



DO YOUR POINTS ADD UP TO A UK VISA?

Guidance - Points Based System: Tier 1 (General) Migrant (INF...) (../06/08)

This guidance explains what you need to do if you are a highly skilled person wishing to seek work or self employment in the United Kingdom (UK) under Tier 1 (General) Migrant of the Points Based System. It is only a guide but it aims to answer some common questions. More comprehensive guidance is available on the UK Border Agency website: <http://www.ukba.homeoffice.gov.uk>. There are also notes to help you to complete an application form.

- **What is the Points Based System?**
- **When is it due to start?**
- **How does this affect me if I wish to go to the UK as a student/work permit holder/working holidaymaker or in any other work or study category?**
- **Is Tier 1 (General) Migrant the same as the Highly Skilled Migrant Programme?**
- **What transitional arrangements are in place for holders of HSMP Approval Letters who have yet to apply for entry clearance?**
- **Do I need a sponsor?**
- **How do I apply?**
- **What do I need to make my application?**
- **What are my biometric details?**
- **What are Visa Application Centres?**
- **How are the points calculated?**
- **What supporting documents should I include with my application?**
- **Can I appeal if my application is refused?**
- **What is Administrative Review?**
- **Can my dependants join me in the UK?**
- **What supporting documents should my dependants include with their application?**
- **What do my dependants need to make an application?**
- **What fee will my dependants pay?**
- **What are public funds?**
- **Check your visa**
- **More advice and information**

What is the Points Based System?

The Points Based System (PBS) is a new system for managing migration for those wishing to enter the UK for work or study.

When is it due to start?

Tier 1 (General) Migrant of the Points Based System was launched in the UK on 29 February 2008 replacing the Highly Skilled Migrant Programme (HSMP). From **30 June 2008** applicants both in the United Kingdom and overseas can submit applications for all categories of Tier 1. These are Tier 1 (General) Migrant, Tier 1 (Investor), Tier 1 (Entrepreneur) and Tier 1 (Post-Study Work). Other tiers will be phased in throughout 2008 and 2009.

How does this affect me if I wish to go to the UK as a student/work permit holder/working holidaymaker or in any other work or study category?

All routes which currently exist for work or study will continue to operate in their existing form until they are replaced and moved into the various tiers and sub-tiers of PBS. To know more about these routes, please consult the guidance leaflets on <http://www.ukvisas.gov.uk>.

Is Tier 1 (General) Migrant the same as the Highly Skilled Migrant Programme (HSMP)?

Tier 1 (General) Migrant will replace HSMP. The major difference between Tier 1 (General) Migrant and HSMP is that you will no longer need to make two applications – one for your approval letter and one for your visa. The two stages will be combined at the Visa Section of the British Mission in your country.

What transitional arrangements are in place for holders of HSMP Approval Letters who have yet to apply for entry clearance?

If you hold a valid approval letter from Work Permits UK in Sheffield, you should still apply for entry clearance under Tier 1 (General) Migrant. You will only need to satisfy the requirement for Maintenance, complete only that part of the Self-Assessment Application Form and pay a lower fee.

Do I need a sponsor?

You do not need a sponsor for Tier 1 (General) Migrant of PBS.

How do I apply?

First access the Self-Assessment Points Calculator on <http://www.ukba.homeoffice.gov.uk/pointscalculator> in order to see whether you have enough points to make a successful application. The tool will enable you to understand how you can score points and what documentary evidence you require. If you decide to make an application, you should complete application form VAF9 with your personal details. Depending on which country you are making your application from, you may be able to complete this on-line. You will also need to complete Appendix 1 using the points scoring information obtained from the Self-Assessment Points Calculator. Check <http://www.ukvisas.gov.uk/en/howtoapply/biometricvisa/> to see if you need to apply through a Visa Application Centre (VAC) or the British Mission in your country.

What do I need to make my application?

