



Home Office

**UK Border
Agency**

TIER 1

**(POST-STUDY
WORK)**

version 06/08

APPLICATION FOR A GRANT OF LEAVE UNDER TIER 1 (POST-STUDY WORK) MAIN APPLICANT

In accordance with paragraph 34 of the immigration rules, this form is specified for applications made on or after 30 June 2008

You also need the separate guidance notes for this form. Please read them before making your application. If you do not already have this item, you can download it from our website at www.ukba.homeoffice.gov.uk

Please note that changes to the immigration rules mean that successful applicants in this category may not be permitted to work in the United Kingdom as a doctor in training. Please refer to the UK Border Agency website at www.ukba.homeoffice.gov.uk

Applications made on this form may be made by post or courier.

Please send or courier your application to the following address:

UK Border Agency
Tier 1
PO Box 496
Millburngate House
Durham
DH99 1WQ

This form is
to be used for
applications made
on or after
30 June 2008

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TIER 1 (POST-STUDY WORK) APPLICATION - PAYMENT GUIDANCE NOTES

The applicable fee

For an application made on this form as a Tier 1 (Post-Study Work) the fee is **£400**

Applications made on this form may not be made in person at a Public Enquiry Office of the UK Border Agency.

Exemptions to the fee for main applicants only

Nationals of countries that have ratified the 1961 Council of Europe Charter or the 1996 European Social Charter (revised) are exempt from payment of the fee for applications made on this form. Therefore, individuals making an application who are from Albania, Andorra, Armenia, Azerbaijan, Croatia, Georgia, FYR of Macedonia, Moldova, Turkey and Ukraine are exempt from the charge.

Details of further countries who ratify these treaties, and whose nationals therefore become exempt from the fee, will be included in the UK Border Agency website at www.ukba.homeoffice.gov.uk

There are no other exemptions to the charge.

Dependants

Each dependant must complete a separate PBS Tier 1 (Dependant) form. Any dependant applications that are submitted at the same time as the main applicant's form will be considered free of charge unless it is for a child aged 18 years or over.

Please Note - Dependant applications that are submitted at a later date and/or applications for dependent children that are aged 18 years or over, will incur a charge and will not be considered without payment of the appropriate fee, currently **£395**.

How can you pay?

You can pay by any of the following methods:

- Cheque/Bankers Draft
- Postal Order
- Credit card - Mastercard or Visa (including Electron)

- Debit card - Delta, Maestro* (including Solo)

* We can only accept Maestro cards issued in the UK .

We do not accept any other form of payment. Please do not send cash.

Cheques and postal orders

You must make the cheque or postal order payable to 'Home Office' and cross the cheque or postal order A/C Payee only. Please write the full name and date of birth of the applicant on the back of the cheque and/or postal order and keep the postal order stub(s). Please make sure that the date and the amount (words and figures) are correct and that the cheque is signed correctly. Attach your cheque or postal order(s) to the front of the application form.

Completing the payment details page

To ensure that your payment is processed without any delay, please follow this guidance when completing Section 1 of this form (Payment Details).

A1 Tick the fee appropriate to your application - see above guidance

A2 Applicant's full name

A3 Applicant's date of birth

A4 Home Office reference number (if known)

A5 Nationality of applicant

A6 Name of contact for correspondence

A7 Address for correspondence - we need the details of the person to contact if we have a query regarding the payment. These details will also be used to acknowledge receipt of the application.

