloomsbury Street
London
WC1B 3HF

Telephone: 0345 000 0046

Alternatively the Solicitors Regulation Authority, which regulates solicitors in England and Wales, can help you find a solicitor if you contact them on 0870 606 2555 or visit their website at <a href="https://www.sra.gorg.uk">www.sra.gorg.uk</a>

The address and telephone number for any complaints about a solicitor are:

Legal Ombudsman PO Box 6806, Wolverhampton, WV1 9WJ

Telephone: 0300 555 0333

### 17. Complaints About Our Service

If you wish to make a complaint about our service, please refer to the complaints page on our website: <a href="https://www.gov.uk/government/organisations/uk-visas-and-immigration">www.gov.uk/government/organisations/uk-visas-and-immigration</a> for detailed information about how to do so.

#### 18. Data Protection Notice

We will treat all information provided by you in confidence but may disclose it to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions.

We may also use the information provided by you for training purposes.

You have the right to administrative review if this application is refused.



& Immigration SECTION 1 - APPLICANT'S DETAILS

ECAA 2
Turkish
Businessperson
Version 05/2016

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The Home Office or persons acting on behalf of the Home Office may use the above email address(es) to communicate with you about your application. You must check your email account at regular intervals and respond to any further information requests as soon as possible.

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### SECTION 2 - DEPENDANTS APPLYING WITH YOU

If you have a partner and/or any children under 18 living in the UK and they are applying for an extension of stay or indefinite leave to remain in the UK as your dependants, this is where you give their details. "Partner" in this form means your spouse, civil partner, unmarried or same-sex partner.

If more than 2 children are applying, please give their details on a photocopy of this page, enclose it with this form, and place the photographs in the envelope attached to section 1 as instructed there.

Children aged 18 or over	r must	apply	separa	tely.													
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3.6 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 passpo	rt or travel d	ocumen	t											
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								
					☐ Yes	<ul> <li>□ Lost - go to question 3.7</li> <li>□ Stolen - go to question 3.8</li> <li>□ Expired - returned to national authorities</li> <li>□ Elsewhere in the Home Office - go to question 3.7</li> </ul>								
Home Office - go														
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								
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Please photoco	py this page	if additi	onal spa	ice is require	ed.									

3.7 If any of the required pa unable to provide them.	ssports are not enclosed then please	give details why you are
	or travel documents were stolen anyw per, the police station and the date rep	
Police report number	Police station	Date reported to the Police
	ric Registration Regulations, an applic must apply for a Biometric Immigration ence Permit.	
For information about Bion	netric Residence Permit, please see th	e Home Office webiste.

3.9 Have you be leave?	een issued with a	Biomet	ric Resid	lence Permit	t with a previ	ious application for
Yes	- go to question	n 3.10		No	- go to Sec	tion 4
to be valid and	•	urrent Bi	iometric	Residence F	Permit must	e for the application be provided, unless n.
Current Biomet	ric Residence Pe	rmit (BR	RP)			
BRP document number	Nationality	Issue date	Expiry date	Place of issue	BRP enclosed?	If not enclosed then location of BRP document
					☐ Yes	Lost - go to question 3.12
						Stolen - go to question 3.13
					□ No	Expired - returned to national authorities
						Elsewhere in the Home Office - go to question 3.11
3.11 If the BRP i	is not enclosed t	hen plea	se give	details why y	you are unab	ole to provide it.
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3.13 If the BRP date reported to	· •	se give t	he police	e report num	ber, the poli	ce station and the
Police report nu	ımber	Police	station		Date re	eported to the Police

### SECTION 3 - PASSPORT OR TRAVEL DOCUMENTS AND BIOMETRIC RESIDENCE PERMITS 3.14 Have any of the dependants applying with you used any name(s) other than the one(s) No Yes given in section 2 of this application form in previous UK immigration applications made in the UK or abroad? If yes, go to 3.15. If no, go to 3.16 3.15 Please give the details specified below. The name in each case should be that in which the dependant made the application. If you need more space, continue on a separate sheet and enclose it with this application form. The name in which the dependant Date of Country in which British diplomatic post application if application made abroad made the application application was made 3.16 Have any of the dependants applying with you had their fingerprints taken as part of a previ-No ous UK immigration application made in the UK or abroad? If yes, go to 3.17 If no, go to 3.18 3.17 Please give the details specified below. If you need more space, continue on a separate sheet and enclose it with this application form. The name in which the dependant's Place at which British diplomatic post Date on whichthey were taken fingerprints were taken they were taken if they were taken abroad Children under 16 applying No 3.18 Will the child(ren) be accompanied by a parent when they have their fingerprints and/or photograph taken? If yes, go to section 4. If no, go to 3.19. 3.19 Please explain below why the child(ren) will not be accompanied by a parent and provide details of the responsible adult who will be accompanying the child(ren). See Note 2.