- your passport or travel document;
 - the application forms VAF9 and Appendix 1 with all mandatory sections completed;
 - the fee, which cannot be refunded and you must pay in local currency;
 - your biometric details (see below);
 - a recent passport sized photograph
(please note - photographs should measure 45mm x 35mm and be:
 - in colour taken against a white background;
 - clear and of good quality and not framed or backed;
 - printed on normal photographic paper;
 - full face and without sunglasses, hat or head covering (unless it is worn for cultural or religious reasons but the face must not be covered)
- (If the application is successful, the photographs provided will be reproduced on the visa vignette).
- all documents as specified in the Tier 1 (General) Policy Guidance as stated in the Immigration Rules. If you do not submit relevant documents, your application is likely to be refused as we will be unable to award the relevant points.

What are my biometric details?

Biometric details are scans of all 10 fingers and a full-face digital photograph. You will need to provide your biometric details in person. The whole procedure should take no more than 5 minutes to complete. Your visa application will not be processed until you have met this requirement. For more information about biometrics please refer to <http://www.ukvisas.gov.uk/en/howtoapply/biometricvisa/>

What are Visa Application Centres (VACs)?

In some countries we are working with commercial companies to run Visa Application Centres. The VACs are in largely populated areas making it easier and more convenient for people to apply for a UK visa. Trained staff at each VAC deals with all visa enquiries and applications. They collect your biometric information along with the relevant fees and provide unbiased advice on the application process, including whether or not you have included all the necessary documents. Entry clearance staff at the British mission will then consider your application and decide whether to issue or refuse your visa. VAC staff will have no say in this decision.

How are the points calculated?

Points are awarded for what are called "Attributes", for which you need to score a minimum of 75 points. These comprise:

- Age;
- Qualifications;
- Previous earnings and
- UK experience.

Separate points are given for English language ability and the availability of funds for maintenance. You must demonstrate that you have the level of English prescribed in the Immigration Rules and produce evidence of the required funds **in addition** to reaching the pass mark for the Attributes. Entry Clearance Officers will only award points for the sections for which you have indicated that you wish to claim and for which you have supplied the required supporting evidence.

Points scoring

Attributes: Age

Points	Age	
20	Under 28 years	Points are awarded according to your age at the time of receipt of your application in the Visa Section of the British Mission. Applicants aged 32 and over do not score any points for age, but may still score enough points for qualifications and previous earnings in order to make up the required 75 points.
10	28 or 29 years	
5	30 or 31 years	
0	32 years and over	

Attributes: Qualifications

Points	Qualifications (*can include equivalent level professional qualifications)	
50	PhD*	Points are awarded only if your qualifications are equivalent to British Bachelors, Masters or PhD (as validated by the National Academic Recognition Information Centre (UK NARIC) database). UK NARIC is a private company that specialises in the comparison of qualifications to UK academic levels. Points can be scored for vocational and professional qualifications if they are at least equivalent to one of the academic levels shown, but only if they can be verified through UK NARIC. You are responsible for demonstrating that your qualification equates to a UK academic qualification.
35	Masters*	
30	Bachelors*	

Attributes: Previous Earnings

Previous Earnings from 12 out of the 15 months preceding the application.		
Points	Salary Range	Points are awarded for your previous earnings from work for a period of up to 12 months out of the 15 months preceding your application. This applies to both salaried staff and self-employed persons. You may claim for a period of less than 12 months, but these earnings will not be considered on a pro rata basis. Earnings from salaried employment will be assessed before deduction of tax. If
5	16,000 - 17,999	

10	18,000 - 19,999	<p>you are self-employed and the business profits are retained within your business, your share of the business's net profits generated over the earnings period can be considered.</p> <p>You may claim points for UK earnings only when you were legally entitled to engage in the activities which generated these earnings, for the period claimed. Please consult the main guidance for further advice.</p> <p>You may claim points for a 12 month period other than as described above if you can establish that during the last 12 months you have been engaged in full-time study, had maternity or adoption related leave. You should provide the dates for which either of these circumstances applies on your application form. Please consult the main guidance for further advice.</p> <p>To reflect differences in income levels across the world, countries are divided into 5 income bands and local incomes adjusted to the levels shown in the left of this table. First convert your salary into sterling, then multiply that figure by the multiplier allocated for your country in the bands below. For example, if your money was earned in India, which is in Band D, you need to multiply your sterling equivalent salary by 5.3. Then locate the resulting figure in one of the salary ranges in the table (left) and read the points allocated. If, during the period, you earned a salary in more than one country you will need to repeat the process. The Self-Assessment Points Calculator will automatically make the calculation for you. You should also consult the main guidance for more information.</p>
15	20,000 - 22,999	
20	23,000 - 25,999	
25	26,000 - 28,999	
30	29,000 - 31,999	
35	32,000 - 34,999	
40	35,000 - 39,999	
45	40,000+	