Method of payment

A8 Tick one of the boxes to show which method of payment you are using

A9 - A11 If paying by cheque enter the bank account number, sort code and cheque number

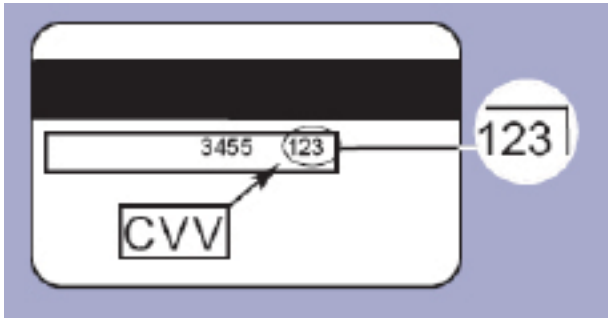
Paying by credit / debit card

A12 The name as displayed on the credit/debit card

A13 Card number - this is the long number across the centre of the card

A14-A16 Enter the details where available on the card

A17 The Card Verification Value (CVV) is a three-digit security code, found on the back of the card on the signature strip - it consists of the last 3 digits.



A18 For card payments circle the amount you are required to pay

A19-A20 Cardholder's signature - the person named on the credit/debit card must sign and date

A21 List all the dependants' applications you are enclosing with your application.

Consideration process

- If the payment submitted does not cover the full cost of your application, it will be an invalid application and the form, together with any documentation submitted, will be returned to you.
- The fee charged is for the processing and consideration of the application. This fee will be payable once the application form is received by the UK Border Agency or its payment processing agent, regardless of the outcome of the application.
- We cannot begin the consideration process until the payment has cleared. We allow 5 working days for payments made by cheque to clear, credit/debit cards and postal orders will clear immediately.
- Should the application be withdrawn at any time during the consideration process the fee will not be refunded.

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 payment 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

C6. Please provide details of the applicant’s current passport or travel document and all previous passports and/or travel documents that he/she has used to travel to and remain in the United Kingdom. Please note that for the application to be valid and complete the applicant’s 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 or travel document enclosed?	If no, please state location of Passport or travel document
					Yes <input type="checkbox"/>	Lost - complete C7 Stolen - complete C8
					No <input type="checkbox"/>	Expired - returned to national authorities Elsewhere in the UK Border Agency - complete C7

Previous passports/travel documents						
Passport / Travel document number	Nationality	Issue date	Expiry date	Place of issue	Passport or travel document enclosed?	If no, please state location of Passport or travel document
					Yes <input type="checkbox"/>	Lost - complete C7 Stolen - complete C8
					No <input type="checkbox"/>	Expired - returned to national authorities Elsewhere in the UK Border Agency - complete C7 Other - complete C7
					Yes <input type="checkbox"/>	Lost - complete C7 Stolen - complete C8
					No <input type="checkbox"/>	Expired - returned to national authorities Elsewhere in the UK Border Agency - complete C7 Other - complete C7

Please photocopy this page if additional space is required

C7. If any of the required passports and/or travel documents are not enclosed then please give details why the applicant is unable to provide them

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C8. If any of the required passports and/or travel documents were stolen please provide the police report number, the police station and the date reported to the police.

Police report number	Police station	Date reported to police

D. IMMIGRATION HISTORY

It is mandatory to complete section D. If it is not complete the application will be invalid and will be returned to the applicant. Applicants should refer to the Tier 1 (Post-Study Work) application form help text which accompanies this application form.

D1. Did the applicant obtain entry clearance or a visa before entering the United Kingdom ?

Yes - go to question D2

No - go to question D5

D2. From which country overseas and at which post did the applicant obtain entry clearance or a visa before travelling to the United Kingdom ?

Country																				
Post (city)																				

D3. When was the entry clearance or visa issued?

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

D4. Please enter the reference number on the entry clearance or visa within the applicant's passport or travel document

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

D5. Are either the applicant's current and/or any one of his/her previous passport(s) or travel document(s) unavailable?

Yes - go to question D6

No - go to question D11

Please note for the application to be valid and complete the applicant's current passport or travel document must be provided unless it is not available for one of the reasons specified on the application form.

D6. At which port did the applicant enter the United Kingdom?

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

D7. Please select the applicant's method of entry into the United Kingdom:

Aeroplane

Sea

Channel tunnel

Other

If other, please specify

D8. Please give details of the journey, including where the applicant travelled from, ticket booking/reference number, and transport operator

Details of journey	Ticket booking/ reference number	Transport operator

D9. For what purpose did the applicant enter the United Kingdom ?