Name of responsible adult	Date of birth	Place of birth	Relationship to child(ren)

Under the biometric registration regulations, any child under the age of 16 who is required to apply for a biometric immigration document must have their fingerprints and/or a photograph taken in the presence of a responsible adult who is the child's parent or guardian, or another person who for the time being takes responsibility for the child.

Where dependants of the main applicant are also required to apply for a biometric immigration document, all applicants will normally have their fingerprints and/or photograph taken on the same day. This means that you and any children applying with you will normally be expected to attend together. If there is any reason preventing you from accompanying any child under the age of 16, you must nominate the responsible adult who will be accompanying them.

The responsible adult accompanying any child under the age of 16 will need to provide an acceptable form of identification, such as a passport or driving licence. If that person is not the parent or guardian of the child, they must have a letter confirming that they are a responsible adult who has a close connection to the child and has been authorised to accompany him or her.

# SECTION 4 - THE BASIS OF YOUR APPLICATION

Tick a box below to show whether you are applying for an extension of stay (either as someone wishing to

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### SECTION 6 - PERSONAL AND BUSINESS EXPENDITURE

6.1 Personal expenditure - for each item, please state the amount per week, month or year as appropriate.

	per week	per month	per year	For official use only
Rent				
Mortgage				
Council tax				
Gas				
Electricity				
Water				
Telephone				
Food				
Personal clothing				
Car purchase				
Car insurance				
MOT				
Road tax				
Petrol/diesel				
Bus/rail travel				
Money sent to family abroad				

6.2 Business expenditure - for each item, please state the amount per week, month or year as appropriate,

<b>0.2</b>	£	£ per month	£	For official use only
Business premises rent	per week	per monur	рег усаг	1 of official dec only
Business rates				
Class 2 NI contributions				
Employer's tax & NI liability				
Employer's liability insurance				
Public liability insurance				
Corporation tax				
VAT				
Tax put aside				
Bank interest				
Payments to suppliers				
Employee(s) salaries/wages				
Your own salary/wages				
Accountant				
Payment for business plan				
Stationery				
Advertising				

### SECTION 7 - PERSONAL HISTORY

### Personal History (criminal convictions, war crimes, etc.)

It is mandatory to complete section 7. If it is not complete the application will be invalid and will be returned to the applicant.

This section asks about any criminal convictions, any civil judgements or civil penalties made against you or any dependants who are applying with you and details of any involvement you or any dependants who are applying with you may have had in war crimes, genocide, crimes against humanity or terrorism. If you fail to answer all of these questions as fully and accurately as possible, your application may be refused.

It is an offence under Section 26(1)(c) of the Immigration Act 1971 to make a statement or representation which is known to be false or is not believed to be true. Information given will be checked with other agencies.

7.1. Have you or any dependants who are applying with you been convicted of any criminal

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Со																						
	Country where convicted																					
Na	Nature of the offence																					
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# SECTION 7 - PERSONAL HISTORY

nature of the offence						
Sentence given						
Date sentenced D	D M M	YY	/ Y Y			
If you or any dependants who are applying with you were sentenced to a period of imprisonment, what was the length of the prison sentence imposed (in months)?						
7.3. Do you or any dependants whe with you have any civil judgments	_	Yes go to 7.4				
any civil penalty under the UK Im		No go to 7.5				
7.4. Give details for each civil judgment or any civil penalty under UK the Immigration Acts, starting with the most recent one.  If you or any dependants who are applying with you have received more than two civil judgments and/or civil penalties under the UK Immigration Acts, please photocopy this page and enclose it with this form.  Details of judgment or civil penalty 1						
Date of judgment or civil penalty  Country where judgment made	D D	M M	YYYY			
Details of judgment or civil penalty 2	2					
Date of judgment or civil penalty  Country where judgment made	D D	M M	YYYY			