Country bands

Band A - Country or territory in which money was earned
Andorra; Aruba; Australia; Austria; Belgium; Bermuda; Canada; Cayman Islands; Channel Islands; Denmark; Finland; France; French Polynesia; Germany; Gibraltar; Guam; Hong Kong (Special Administrative Region of China); Iceland; Ireland; Italy; Japan; Kuwait; Liechtenstein; Luxembourg; Monaco; Netherlands; Norway; Qatar; San Marino; Singapore; Sweden; Switzerland; United Arab Emirates; United Kingdom; United States of America; Vatican.
Multiplier = 1
Band B - Country or territory in which money was earned
American Samoa; Antigua and Barbuda; Argentina; Bahamas; Bahrain; Barbados; Botswana, Brunei; Chile; Costa Rica; Croatia; Cyprus; Czech Republic, Estonia; Faroe Islands; Greece; Greenland; Grenada; Hungary; Israel; Korea (South); Latvia; Lebanon; Libya; Macao (Special Administrative Region of China); Malaysia, Malta; Mauritius; Mexico, Netherlands Antilles; New Caledonia; New Zealand; Northern Mariana Islands; Oman; Palau; Panama; Poland; Portugal; Puerto Rico; Saudi Arabia; Seychelles; Slovak Republic; Slovenia; Spain; St Kitts and Nevis; St Lucia; Taiwan; Trinidad and Tobago; Uruguay; Venezuela; Virgin Islands.
Multiplier = 2.3
Band C - Country or territory in which money was earned
Albania; Algeria; Belarus; Belize; Bolivia; Bosnia and Herzegovina; Brazil; Bulgaria; Cape Verde; China (Peoples Republic of China); Colombia; Dominica; Dominican Republic; Ecuador; Egypt; El Salvador; Fiji, Gabon; Guatemala; Honduras; Iran; Jamaica; Jordan; Kazakhstan; Lithuania; Macedonia; Maldives; Marshall Islands; Micronesia; Morocco; Namibia; Nauru; Paraguay; Peru; Philippines; Romania; Russian Federation; Samoa; South Africa; St Vincent and the Grenadines, Suriname; Swaziland; Syria; Thailand; Tonga; Tunisia, Turkey, Turkmenistan; Vanuatu; West Bank and Gaza.
Multiplier = 3.2
Band D - Country or territory in which money was earned
Angola; Armenia, Azerbaijan; Bangladesh, Benin; Bhutan; Cameroon; Comoros; Congo (Republic of); Cuba; Djibouti; East Timor; Equatorial Guinea; Gambia; Georgia, Guinea, Guyana; Haiti; India; Indonesia; Iraq; Ivory Coast; Kenya; Kiribati; Lesotho; Mauritania; Moldova; Mongolia; Montenegro; Myanmar; Nicaragua; Pakistan; Papua New Guinea; Senegal; Serbia; Solomon Islands; Sri Lanka; Sudan; Ukraine; Uzbekistan;

Vietnam; Yemen; Zambia; Zimbabwe.
Multiplier = 5.3
Band E - Country or territory in which money was earned
Afghanistan; Burkina Faso; Burundi; Cambodia; Central African Republic; Congo (Democratic Republic of); Chad; Eritrea; Ethiopia; Ghana; Guinea-Bissau; Korea (North); Kyrgyzstan; Laos; Liberia; Madagascar; Malawi; Mali; Mayotte; Mozambique; Nepal; Niger; Nigeria; Rwanda; Sao Tome and Principe; Sierra Leone; Somalia; Tajikistan; Tanzania; Togo; Uganda.
Multiplier = 11.4