D10. When did the applicant arrive in the United Kingdom?

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

D11. What is the applicant's current immigration status in the United Kingdom?

D12. Is the applicant's current immigration status any of the following categories: student, Tier 4, postgraduate doctor, postgraduate dentist?

Yes - go to question D13

No - go to question D15

D13. Is the applicant receiving, or has he/she received for their recent studies in the United Kingdom, sponsorship from the British Government, any other government, or an international scholarship agency?

Yes - go to question D14

No - go to question D15

D14. Please tick to confirm that the following evidence has been supplied:

Original written confirmation from the applicant's sponsor giving consent to this employment

D15. When does the applicant's current leave expire?

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

D16. Has the applicant ever remained in the United Kingdom beyond the end of his/her period of leave?

Yes - go to question D17 No - go to question D18

D17. Please give the reason(s) why the applicant remained beyond the end of his/her period of leave and the dates of the overstay.

D18. Has the applicant ever worked in the United Kingdom without immigration permission to do so (i.e. contrary to his/her conditions of stay)?

Yes - go to question D19

No - go to question D20

D19. Please give the reason(s) why the applicant worked in the United Kingdom without immigration permission to do so, and the dates this work was undertaken:

D20. Has the applicant ever illegally entered the United Kingdom?

Yes - go to question D21

No - go to question D22

D21. Please give the details and dates on which this occurred:

D22. Has the applicant ever used deception when seeking leave to enter or leave to remain?

Yes - go to question D23

No - go to question D24

D23. Please give the details and dates on which this occurred:

D24. Has the applicant ever been removed or deported from the United Kingdom?

Yes - go to question D25

No - go to question D26

D25. Please give the reason(s) why the applicant was removed or deported and the date this occurred:

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D26. Does the applicant currently have any other applications with us on which he/she is awaiting a decision?

Yes - go to question D27

No - go to question D32

D27. Please give details of the application, including the date the application was submitted, what the application is for (i.e. the category) and the payment reference number - then go to question D28

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D28. Was this application submitted before the applicant's leave expired?

Yes - go to question D29

No - go to question D31

D29. Has the applicant's leave now expired?

Yes - go to question D30

No - go to question D31

D30. The applicant is not able to submit a further application. However, they can, if they wish to, vary the grounds of the existing application.

Does the applicant wish to vary the grounds of the existing application?

Yes - go to question D31

No - the applicant is not able to submit a further fresh application and should not therefore proceed

D31. Does the applicant wish us to process the current outstanding application?

Yes - go to question D32

No - go to question D32

D32. Does the applicant currently have an appeal with the Asylum and Immigration Tribunal on which he/she is awaiting a decision?

Yes - go to question D33

No - go to section E

D33. Please give details of the appeal, including the date the appeal was submitted, what the appeal is for (i.e. category) and the payment reference number (where applicable) - then go to question D34

D34. Has the applicant's leave now expired?

Yes - go to question D35

No - go to question D37

D35. The applicant is not able to submit a further application. However, they can, if they wish, provide additional grounds to the outstanding appeal

Does the applicant wish to provide additional grounds to the outstanding appeal by submitting this form?

Yes - go to Section E

No - go to question D36

D36. Does the applicant wish to withdraw the outstanding appeal with the Asylum and Immigration Tribunal?

Yes - go to Section E

No - the applicant is not able to submit a further fresh application and should not therefore proceed

D37. Does the applicant wish to withdraw the outstanding appeal with the Asylum and Immigration Tribunal?

Yes - go to section E

No - go to section E

Questions E3 to E8 below must be answered, even if question E1 has been answered “No”. For help in answering these questions, please see the definitions on the next page.

E3. Has the applicant ever been charged in any country with a criminal offence for which he/she has not yet been tried in court?

Yes No

E4. In times of either peace or war has the applicant ever been involved, or suspected of involvement, in war crimes, crimes against humanity or genocide?