For help in answering	ng these questions, p	lease see the definition	s at the	end of th	is section.
7.5. Have you or any dependants who are applying with you ever been charged in any country with a criminal offence for which you have not yet been tried in court?			Yes		No
7.7. In times of either peace or war have you or any dependants who are applying with you ever been involved, or suspected of involvement, in war crimes, crimes against humanity or genocide?			Yes		No
7.7. Have you or any dependants who are applying with you ever been involved in, supported or encouraged terrorist activities in any country?			Yes		No
7.8. Have you or any dependants who are applying with you ever been a member of, or given support to, an organisation which has been concerned in terrorism?			Yes		No
7.9. Have you or any dependants who are applying with 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?				No	
7.10. Have you or any dependants who are applying with you ever engaged in any other activities which might indicate that you may not be considered to be persons of good character?					No
7.11. How long have you lived in the UK?  Years  Months					
Please provide details of any periods of absence of more than 6 months during that time.					
Date you left the UK	Date you returned to the UK	Reaso	n for abs	ence	

You must answer questions 7.5 to 7.10 below even if you have answered no to question 7.1.

The country where you were born				
Any other country who	ose nationality you hold			
Any country where you	ou have lived for more than 5 years			
var alsa Idifalli a alsa fiar	Constitution of the consti			
You should tell us about any	family, friends, or other connections with that country.			
0: :1:	Operial a Heart authority (in a			
Country	Social cultural or family ties			
7.40 16				
	yes to question 7.5, 7.6, 7.7, 7.8, 7.9 or 7.10, you must give further ed below. If you need more space, continue on a separate sheet			
and enclose it with this for				

**7.12.** Please state what ties you have with;

#### SECTION 7 - PERSONAL HISTORY

#### **DEFINITIONS**

For the purposes of answering questions 7.5 to 7.10, 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 <a href="www.opsi.gov.uk/acts/acts2001/ukpga\_20010017\_en\_1">www.opsi.gov.uk/acts/acts2001/ukpga\_20010017\_en\_1</a> or purchased from The Stationery Office (telephone 0870 600 5522). It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately on behalf of yourself and any dependants who are applying with you.

#### 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 <u>may</u> 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 in terrorism

An organisation is concerned in 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.

#### SECTION 8 - PHOTOGRAPHS

You must provide the relevant photographs specified below. They must be in the format specified in the separate UK Visas and Immigration photograph guidance provided with this form. If they are not, they may be rejected as unacceptable and you will have to provide others which are acceptable. This will delay consideration of your application. Tick the relevant box(es) to confirm the photographs you are providing and enclose them in a small sealed envelope attached to section 1 as instructed there. Two recent identical passport-size photographs of yourself with your name written on the back of each photograph. Please see the separate photograph guidance for information on what types of photograph are acceptable. Two recent identical passport-size photographs of each dependant included in section 2 and applying for an extension of stay in the UK with you, with their name written on the back of the photographs. **SECTION 9 - DOCUMENTS** For your application to be complete, you must provide the documents specified below which are relevant to your application. If you do not, we reserve the right to decide your application on the basis of the information and documents provided. Tick the relevant boxes to show the documents you are providing. The documents must be originals. Any which are not in English must be accompanied by a reliable English translation. Please note that, in some cases, we may have to ask for other documents in addition to those specified in this form. Your current passport. If you last entered the UK on a previous passport, please also provide this document if you have it. The current passport(s) of each dependant included in section 2 and applying for an extension of stay or indefinite leave to remain. If they last entered the UK on previous passport(s), please also provide these documents if you have them. Your police registration certificate if you have been asked to register with the police. The police registration certificate(s) for each dependant included in section 2 and applying for an extension of stay or indefinite leave to remain in the UK with you if they have been asked to register with the police. Evidence of your proposed or established functioning business, such as a business plan, partnership agreement, documents relating to your business premises, relevant insurance documents, Inland Revenue documents, including evidence of payment, and audited accounts. Evidence of your qualification(s) to run the business, such as relevant formal qualifications or evidence of previous relevant experience. Evidence of your finances and your investment in the business, such as UK or overseas bank statements, overseas money transfers, and bank loans. Evidence of any financial assistance from a third party (eg family member), such as bank statements or other financial documents as evidence of their finances, and a legal or other document confirming their involvement in and share of the business. If you are joining an existing business, evidence that there is a genuine need for your involvement, such as audited accounts of the business and a document setting out the terms of your involvement in it. Evidence of the personal living costs given in section 5, such as rent or mortgage agreement, utility bills, coun-

cil tax statement, bank statements, and documents recording transfer of money to relatives abroad.