Attributes: UK Experience

Points	UK Experience
5	<p>5 points can be claimed if <u>either</u>:</p> <ul style="list-style-type: none"> the earnings for which you successfully scored points under Previous Earnings were for UK employment <u>or</u> you studied at Bachelor degree level or above in full-time higher education in the UK; or at an overseas campus of a UK-based educational institution for at least one full academic year or three consecutive academic terms during the last five years. <p>Points will be awarded only if you were legally entitled to work or study in the UK throughout the period when these earnings or studies took place.</p> <p>You are advised to confirm the level of your qualification on the UK NARIC database before claiming points under this Attribute. If you are unable to find details of your qualification, please contact UK NARIC for an assessment of the level of your qualification. If this is the required level, you should obtain a confirmation certificate from UK NARIC and submit this with your application. There will be a charge for this service.</p>

English language

Points	English language
10	<p>The ability to meet the required English standard is a mandatory requirement. If you cannot meet this level, your application will be refused regardless of any points you may have scored in the Attributes section. 10 points are awarded in this section if you meet the required standard and 0 if you do not.</p> <p>There are three ways in which you can meet this requirement. You can:</p> <ul style="list-style-type: none"> be a national of a majority English speaking country on the following list - Antigua and Barbuda, Australia, The Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Jamaica, New Zealand, St Christopher (Kitts) and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, the United States of America <u>or</u> hold an English language qualification equivalent to the Council of Europe's Common European Framework for Language Learning level C1 (approximately IELTS level 6.5, GCSE Grade C) <u>or</u> hold a degree that was taught in English as confirmed by the UK NARIC database as equivalent to a UK Bachelors degree.

Maintenance (Funds)

Points	Maintenance (Funds)
10	<p>Even if you have attained the pass mark of 75 in the Attributes section and have the required standard of English, your application will be refused if you do not pass the Maintenance (Funds) requirement. As a general rule you must be able to support yourself for the entire duration of your stay in the UK without needing any help from public funds. Initially, in order to qualify under Tier 1</p>

(General) Migrant you must be able to demonstrate that you have £2,800 for yourself and (where applicable) £1,600 for each dependant accompanying you **AND** that you have held these amounts for a minimum period of 3 months immediately preceding the application.

What supporting documents should I include with my application?

You should include originals of all documents specified **AND** also a copy of each document.

Attributes: Age

Documentary evidence for those claiming points under the age assessment

Your passport will normally be used to establish your age.

Attributes: Qualifications

Documentary evidence for those with an academic or professional/vocational qualification	Documentary evidence for those who have just graduated
<p>Original academic certificate showing:</p> <ul style="list-style-type: none"> • your name; • title of the award; • date of award; • institute; • confirmation from UK NARIC of qualification's equivalence to UK academic level <p>Where the above is not available, you should consult the main guidance to see what alternatives may be accepted.</p>	<p>Letter from institution on headed paper showing:</p> <ul style="list-style-type: none"> • your name; • qualification awarded; • date of award; • date certificate will be issued <p><u>and/or</u></p> <p>An academic transcript on the institution's paper showing:</p> <ul style="list-style-type: none"> • your name; • institute; • course details; • confirmation of award.
<p>You should consult the main guidance for further information on http://www.ukba.homeoffice.gov.uk/workingintheuk/pointsbasedsystem/applying. Your qualifications will be assessed against the data held on the UK NARIC database. You should therefore check UK NARIC and confirm that you successfully did so. If you are unable to find details of your qualification on UK NARIC you should contact them for an assessment of the level of your qualification. If this is confirmed to be of the required level, please request a confirmation certificate and enclose this with your application. If UK NARIC is unable to provide confirmation, points will not be awarded for the qualification.</p>	