Yes No

E5. Has the applicant ever been involved in, supported or encouraged terrorist activities in any country?

Yes No

E6. Has the applicant ever been a member of, or given support to, an organisation which has been concerned in terrorism?

Yes No

E7. Has the applicant 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. Has the applicant ever engaged in any other activities which might indicate that he/she 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.

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 on **020 7840 6464** or by obtaining a free copy of their leaflet on **020 7840 6427**.

DEFINITIONS

For the purposes 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 **0870 600 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 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.

F. DEPENDANT DETAILS

Please complete the following details for any dependant(s) who are making their application at the same time as this application.

First name(s)	Last name(s)	Date of birth	Nationality and passport number	Relationship to main applicant

Please ensure a separate application form is completed for each dependant

H2. Tick the box to show that the applicant has sent an original letter from the academic institution as evidence that the United Kingdom institution is either a United Kingdom recognised, United Kingdom listed body or holds a sponsor licence under Tier 4 of the points-based system.

Original letter from academic institution

H3. Is the applicant claiming points for an HND from a Scottish Institution?

Yes go to question H4
 No the applicant cannot claim points for this section and should not proceed with this application

H4. Tick the box to show that the applicant has sent an original letter from the academic institution as evidence that the applicant studied for his/her HND at a Scottish publicly funded institution of further or higher education, or at a bona fide Scottish private education institution that maintains satisfactory records of enrolment and attendance.

Original letter from academic institution

J. IMMIGRATION STATUS IN THE UNITED KINGDOM DURING PERIOD OF STUDY AND/OR RESEARCH IN THE UNITED KINGDOM (20 points available)

Before filling in this section of the form, the applicant should refer to the immigration rules and Tier 1 (Post-Study Work) of the points-based system policy guidance

J1. Give the period during which the applicant studied and/or undertook research at this institution towards the above qualification

Start date:

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

 End date:

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

J2. Tick the box to show the immigration status that the applicant had in the United Kingdom during the above period of study and/or research:

Student (Paragraphs 57 to 62 of the immigration rules)
 Student nurse (Paragraphs 63 to 69 of the immigration rules)
 Student re-sitting examinations (Paragraphs 69A to 69F of the immigration rules)
 Student writing up a thesis (Paragraphs 69G to 69L of the immigration rules)
 Dependant of someone with leave in any category allowing the admittance of dependants

J3. Tick the box to show that the applicant has sent his/her original passport/s or travel document/s to prove that their periods of study and/or research towards their eligible qualification were undertaken whilst they had entry clearance, leave to enter or leave to remain as a student or dependant in the United Kingdom:

Original passport/s or travel document/s showing relevant grant/s of leave for the period that the applicant studied and/or undertook research towards their eligible qualification in the United Kingdom

K. DATE OF AWARD OF QUALIFICATION (15 points available)

Before filling in this section of the form, the applicant should refer to the immigration rules and Tier 1 (Post-Study Work) of the points-based system policy guidance

K1. The applicant must have made the application for entry clearance or leave to remain as a Tier 1 (Post-Study Work) Migrant within 12 months of obtaining the relevant qualification.

Please tick the box to confirm that the applicant obtained his/her eligible qualification in the 12 month period immediately before submitting this application.

Please go to Section M

SECTION 3B – TRANSITIONAL ARRANGEMENTS

Before filling in this section of the form, the applicant should refer to the immigration rules and Tier 1 (Post-Study Work) of the points-based system policy guidance

Attributes

An applicant must score 75 points for his/her attributes or the application will be refused.

Applicants under the transitional arrangements must show that they currently have, or were last granted, less than 2 years leave as a participant in one of the immigration categories detailed below to receive 75 points.

