



If you wish to apply for indefinite leave to remain in the UK on form SET(M), please read these guidance notes and the separate rules for passport photographs guidance before making your application.

CONTACTING US

OUR WEBSITE

[UK Visas and Immigration - GOV.UK](http://gov.uk)

For information about immigration law and policy, the services offered by our Premium Service Centres, and to see and download application forms and related guidance.

OUR PREMIUM SERVICE CENTRES

Our Premium Service Centres are for premium service applications only. For details of the services and facilities provided by each of the Premium Service Centres, please go to:

[Visa premium service centres - GOV.UK](http://gov.uk)

SETTLEMENT CHECKING

The Settlement Checking Service (SCS) is offered by a number of local authorities working in partnership with the Home Office.

In return for a fee, the local authority officers will check your application is valid and complete with the appropriate fee. They will ensure you provide the right type and amount of supporting documents, take copies and return your originals at the appointment. For further details and information on how to book an appointment with the local authority see the Home Office web page.

1. For Which Applications Must You Use Form Set(M)?

Form SET(M) must be used if you are applying for indefinite leave to remain in one of the following categories:

- spouse or civil partner of a person present and settled in the UK
- unmarried or same-sex partner of a person present and settled in the UK.

You and any children under 18 applying with you must be in the UK to apply.

If you were not last granted limited leave to enter or remain as the partner of a person present and settled in the UK under paragraph 281, 284, 295A or 295D, you must not use this form. The correct form to apply for further leave to remain on as a partner of a person present and settled is form FLR(M).

If you are applying as a partner of an Armed Forces member who is exempt from immigration control under section 8 (4) of the Immigration Act 1971 or who has been granted naturalisation – the correct form is FLR(AF).

If you are applying as a partner of a person who last had leave as a Work Permit Holder, a Relevant Points Based System Migrant, on the basis of UK Ancestry or in any other temporary work related category and they now have indefinite leave to remain or have been granted naturalisation this is not the correct form to use. For further information on which form is applicable see: [UK Visas and Immigration - GOV.UK](https://www.gov.uk/uk-visas-and-immigration)

If you are a national of a country from outside the European Economic Area (EEA) and your partner is an EEA national exercising Treaty Rights in the UK, you should not be applying on form SET(M). As a family member of an EEA national, you should apply for a residence card or permanent residence under EEA Regulations on form EEA2 or EEA4 depending on your circumstances - see our website.

2. Qualifying For Indefinite Leave to Remain

To qualify for indefinite leave to remain in one of the categories for which you must use form SET(M), you must satisfy the requirements set out in Part 8 of the Immigration Rules, which are on our website.

One of the requirements is that you have to complete 2 years' leave to enter or remain as the partner of the person named in your application. That period runs from

- the date on which you entered the UK with a visa in the relevant category; or, if you did not enter the UK with such a visa, from
- the date on which you were first granted leave to remain in the UK in the relevant category.

If you were granted leave to enter or remain as an unmarried or same-sex partner and are now applying for indefinite leave to remain as the spouse or civil partner of the same person, the 2-year period to be completed started when you either entered the UK or were granted leave to remain as an unmarried or same-sex partner.

In order to qualify for indefinite leave to remain, all applicants aged 18-64 must meet the two parts of the Knowledge of Language and Life in the UK requirement by:

- passing the Life in the UK test,

And one of the following language qualifications:

- having a speaking and listening qualification in English at B1 level or above of the Common European Framework of Reference for Languages (CEFR), or
- having a degree that was taught or researched in English, or
- being a national of an English-speaking country.

Further guidance regarding the KOLL requirement can be found on GOV.UK at:

The Knowledge of Language and Life in the UK requirement changed on 19 November 2015. An English language qualification at B1 level or above is only now acceptable if it is on the list of acceptable Home Office qualifications. This can be found at: [Applying for a UK visa: approved English language tests - Publications - GOV.UK](#).

Other English language qualifications will not be accepted for this purpose.

3. Who May Apply On This Form?

You and your children under 18 if they are applying as your dependants.

Children aged 18 or over may not be included; they must each apply individually and pay the specified fee, as must any children under 18 if there is some reason preventing them from applying with you.