Attributes: Previous Earnings

Documentary evidence for those who have been in salaried employment	Documentary evidence for self-employed
<p>You should produce at least <u>two</u> of the following covering the full period claimed for. The evidence must be from separate sources and corroborate one another.</p> <ul style="list-style-type: none"> • bank statements showing salary received - electronic statements should be accompanied by a supporting letter from your bank confirming the documents' authenticity; • wage slips – on company-headed paper or • a letter from your (previous) employer(s) on company-headed paper clearly stating your earnings during the chosen period of up to 12 months; • dividend vouchers – If you were paid through 	<p>If you are self employed and retain your earnings within the company you should provide:</p> <ul style="list-style-type: none"> • business bank statements showing incoming payments covering the full amounts claimed <u>and</u> • business tax return (if you are in a country with a tax system) <u>and</u> <p><u>one</u> of the following combinations of documents covering the full period claimed:</p> <ul style="list-style-type: none"> • company/business audited accounts – comprising an income and expenditure account and balance sheet signed by a director and prepared in accordance with legal requirements <u>and</u> • a letter from your managing agent / accountant confirming the gross and net pay for the period

<p>a combination of salary and dividends;</p> <ul style="list-style-type: none"> • official tax documents – but only if they cover the entire period for which you are claiming previous earnings. 	<p>claimed;</p> <p><u>or</u></p> <ul style="list-style-type: none"> • unaudited business/management accounts confirming the total payment claimed <u>plus either</u> • copies of contracts totalling the full amount payable to you with corroborating invoices <u>or</u> • invoice explanations/payment summaries from managing agent/ accountant – which should include a breakdown of the gross salary, tax deductions and dividend payments. <p>Additional documentation – you may need to provide additional documentation if you are not named on any of the documents provided or if you share the profits with other partners/ shareholders.</p>
<p>Documentary evidence for contractors</p>	<p>Documentary evidence for those who worked in a country with no tax system</p>
<p>If, as a contractor, you do not operate through your own company or consider yourself to be an employee, you should provide the following:</p> <ul style="list-style-type: none"> • an accountant's letter confirming your gross and net earnings for the period claimed <u>and</u> • personal bank statements highlighting all credit payments made to your account from employment undertaken during the earnings period claimed. 	<p>In a country with no tax system you will need to provide <u>all three</u> of the following to cover the full period claimed:</p> <ul style="list-style-type: none"> • bank statements <u>and</u> • wage slips or fees invoices or company audited accounts <u>and</u> • letter from employer (if employed) stating salary or fees paid or letter from accountant confirming accounts audited.
<p>Documentary evidence if you were in full-time study during the last 15 months and wish another period of earnings to be considered</p>	<p>Documentary evidence if you were on maternity or adoption leave during the last 15 months and wish another period of earnings to be considered</p>
<p>You will need to provide an original letter from the academic/educational institution confirming the period of full-time study. It must be original, on the letter-headed paper of the academic/educational institution and include the official stamp of that institution.</p> <p>The letter must confirm the following:</p> <ul style="list-style-type: none"> • your name; • course of study undertaken; • start and end dates of the period of study (or confirmation that the study is ongoing); • confirmation that you were a full-time student throughout this period. <p>If the course has been completed, the date on the letter provided should be after the course completion date. If the course is ongoing, this letter must pre-date the date of application by no more than 12 months.</p> <p>If you wish to have more than one course of full-time study taken into account, you must supply an original letter in respect of each separate period of study.</p>	<p>You will need to provide the following:</p> <ul style="list-style-type: none"> • original birth or adoption certificate for the child for whom the period of absence was taken; <p><u>And one</u> of the following:</p> <ul style="list-style-type: none"> • letter from your employer on company letter-headed paper confirming the start and end dates of the period of maternity/adoption related absence <u>or</u> • original wage slips/other payment or remittance advice covering the entire period for which the maternity or adoption related absence is being claimed. These should show any maternity or adoption payments made to you. <p>Other documentation:</p> <p>If you are unable to supply the combination of documents above (e.g. if you are still on maternity leave and no birth certificate has been issued), you should explain why and provide alternative documentation. This must be from an official source and must be independently verifiable. These might include official adoption papers or any relevant medical documentation. An extract from a register of birth must be accompanied by an original letter from the issuing authority.</p> <p>Documents which are not acceptable include personal letters of confirmation, newspaper announcements and other unofficial documentation.</p>

	It will only be possible to accept alternative documentation as evidence of maternity or adoption related absence, where the Entry Clearance Officer is satisfied that the required documentation cannot be provided.
For each source of income supplied, you should provide full contact details that will allow each of the documents provided to be verified if necessary. You should also include any information/explanation of the documentation provided to assist the Entry Clearance Officer to consider the earnings claimed.	