L. PREVIOUS GRANT/S OF LEAVE (75 POINTS AVAILABLE)

L1. Tick the box or boxes to show that the applicant has been granted leave under any of the following categories:

International Graduates Scheme (IGS)

Science and Engineering Graduates Scheme (SEGS)

Fresh Talent: Working in Scotland Scheme (FT: WISS)

L2. Give start and end dates of the period/s of leave granted to the applicant in the above category or categories:

Start date:

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

End date:

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

Start date:

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

End date:

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

Please go to Section M

SECTION 4 - ENGLISH LANGUAGE, MAINTAINENCE AND PUBLIC FUNDS

M. ENGLISH LANGUAGE REQUIREMENT

Initial applications and transitional arrangements

If the applicant achieves 75 points under the attributes section of this application he/she will be awarded 10 points for his/her English language.

Please go to Section N

N. MAINTENANCE (FUNDS) REQUIREMENT

In order for the application to be approved the applicant must have a minimum level of funds. The applicant must score 10 points for their level of funds. If they do not score 10 points the application will be refused.

Before filling in this section of the form, the applicant should refer to the immigration rules and the Tier 1 (Post-Study Work) of the points-based system policy guidance

N1. Does the applicant have access to £800 available funds to support themselves?

Yes

No

N2. Please tick the relevant boxes to indicate what evidence you have supplied:

Building society pass book covering a 3 month period

Personal bank or building society statements covering a 3 month period

Letter from FSA regulated financial institution confirming funds and covering a 3 month period

Letter from a bank or building society confirming funds and that they have been in bank for at least 3 months

N3. Please tick to confirm that the applicant has claimed 10 points for their level of funds

Please go to Section O

O. PUBLIC FUNDS

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

O1. Is the applicant receiving any public funds?

Yes	<input type="checkbox"/>	Go to question O2
No	<input type="checkbox"/>	Go to Section 5

O2. The public funds which are relevant for the purposes of the immigration rules are listed below. Please tick the relevant box(es) to show which of these are being received.

Attendance Allowance	<input type="checkbox"/>	Housing and Homelessness Assistance	<input type="checkbox"/>
Carer's Allowance	<input type="checkbox"/>	Income-based Jobseeker's Allowance	<input type="checkbox"/>
Child Tax Credit	<input type="checkbox"/>	Income Support	<input type="checkbox"/>
Child Benefit	<input type="checkbox"/>	Severe Disablement Allowance	<input type="checkbox"/>
Council Tax Benefit	<input type="checkbox"/>	Social Fund Payment	<input type="checkbox"/>
Disability Living Allowance	<input type="checkbox"/>	State Pension Credit	<input type="checkbox"/>
Housing Benefit	<input type="checkbox"/>	Working Tax Credit	<input type="checkbox"/>

O3. If the applicant is in receipt of housing and homelessness assistance please 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.

O4. If the housing is provided by the applicant's local council/housing authority or part of an agreement between the applicant's employer and the housing authority then please provide details below and enclose evidence of this from the local housing authority.

O5. Please tick the following box to indicate that the evidence has been supplied:

Original letter from the local housing authority

O6. If the applicant believes that he/she is subject to an exception and is eligible to claim public funds please provide details below and enclose evidence of this eligibility, if appropriate

SECTION 5 - DECLARATIONS

P. APPLICANT

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

The applicant must sign below to show that he/she has read and understood the following declaration. It must be authorised by the applicant if he/she is over 18 years of age and not by a representative or other person acting on his/her behalf.

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

The photographs I have submitted with this form are a true likeness of myself and have my name on the back of each.

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 UK Border Agency.

I agree to co-operate with UK Border Agency 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 the PBS applications.

I agree to my representative (where applicable) tracking my application with the UK Border Agency online, or the UK Border Agency updating my 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 UK Border Agency has reasonable cause to believe that any document or documents I have submitted with this application are forged, fraudulent or not genuine, and the UK Border Agency 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 UK Border Agency 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 am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make, to a person acting in execution of any of these Acts, a statement or representation which I know to be false or do not believe to be true, or to obtain or seek to obtain leave to remain in the United Kingdom by means which include deception.

