



If you wish to apply for indefinite leave to remain in the UK on form SET(F), 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://www.gov.uk/ukvisas)

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

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 www.gov.uk/ukvi-premium-service-centres/find-a-premium-service-centre

GUIDANCE NOTES

1. For Which Applications Must You Use Form SET(F)?

Form SET(F) must be used to apply for indefinite leave to remain in one of the following categories:

- Child under the age of 18 of a parent or parents or a relative present and settled in the UK
- Adopted child under the age of 18 of a parent or parents present and settled in the UK
- Child aged over 18 of persons present and settled in the UK

You must be in the UK to apply.

2. Qualifying For Indefinite Leave To Remain

To qualify for indefinite leave to remain in the categories for which you must use form SET(F), you must meet the requirements set out in the following parts of the Immigration Rules:

Part 8, Section 2 - Child under the age of 18.

Part 8, Section 3 - Adopted child under the age of 18.

The full Immigration Rules are on our website.

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: www.gov.uk/government/publications/guidance-on-applying-for-uk-visa-approved-english-language-tests.

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

3. Who May Apply On This Form?

The immigration rules for the categories for which you must use form SET(F) do not allow any dependants. Because of this, the form does not make any provision for any dependants to apply with you.

If you have a partner and/or children, they must apply separately either in one of the categories on form SET(F), if that is appropriate, or on another basis.

4. The Fee

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

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

For applications made in person at a Premium Service Centre, the total fee includes a £100 appointment fee, which may be retained should the applicant fail to attend their appointment without good reason.

Please note the following:

- 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.
- be aware that not all banks offer this service.
- 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.

5. When To Apply

You should apply before the end of your permitted stay in the UK.

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(F)
- pay the specified fee by one of the methods specified in the payment guidance
- provide a valid or most recent passport, national identity card or travel document as specified in the application form, as evidence of your identity and nationality, unless it is not available for reasons beyond your control
- provide photographs of yourself as specified in the application form
- complete section 6 (Personal History) as required
- sign the declaration in section 11
- 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.

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. Passport, National Identity Card or Travel Document

For your application to be valid, it is mandatory to provide your valid or most recent passport or a national identity card. If you don't have either of these, you can provide a travel document. If your document is lost or stolen, you should replace it before making your application unless there are reasons beyond your control why you cannot.

Reasons beyond your control may include where you do not have a national authority to provide a document, or where you have applied for a document and your national authority cannot provide one in time for you to make your application.

If you cannot provide your passport, national identity card or travel document, then you must provide an explanation as to why this is. If it has been lost or stolen, you must provide your crime reference number and reasons why you have not been able to provide a replacement document.

If your passport is already with the Home Office, you must tell us and provide information as to why we already hold your passport, national identity card or travel document.

If you are not enclosing a valid or most recent passport, national identity card or travel document, then you must provide alternative satisfactory evidence of your identity and nationality, which must include your full name, date of birth and nationality.

11. 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.

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 your passport or travel document is signed.

12. Applying By Post - The Address

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

13. Applying In Person

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

Appointments. To apply in person, you must book an appointment in advance with one of the Premium Service Centres.

You can book online at our following website address: [Visa premium service centres - GOV.UK](#).

If you book some time ahead, please check that the application form you use is still valid on the day of your appointment.

Please note that if your application is successful, a Residence Permit will be posted within 7 working days of your appointment; it cannot be issued on the day itself.

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. Settlement Checking Service

You may wish to use the Settlement Checking Service operated by a number of local authorities. Please see the Home Office's website for details if one is operated in your area.

15. Decision Times

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

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, national identity card or travel document is returned.

16. Your Status While Your Application Is Being Considered

If you apply before the end of your permitted stay in the UK, your existing immigration status, including any permission to work, will continue until your application is decided.

17. 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 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.

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

18. Obtaining Application Forms

You can obtain application forms, the accompanying guidance notes and the rules for passport photograph guidance from GOV.UK at: [UK Visas and Immigration - GOV.UK](#).

19. Other Enquiries

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

20. 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

21. 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.

22. 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.

23. 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

24. Children Over 18

A child over the age of 18 who was last granted leave under paragraph 302 of the immigration rules is only required to pay the same fee as a child under the age of 18.

From 28 October 2013, in order to qualify for indefinite leave to remain, all children aged over 18 on date of application must meet the two parts of the Knowledge of Language and Life 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.

Guidance regarding the KOLL requirement can be found on GOV.UK at: [Knowledge of language and life in the UK - Publications - GOV.UK](#)

25. Requesting The Return Of Your Documents

If you have sent your documents to us with your application, but 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 at: www.gov.uk/visa-documents-returned.