Attributes: UK Experience

Documentary evidence for those claiming points for previous earnings in the UK
The same evidence supplied for your Previous Earnings will be used to establish whether these relate to employment in the UK.
Documentary evidence for those claiming points for previous full time study in the UK
<p>You will need to provide the original Home Office granting letter <u>or</u> evidence that you were issued a student visa <u>and</u> an original letter from the UK institution/UK based overseas institution at which you studied. This should be on the official letter-headed paper of the institution, bearing its official stamp, and show:</p> <ul style="list-style-type: none"> • your name; • title of the qualification awarded; • confirmation of full time study equivalent to at least one full academic year or three consecutive academic terms; • date awarded; • start and end dates of the period of study in the UK. <p>If the Home Office letter is unavailable, you should provide the page in your passport that was previously endorsed with your student stay (this may be in a different passport to the one you are currently using).</p>

English language

Documentary evidence when applicant is a national of a majority English-speaking country
<p>If you are a national of one of the countries below, your passport will normally be used to establish your nationality:</p> <p>Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Jamaica, New Zealand, St Christopher (Kitts) and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, USA.</p>
Documentary evidence for English language tests
<p>Only tests that have been assessed as meeting UK Border Agency visas requirements will be accepted as evidence that you meet the standard required. This is equivalent to the Council of Europe's Common European Framework for Language Learning report at level C1 or above (approximately equivalent to IELTS 6.5, GCSE Grade C). In order to meet the requirement you will need to produce an original test result certificate showing:</p> <ul style="list-style-type: none"> • your name; • the qualification obtained; • the date of the award. <p>You should consult Annex B of the main guidance to see which tests are acceptable. Those with hearing difficulties or other disabilities are not exempt from the English language requirement.</p>
Documentary evidence for a degree taught in English
<p>For this section, the country in which you took your degree determines how you qualify.</p> <ul style="list-style-type: none"> • If you took your degree in one of the countries listed below, we assume the degree has been taught in English. Therefore the documentary evidence you supplied for your qualification will satisfy the English language requirement. <p>Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Ireland, Jamaica, New Zealand, St Christopher (Kitts) and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad</p>

and Tobago, USA. The list excludes Canada because degrees in that country will not necessarily be taught in English, but with a Canadian degree you may still qualify (see below).

- If you took your degree in another country, we will rely on an academic database known as UK NARIC (the National Academic Recognition Information Centre) to advise us on whether the degree was taught to the standard of English equivalent to level C1 on the Council of Europe's Common European Framework of Reference for Languages Learning Teaching Assessment (CEFR). You must provide evidence that you hold a degree which is equivalent to UK Bachelors level or higher and which was taught in English as evidence of your English language ability. You should provide the original certificate showing:
 - your name;
 - the title of the award;
 - the date of the award;
 - the name of the awarding institution.

If you are awaiting graduation but have successfully completed your degree, the Entry Clearance Officer can consider an academic transcript. This must be on the institution's official paper and bear the official stamp of that organisation and should show the following details:

- your name;
- the name of the awarding institution;
- the course title;
- confirmation of the award.

You should ensure that the contact details for the awarding body are current because we may need to verify the details.

If your degree does not appear on the UK NARIC database as fulfilling the criteria for English language, you will need to supply a certificate as described in 'English language tests' above.