Information I provide to the UK Border Agency will be treated in confidence but it may be disclosed to other law enforcement agencies, government departments, agencies, local authorities, foreign governments and other bodies for immigration or research purposes or to enable them to perform their functions.

DECLARATION CONTINUED OVERLEAF

Q20. This section must be completed by all representatives who are dealing with this application on the applicant's behalf. They must now read the declaration below and authorise as the representative or other person acting on the applicant's behalf.

- I have been appointed by the applicant to make this application;
- I confirm that the applicant has completed and verified the application and the application is, to the best of my knowledge and belief, true and correct.
- Once the UK Border Agency has decided the application, I will give the applicant all correspondence from the UK Border Agency relating to the decision;
- I am permitted to give immigration advice and immigration services by section 84 of the Immigration and Asylum Act 1999;
- I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to do an act which facilitates the commission of a breach of immigration law by an individual who is not a citizen of the European Union, knowing or having reasonable cause to believe that the act has this effect.

Name:

Signed:

Date:

Name of representative organisation:

Position within organisation

SECTION 6 - SUMMARY SHEET

Please fill in this part of the form to help us to make sure that we have received the applicant’s documents and to keep a record of them while they are with us.

At “A”, tell us how many of each of the listed documents the applicant has sent with this application. At “B”, list any other documents and state how many in each case. Please continue on a separate sheet if necessary.

A. Type of document	How many?
Passports and/or travel documents	
Police registration certificates	
Marriage or civil partnership certificate	
Birth certificate	
Driving licence	

B. Listed items	How many?

Please fill the summary sheet below listing the points that the applicant has claimed and the documentation provided. Applicants must give the evidence needed as specified in this application form and the Tier 1 (Post-Study Work) of the points-based system – policy guidance. If the applicant does not send the evidence needed, we are likely to refuse the application.

Areas for scoring points (Initial)	Points Claimed	Documents given (please list)
Qualification (Section G)		
Institution (Section H)		
Immigration status in the United Kingdom during period of study and/or research in the United Kingdom (Section J)		
Date of award of qualification (Section K)		
English language requirement (Section M)		
Maintenance (Section N)		
Total		

Areas for scoring points (Transitional arrangements)	Points Claimed	Documents given (please list)
Previous grant/s of leave under International Graduates Scheme (IGS), Science and Engineering (SEGS), or Fresh Talent: Working in Scotland Scheme (FT:WISS) (Section L)		
English language requirement (Section M)		
Maintenance (Section N)		
Total		

Finally, please make sure that the application is addressed correctly to:

**UK Border Agency
 Tier 1
 PO Box 496
 Millburngate House
 Durham
 DH99 1WQ**

TIER 1 (POST-STUDY WORK) - APPLICATION FORM HELP TEXT

INTRODUCTION

This document provides information to help applicants to complete the Tier 1 (Post-Study Work) application form.

For further information on Tier 1 (Post-Study Work) of the points-based system policy please see Part 6A of the immigration rules and the Tier 1 (Post-Study Work) policy guidance notes.

These documents are available on the UK Border Agency website at www.ukba.homeoffice.gov.uk

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?

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

- Currently in the United Kingdom with leave as a student (this includes student, student nurse, student resitting an examination, student writing up a thesis) and wish to make an initial application under Tier 1 (Post-Study Work) (Dependants that are in the United Kingdom may apply under Tier 1 (Post-Study Work), but they are unable to switch into becoming the main applicant in this category. The dependant must leave the United Kingdom and make an application for entry clearance from overseas.)
- Currently in the United Kingdom and whose current or last grant of leave was in the Science and Engineering Scheme (SEGS), International Graduate Scheme (IGS) or Fresh Talent: Working in Scotland Scheme (FT:WISS)

This application form should not be used by dependants of main applicants. A separate application form titled 'Points-Based System - Dependants

Application Form' is available for this purpose and can be found on the UK Border Agency website at www.ukba.homeoffice.gov.uk

Submitting a valid application

2 The applicant 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
- The correct application fee must be paid
- 2 recent passport sized photographs of the applicant, with the applicant's name written on the back of each photograph, must be supplied.