4. The Fee

If you do not pay the specified fee, the application will be invalid and will be returned to you. We will not refund the fee if we refuse the application or if you withdraw it.

Applications can be made in person at a Premium Service Centre for a same day consideration of your application. There is an additional fee for this service and all fees will be taken when you book an appointment. For more details and to book an appointment please visit: [Visa premium service centres - GOV.UK](#).

Please note that when making large or multiple payments using your credit card, the anti-fraud measures that banks operate sometimes stop the full payment being taken. This can happen for a number of reasons. To prevent this you may inform your bank of your intention to make large or multiple payments in advance so that your bank allows the full payment to be taken when you submit your application.

Please be aware that not all banks offer this service.

For information about methods of payment, please see the payment details guidance on page 2 of the form.

For more information about the current fees, please go to our website.

5. When To Apply

You and any children under 18 who are applying with you should apply before the end of your/their permitted stay in the UK when you are nearing completion of the 2-year qualifying period required by the Immigration Rules.

Please do not apply more than 28 days before completing that period. If you apply earlier than that, your application may be refused. If that happens, we will not refund the fee and you will have to pay again when reapplying.

For visa holders only. If, after receiving your visa, you delayed your journey such that you will reach the “valid until” date on your visa before completing 2 years in the UK, you may

need to apply for an extension of stay to complete the 2-year period before applying for indefinite leave to remain on form SET(M). An application for an extension of stay must be made on form FLR(M).

6. Making Sure Your Application Is Valid

Paragraph 34 of the Immigration Rules specifies certain requirements with which an application on a form specified for the purpose of the Rules must comply. To make a valid application, you must:

- apply on the current version of form SET(M)
- pay the specified fee by one of the methods specified in the payment guidance.
- provide photographs of yourself, your partner and any children under 18 who are applying with you as specified in the application form
- provide a valid passport, national identity card or travel document
- complete section 8 (Personal History) as required
- make sure that the declarations in section 13 are signed by you and your partner
- send the application by prepaid post to UK Visas & Immigration or make it in person at a Premium Service Centre.

If you fail to do any of these things, your application will be invalid and we will return it to you. This could result in the loss of appeal rights if your permitted stay has run out by the time you make a valid application.

7. Ensuring Your Application Is Complete

You do this by completing every relevant section of the form as required and providing all the documents specified for your particular application. If you do not do this, 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.

8. Completing The Form

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

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

Please note that we always use the personal details in an applicant's passport, national identity card or travel document for official purposes, including any residence permit if the application is granted.

Take care to complete all sections as required, including the Personal History section. Follow the guidance on page 2 of the form when completing the payment details. Read the notes in various sections of the form.

As already emphasised in part 7 of these notes, you must enclose a letter of explanation if you are unable to provide all the required information or any relevant specified documents.

9. Photographs

For your application to be valid, it is mandatory to provide the following photographs:

- Two identical passport-size photographs of yourself with your full name written on the

back of each one.

- One photograph of your partner with his or her full name written on the back of it.
- Two identical passport-size photographs of any children under 18 who are applying with you with their full name written on the back of each one.

The photographs you provide must also comply with the format requirements specified in the separate rules for passport photographs guidance.

Please ensure that you place the photographs in a small sealed envelope and attach it 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.

10. Documents

Documents provided with the application must be originals. All supporting evidence must be in the form of original documents.

Copies of any kind are not acceptable unless there are valid reasons for not being able to provide the original document. The reasons for not being able to provide the original document must be explained in a covering letter. We are unlikely to grant your application without the original document.

However, we will accept electronic bank, building society or bill statements which are provided as evidence, where they are accompanied by a letter from the issuing authority on its headed stationery confirming that the documents are authentic, or bear the official stamp of the issuing authority on every page.

Any documents which are not in English must be accompanied by a reliable English translation.

In addition you should provide photocopies of each of these documents including any pages of your passport(s) that contain personal details, visas or immigration stamps (foreign or UK). These do not have to be notarised by a solicitor or legal representative.

Make sure passports or travel documents are signed.