Maintenance (Funds)

Documentary evidence for Maintenance (Funds)

You should provide one or more of the following:

- personal bank statements covering a period of 3 months;
- savings account pass book/s covering a period of 3 months;
- letter from your bank confirming level of funds and that they have been held in the bank account for at least 3 months. This must be an original document, on the official letter-headed paper or stationery of the organisation and bear the official stamp of that organisation;
- letter from a regulated financial institution confirming funds.

Personal bank or building loan statements

These should clearly show:

- your name;
- your account number;
- the date of the statement;
- the financial institution's name and logo;
- transactions covering a three month period;
- that there are sufficient funds present in the account on a regular basis;
- the receipt of funds along with regular withdrawals from the account.

Internet statements are acceptable only if they contain all the information above. Statements which simply show the balance in the account on a particular day are not sufficient.

Savings Account pass books

These should clearly show:

- your name;
- your account number;
- the financial institution's name and logo;
- transactions covering a three month period;
- that there are sufficient funds present in the account on a regular basis;
- the regular receipt of funds along with regular withdrawals from the account.

Letters from a bank or regulated financial institution

These should clearly show:

- your name;
- your account number;

- the date of the letter;
 - the financial institution's name and logo;
 - the funds held in your account;
 - that the funds have been in bank for at least 3 months.
- Letters which state simply the balance in the account on a particular day are not sufficient.

We will refuse your application if we find any documents are false.

Can I appeal if my application is refused?

Outside the UK a refusal of entry clearance under PBS does not attract a full right of appeal. You can appeal only on one or more of the following grounds referred to in Section 84(1)(b) and (c) of the Nationality, Immigration and Asylum Act 2002:

- that the decision is unlawful by virtue of Section 19B of the Race Relations Act 1976 (c.74) (discrimination by public authorities), and/or
- that the decision is unlawful under Section 6 of the Human rights Act 1998 (c.42) (public authority not to act contrary to Human Rights Convention) as being incompatible with the appellant's Convention rights.

However, all applicants can apply for an Administrative Review, which is a mechanism for reviewing refusal decisions.

What is Administrative Review?

If we refuse an application for entry clearance and you think that an error has been made, you can ask us to check our decision. This is known as an Administrative Review.

The Administrative Review is free of charge. You must ask for an Administrative Review within 28 days from the date you receive the refusal notice (GV51). You will receive an Administrative Review Request Notice with the Refusal Notice. You must complete this in full and send it directly to the address stated on the Request Notice.

You MUST NOT send any additional documents such as passport or supporting documents with the Administrative Review Request Notice. If the refusal is subsequently overturned, you will be asked to send in your passport. You may request only ONE Administrative Review per refusal decision. Any further review requests for the same refusal decision will not be accepted and will be returned to you. However, where the Administrative Reviewer upholds the refusal but with different refusal grounds, you may request a Review limited to these new refusal grounds.

The Administrative Review will be completed within 28 days and you will be notified of the result in writing. The result of the Review may be sent from a different Post to where the original decision was made, to ensure that the Review is independent.

If you are already in the United Kingdom you cannot apply for an Administrative Review.

For more information about this you should refer to the main guidance on:

<http://www.ukba.homeoffice.gov.uk/workingintheuk/pointsbasedsystem/applying/>

Can my dependants join me in the UK?

Your husband, wife, civil partner or eligible partner and children under 18 can join you as your dependants in the UK if:

- they have a visa for this purpose and
- you can support them without any help from public funds. You need £1,600 for each dependant joining you within 12 months of your arrival in the UK and £533 thereafter.

Partners (married, unmarried, same sex) must intend to live together and the relationship must be subsisting. They must be maintained and accommodated in accordance with the section on Maintenance (Funds) and your partner must not intend to stay beyond any period of leave granted to you.

If your dependent child is working full-time or earning enough money to support himself/herself, it is unlikely that he/she will qualify for entry to the UK as a dependant. Dependent children must also be able to demonstrate that they have not formed their own independent family, are unmarried and not leading an independent life. If a dependent child has previously been married or formed a civil partnership, or lived in a relationship that is similar to marriage or civil partnership, he/she will usually be considered to have formed an independent family and will not be eligible to enter the UK as the dependant of their parents. Although dependent children may seek employment whilst in the UK they must remain financially dependent on their parent to qualify as dependants.