Please note, passport-sized photographs supplied should measure 45mm x 35mm and should be:

- Colour photographs taken against a white wall
- Clear and of good quality and not framed or backed
- Printed on normal photographic paper
- Full face, and without sunglasses, hat or other head covering, unless it is worn for cultural or religious reasons.

If the application is successful, the photographs provided will be reproduced in the United Kingdom Residence Permit in your passport or travel document.

- For the application to be valid and complete the applicant's current Passport 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.

3 Applicants who are of a nationality that is required to register with the Police must also include their Police Registration Certificate with their application.

Claiming points

4 When completing the application form, applicants must show how they meet the criteria for the award of these points.

5 We will only award points for the sections where the applicant has indicated that they wish to claim them, and where the required supporting evidence has been

supplied.

Supporting evidence

It is the applicant's responsibility to provide the evidence to support any statements made in their application. The applicant must show us that the requirements for the category under which they have applied have been met. We must be satisfied, by considering the evidence provided that the applicant meets the necessary criteria.

Applicants must ensure that all of the necessary supporting documentation is provided at the time the application is submitted. Only those documents specified in the application form and set out in detail in the Tier 1 (Post-Study Work) Policy Guidance will be considered acceptable for the purposes of establishing that an applicant qualifies for the points claimed in any scoring area.

The applicant 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 cannot be considered for points scoring.

To assist us in considering the documentation provided, the applicant should highlight any relevant sections on the documentation provided.

For example, in the letter from the United Kingdom institution at which the applicant studied, the applicant should highlight the confirmation of the qualification that he/she has obtained.

Any documentary evidence that the applicant provides should be original (unless otherwise stated).

Where a document is not in English, 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.

Application types

Applicants should complete different sections of the Tier 1 (Post-Study Work) application form depending on the type of application they are submitting.

Please note that all applicants should complete Sections 1, 2, 4, 5 and 6 of the form as well as the relevant part of Section 3 depending on the type of application.

INITIAL APPLICATIONS (PLEASE ALSO COMPLETE SECTION 3A)

This should be completed by applicants who are currently in the United Kingdom with leave as a student (this includes student, student nurse, student resitting an examination, student writing up a thesis) and who wish to switch into Tier 1 (Post-Study Work).

TRANSITIONAL ARRANGEMENTS (PLEASE ALSO COMPLETE SECTION 3B)

This should be completed by applicants who are currently in the United Kingdom and whose current or last grant of leave was in the Science and Engineering Scheme (SEGS), International Graduate Scheme (IGS) or Fresh Talent: Working in Scotland Scheme (FT:WISS)

QUESTION - SPECIFIC HELP TEXT

Further advice for applicants on specific questions to support the completion of the application form is detailed below.

A6-A7 Please enter the details of the person responsible for payment in case we have a payment query. If we cannot process the payment, the application will be rejected and returned to the applicant or their representative.

A8 Please complete this section if the applicant has indicated in the 'Application details' section that they are paying for the application. The applicant need only complete the relevant sections. If they have indicated that the application is exempt there is no need to complete this section.

B1-B4 The applicant should provide full details of his/her name and title. If the applicant has previously been known by any other name(s) he/she 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 the applicant's full name before and after the change and may include:

- deed poll documents; and
- Both the old passport and the new passport.

Should the applicant submit documentation in support of his/her application that refers to them under name(s) not given in this section, that documentation will not be considered by us.

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

B9 The applicant should indicate his/her 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 their residence.
- Unmarried partner, a person in a relationship with someone of the opposite or same sex, which has been subsisting for two years or more but is not married or in a civil partnership.
- Separation Order - a separated person who remains in law the civil partner of the other person.
- 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 their married partner.
- Divorced - a person married in or outside the United Kingdom whose marriage has been legally dissolved.
- 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.
- Dissolved - a person who has been in a civil

partnership which has been legally dissolved.