11. Applying By Post - The Address

If you want help completing your application form, you may wish to contact a competent adviser, for example a solicitor or agent registered with the Office of the Immigration Services Commissioner, **please see section 18 of the guide.**

If you are applying by post, the address to which you must send an application on form SET(M) is:

**UK Visas &
Immigration** Indefinite
Leave to Remain PO
Box 591
Durham
DH1 9FS

Posting it to any other address will not only delay your application but could make it invalid. This address is only to be used when sending your application. Please use the address given in part 16 for any other correspondence about your application.

If you use Recorded or Special Delivery, this will help us to record the receipt of your application. 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 provide a prepaid Special Delivery envelope which is large enough.

You will generally receive a letter inviting you to enrol your biometrics within one month of submitting your postal application.

12. Settlement Checking Service

You may also apply via the Settlement Checking Service (SCS). This is a partnership with local authorities, which has been introduced by a number of local authorities in the UK. The Settlement Checking Service enables people wanting to apply for settlement to submit their application in person via their local Register Office. In return for a fee, local authority officers will check your application is valid and complete with the appropriate fee paid. They will check you have the right amount and types of supporting documents and take copies before returning the originals to you at the appointment.

Local authorities provide the Settlement Checking Service at the point of application only, and will not act as your agent while your application is being considered. Local authorities are, like other competent advisers, registered with the Office of the Immigration Services Commissioner.

To check whether the Settlement Checking Service is available near you refer to the UK Visas & Immigration web page at: [Settlement checking service - GOV.UK](#).

Please note that you may use any local authority offering Settlement Checking Service not just the one where you live. The service is being expanded over time to cover more local authorities.

13. Applying In Person

We offer a premium service to people who apply in person at our Premium Service Centres (PSC). This service is available only for applications which are straightforward and do not require further enquiries.

Appointments. To apply in person, you must make an appointment in advance with one of the Premium Service Centres, you can do this online at: [Visa premium service centres - GOV.UK](#). If you make one for some time ahead, please check that the application form you use is still valid on the day of your appointment. Please ensure that your Premium Service appointment is within 28 days of you completing your qualifying period. If you attend a PSC appointment and submit your application more than 28 days before completing your qualifying period your application will normally be refused and your fee retained.

If you are taking the Life in the UK test, you must allow at least 2 working days between passing the test and attending your appointment.

For the latest information about our Premium Service Centre opening times and services, please go to GOV.UK: www.gov.uk/ukvi-premium-service-centres/find-a-premium-service-centre.

14. Decision Times

For the latest information on our service standards for deciding charged applications please go to our website.

Applications which are not straightforward and/or which require further enquiries take longer to decide. These include applications by people who have remained here unlawfully after the expiry of their permitted stay.

As we cannot tell in advance how long it will take to decide particular cases, our general

advice is not to make any non-urgent travel arrangements until your passport(s), national identity card(s) or travel document(s) are returned.

15. Your Status While Your Application Is Being Considered

If you and any children under 18 apply before the end of your 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.

16. 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 following address (not the one to which you posted your application):

UK Visas & Immigration
Liverpool Settlement Casework
PO Box 306
Liverpool
L2 0QN

and give the following details in your letter:

- the applicant's full name, date of birth and nationality
- any Recorded or Special Delivery number
- the date on which the application was posted or made in person
- the UK Visas & Immigration 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.

Your application will be treated as withdrawn if your passport is returned for travel abroad before we are able to decide the application.

17. Obtaining Application Forms

You can obtain application forms, the accompanying guidance notes and the rules for passport photographs guidance from GOV.UK at: [Visas and immigration - GOV.UK](http://www.gov.uk/visas-and-immigration).

18. Other Enquiries

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

19. 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. It also 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 www.sra.org.uk

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

Legal Ombudsman
PO Box 6806, Wolverhampton, WV1 9WJ
Telephone: 0300 555 0333

20. Complaints About Our Service

If you wish to make a complaint about our service, please refer to the complaints page on our website for detailed information on how to do so.

21. 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.

The information in the payment details page will be known to the private contractor engaged by the Home Office to process application payments.

22. Biometric Residence Permits

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

23. Requesting The Return Of Your Documents

If you have sent your documents to us with your application, but you now need them back urgently, you can request the return of your documents via email. We normally return your documents within 20 working days but we don't recommend that you book any travel until you have received your documents. See the [Return of Documents](#) page on GOV.UK.