What do my dependants need to make an application?

Your dependants will need entry clearance but will not themselves be entering the UK under PBS. They will need to satisfy similar conditions to those in paragraphs 194-199 of the Immigration Rules [<http://www.ukba.homeoffice.gov.uk/policyandlaw/immigrationlaw/immigrationrules/part5/>] which can be found on the UK Border Agency website. They will need to make their application using form VAF10 either on-line or on paper depending upon the facilities available in the country in which they are applying. They will also need the following:

- their passport or travel document;
 - a recent passport sized photograph
(please note - photographs should measure 45mm x 35mm and be:
 - in colour taken against a white background;
 - 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 but the face must be covered)
- If the application is successful, the photographs provided will be reproduced on the visa vignette).
- the visa fee. This cannot be refunded and they must normally pay it in the local currency of the country where they are applying;
 - their biometric details;
 - supporting documents relevant to their application.

What supporting documents should my dependants include with their application?

Your dependants should include all the documents necessary to show that they qualify for entry to the UK as your dependant. If they do not, we may refuse their application.

As a guide your dependants should include:

- evidence of their relationship to you;
- evidence that you can support them and live without needing any help from public funds and
- a copy of the pages from your passport showing your permission to stay, if you are already in the UK.

We will refuse their application/s if we find any documents are false.

What fee will my dependants pay?

They will pay the same fee as you. This will be either at the Highly Skilled Migrant Programme rate or Tier 1 (General) Migrant rate depending on the scheme under which you entered the United Kingdom.

What are public funds?

Under the Immigration Rules, if you want to travel to the UK, you must be able to support yourself and any dependants without claiming certain benefits.

You can find more information about public funds in the Immigration Rules on the UK Border Agency website: www.ukba.homeoffice.gov.uk.

Check your visa

Please check your visa when you get it. You should make sure that:

- your personal details are correct
- it correctly states the purpose for which you want to come to the UK, and
- it is valid for the date on which you want to travel. (You can ask for it to be post-dated up to three months if you do not plan to travel immediately).

If you think there is anything wrong with your visas, **contact the Visa Application Centre or visa section immediately.**

More advice and information may be obtained from:

<http://www.ukvisas.gov.uk/en/>

<http://www.ukba.homeoffice.gov.uk/>

If you are outside the UK please contact your nearest Visa Application Centre (VAC) or where no VAC is in operation your nearest British mission where there is a visa section
Textphone: (+44)(0) 20 7008 8457

Immigration Advisory Service (IAS)

The Immigration Advisory Service is the UK's largest charity providing advice and representation in asylum, immigration and nationality law. It has offices right across the UK and abroad, and provides a free service to those who are eligible. It may also be available to help those who are not. The IAS is a non-profit service.
Immigration Advisory Service [link]

3rd Floor, County House
190 Great Dover Street
London SE1 4YB

Telephone: (+44)(0)20 7967 1200
Duty Office (open 24 hours a day): (=44)(0)208814 1559
Fax: (+44)(0)20 7403 5875
Email: advice@iasuk.org [link]
Website: www.iasuk.org

Revenue and Customs

For advice on bringing personal belongings and goods into the UK contact:

HM Revenue and Customs [link]

Dorset House
Stamford Street
London SE1 9PY

Telephone: (+44)(0)845 010 9000
Website: www.hmrc.gov.uk

Drugs warning

Anyone found smuggling drugs into the UK would face serious penalties. Drug traffickers may try to bribe travellers. If you are travelling to the UK avoid any involvement with drugs.

Warning: submission of false documents

Travellers to the UK will commit an offence if they produce a false travel document or passport to the UK Immigration Authorities for themselves and/or their children. People found guilty of this offence face up to two years in prison or a fine (or both).

New amendments to the Immigration Rules which came into force on 29 February 2008 stipulate that an application in which deception is used will automatically be refused. From 1 April 2008 further amendments to the Immigration Rules mean that applicants who use deception in their applications will have any future applications they make refused for 10 years.