B10 All Home Office applications are given an individual reference number; this allows us to track and link past applications. The applicant should provide his/her full Home Office Reference number. This number can be found on any previous Home Office correspondence relating to the applicant. The applicant may have numerous Home Office numbers, including HSMP reference numbers or Case ID reference numbers; the applicant should provide all such numbers.

B11 National Insurance numbers will be in the following format; two letters, six numbers, one letter. Where an applicant does not have a National Insurance number of this type, this question should be left blank.

B12 An applicant who has made previous applications under the PBS will have been given a PBS Migrant Reference number. This allows us to track and link past applications. The applicant should provide his/her full PBS Migrant Reference number. This number can be found on any previous correspondence relating to applications under the PBS.

C1-C5 The applicant should specify under which nationality he/she entered the United Kingdom. He/she should also provide details of any other nationalities they currently hold or have previously held.

C6-C8 The applicant must provide details of all passports or travel documents, current or expired, that he/she has used to enter or remain in the United Kingdom including:

- passport number
- issue date
- expiry date
- place of issue.

Where the applicant needs more space than is available, he/she should photocopy the relevant page of the application form and submit this with his/her application.

Where the applicant holds, or has held, other nationalities he/she should provide the relevant Passport or travel document for each nationality held and provide the above details. The applicant must submit all of these passports/travel documents with the application. They should be original

documents and not copies.

In certain circumstances certified photocopies will be accepted where the applicant does not have the original at that time. The applicant must provide details as to its location and state when they will provide it. The applicant must then ensure that the original document is submitted as soon as they can. 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 it was reported.

For the application to be valid and complete the applicant's current Passport or travel document must be provided unless it is not available for one of the reasons specified on the application form.

D16 The applicant should confirm whether he/she has ever remained beyond the end of his/her period of leave in the UK. Where an applicant's leave had been extended by virtue of Section 3C of the 1971 Immigration Act, he/she will not be considered to have remained beyond the end of his/her period of leave and should therefore complete the 'No' box in response to this question. (For further information on the provisions of 3C please refer to Chapter 1, Section 5 of the Immigration Directorate Instructions).

D30 Where the applicant is not permitted to submit a further fresh application, he/she should not proceed in completing this application form. If an applicant in this position does complete this application form, it will be returned to him/her without having been considered.

D36 Where the applicant is not permitted to submit a further fresh application, he/she should not proceed in completing this application form. If an applicant in this position does complete this application form, it will be returned to him/her without having been considered.

D37 Please note that the applicant will need to contact the UK Border Agency/Asylum and Immigration Tribunal direct should he/she decide not to continue with his/her current outstanding appeal. This action will not be undertaken automatically as a result of the response to this question.

SECTION 3

H4 "A bona fide private education institution" is defined in paragraph 6 of the immigration rules

SECTION 5

Q2 If the representative has previously submitted an application on behalf of a migrant or sponsor they should provide their PBS reference number.

Q10 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 person 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 they are regulated by the OISC, or the basis on which they are otherwise authorised to act in this capacity on the migrant's behalf.

An advisor could be committing a criminal offence if they act on the applicant's behalf without being OISC regulated, or otherwise authorised in accordance with Section 84 of the Immigration and Asylum Act 1999.

Q12-Q14 If the representative is regulated by a designated legal professional body, listed below, or if they work 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

Representatives should indicate which organisation they are a member of.

The representative should indicate whether they are personally a member of this organisation or whether they are 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 they are working.

Q15-Q17 The representative should indicate whether they are 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.

SECTION 6

The applicant should complete the summary sheet before submitting his/her application. The applicant should ensure that he/she indicates the number of points they wish to claim against each points scoring area and the total number of points claimed.

The applicant should also ensure that they list all the supporting documentation they have submitted with their application.

This documentation should be listed against the points scoring area to which it applies. Any documentation that does not relate to a specific points scoring area (such as passport(s)/travel document(s) etc) should be listed in the general background information box above the table.