SECTION 9	- DOCUMENTS	
If you are receiving public funds, document(s) con	nfirming this - see Note 3	3.
Note 3 For immigration purposes, public fund	s are any of the following	g:
attendance allowance; carer's allowance; child allowance; housing or homelessness assistant income support; local authority accommodation; pension credit; working tax credit.	e; housing benefit; inco	me-based jobseeker's allowance;
If you are applying for indefinite leave to remain, e son under the ECAA for four years, and that you		
SECTION 10	- DECLARATIO	N
You must now read the declaration below and sign it. representative or other person acting on your behalf.	This must be signed by	y you (the applicant) and not by a
I hereby apply for an extension of stay/indefinite leave any dependants listed in this form. The information I have my knowledge.	` .	,
I confirm that I am also applying for a Biometric Immig with me. If any dependant child under the age of 16 is make enquiries about any responsible adult nominated graphs are taken.	applying with me I und	lerstand that the Home Office may
I confirm that the photographs submitted with this form with me, as named on the back of each photograph, a Immigration photograph guidance.		
I confirm that if, before this application is decided, there tion relevant to this application becomes available, I will		
I understand that all information provided by me to the disclosed to other government departments, agencies, bodies for immigration purposes or to enable them to provide them to provide the solution of the	local authorities, the pol perform their functions; a	ice, foreign governments and other and that, if such bodies provide the
I understand that my details may in certain circumstand detect fraud and money laundering. I also understand mation about me. Further details explaining when informand how that information may be used can be obtained	that such agencies may mation may be passed to	provide the Home Office with infor- or from fraud prevention agencies
I understand that documents provided in support of th documents will be retained and may result in my applic removal from the United Kingdom.		
I understand that the Home Office may also use the in	formation provided by m	e for training purposes.
I am aware that it is an offence under the Immigration 1999 and the Nationality, Immigration and Asylum Act 2 Acts a statement or representation which I know to be obtain leave to remain in the UK by means which include	2002, to make to a persor false or do not believe t	acting in execution of any of those
I understand that if I am informing the Home Office certain circumstances be shared with other Home and understand that this information will only be security in line with Section 22 of the Gender Recin confidence and that my rights under the Equalities the European Convention on Human Rights will be	Office colleagues. I controlled circural spanition Act. I am awasty Act 2010, Data Prot	onsent to this, where necessary nstances relating to identity and re they will otherwise be treated
Signed	Date	

### PHOTOGRAPHS AND DOCUMENTS CHECKLIST

Please complete this part of the form to help us check that we have received your photographs and documents. At "A", tell us how many of each of the listed items you are providing with your application. At "B", list any other documents provided by you and state how many in each case. Continue on a separate sheet if necessary and enclose it with this form. All documents must be originals.

A. Listed items	How many?	В.	Other documents	How many?	_
Photographs of yourself					
Photographs of any dependants applying					-
Passports					-
Police registration certificates					-
Letter/documents from your employer					_
Bank statements					-
Documents about your qualifications and/or relevant experience					-
Documents as evidence of finances, investment and financial assistance					-
Documents as evidence of personal living costs					
Fo ensure that your application is complete o your application.	FINAL C			ceach box that is rele	vant
o your approacem					
ECAA 2 the right form for you and is it vse? See date and notes on front page.	ralid for		u ticked a box in se your application?	ction 3 to show the	
ave you completed section 7 and the rest	of the			ographs specified in	
rm as specified?		section 8	and are they in the	approved format?	
ave you provided your current passported to their relevant documents specified in send are they originals?		specified application	e unable to send us ar in section 8 which a on, have you given a n you will be able to	are relevant to your an explanation and	
ave you signed and dated the declaration on 10?	n in sec-				

Home Office Turkish IAU PO Box 3468 Sheffield **S3 8WA** 

Finally, please make sure that the application is addressed exactly as shown below.