



UK Visas
& Immigration

Tier 1
(Graduate
Entrepreneur)

version 10/13

Application for an Initial Grant of Leave (Switching) or an Extension of Leave and Biometric Residence Permit Under Tier 1 (Graduate Entrepreneur) Main Applicant

In accordance with paragraph 34 of the Immigration Rules, this form is specified for applications made on or after the 1 October 2013.

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 Home Office website at www.ukba.homeoffice.gov.uk for further information.

When considering this application we will decide only whether you qualify as a Tier 1 (Graduate Entrepreneur). We will not consider whether you qualify for leave to remain for any other reason. If you wish to be granted leave to remain for any other reason please make an appropriate application using the correct form.

Please post or courier your application to:

Postal address:

Home Office
Tier 1
PO Box 496
Durham
DH99 1WQ

Courier address:

Home Office
Tier 1
Millburngate House
Millburngate
Durham
DH97 1PA

This form is
to be used for
applications
made on or after
1 October 2013

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Tier 1 (Graduate Entrepreneur) Application - Payment Guidance

The applicable fee

For applications made on this form as a Tier 1 (Graduate Entrepreneur) migrant there is a fee of **£406** for standard postal applications, unless you meet the criteria given below to be considered at a reduced rate or free of charge.

Applications made on this form may not be made in person.

Reduced fee for main applicants of certain nationalities

Nationals of countries that have ratified the 1961 Council of Europe Social Charter (CESC) pay a reduced fee of **£365** for standard postal applications. This reduction is currently applicable to main applicant nationals of the Former Yugoslav Republic of Macedonia and Turkey only.

Exemptions to the Fee

There are currently no exemptions to this fee.

Dependants

Each dependant must complete a separate PBS (Dependant) form. Any dependant applications that are submitted at the same time as your form will incur a fee of **£305 (standard postal)** per dependant unless it is for a child aged 18 years or over.

Dependants' applications that are submitted at a later date and/or applications for dependant children who are aged 18 years or over will incur a charge and will not be considered without payment of the specified fee, currently **£406** for applications made by post or courier and **£781** for applications made in person.

For applications made in person at a Public Enquiry Office (PEO), the total fee includes a £100 appointment fee, which may be retained should the applicant fail to attend their appointment without good reason.

How you can pay

You can pay by any of the following methods:

- Cheque/Bankers Draft
- Postal Order
- *Credit card¹ - Mastercard, Visa (including Electron) or American Express (Amex)
- *Debit card - Delta, Maestro** (including Solo)

* Maestro - We can only accept Maestro cards issued in the UK if you are applying by post.

Please note that your application is invalid if you do not pay the specified fee in full or if you pay by any method other than those specified above. You will be required to make a fresh application, and any delay in doing so may affect your appeal rights if your application is subsequently refused.

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 each postal order and keep the postal order receipt(s). Please make sure that the date and the amount (words and figures) are correct and that the cheque is signed properly. 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).

¹ Please note that when making large or multiple payments using your credit card, the anti fraud measures that banks operate sometimes stop the full payment being taken. This is because either the maximum limit on a single transaction, or the number of transactions allowed in a given period of time, has been exceeded. To prevent this you must ensure that you 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

A1 Tick the fee appropriate to your application. If you do not select a fee then we cannot take a payment and your application will be rejected as invalid - see above guidance.

A2-A3 If the address for correspondence is different from your home address in the UK, please give that address at **A2**. If a solicitor or other authorised immigration adviser is submitting the application, it should be their address at **A2** and their name at **A3**. These details will also be used to acknowledge receipt of the application.

A4 Applicant's full name, as given in his or her passport or travel document.

A5 Applicant's date of birth

Method of payment

A6 Tick one of the boxes to show which method of payment you are using.

A7 - A9 If paying by cheque enter the bank account number, sort code and cheque number

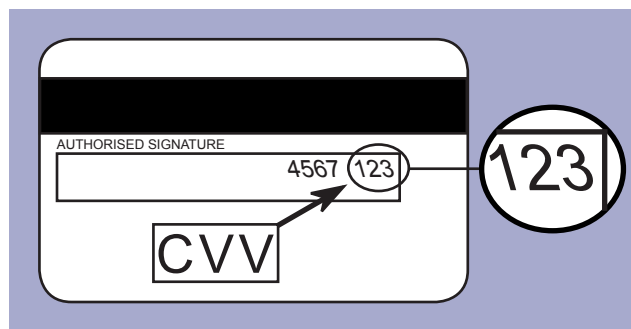
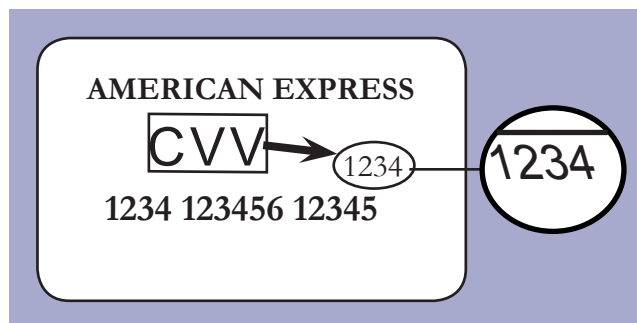
Paying by credit / debit card

A10 The name as displayed on the credit/debit card

A11 Card number - this is the long number across the centre of the card.

A12-A14 Enter the details where available on the card

A15 The Card Verification Value (CVV) is a 3-digit security code found on the back of the card on the signature strip - it consists of the last 3 digits. For Amex the security code consists of 4-digits and is found on the front of the card.



A16 For card payments circle the amount you are required to pay

A17-A18 Cardholder's signature - the person named on the credit/debit card must sign and date these sections.

A19 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, the application will be invalid 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 Home Office 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.

A19. Please give full details of any dependants' applications submitted with this form

Dependant 1 - First name

[illegible]

Last name

[illegible]

Date of birth: DD/MM/YYYY

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Dependant 2 - First name

[illegible]

Last name

[illegible]

Date of birth: DD/MM/YYYY

--	--	--	--

Dependant 3 - First name

[illegible]

Last name

[illegible]

Date of birth

--	--	--	--

Dependant 4 - First name

[illegible]

Last name

[illegible]

Date of birth: DD/MM/YYYY

--	--	--	--

Dependant 5 - First name

[illegible]

Last name

[illegible]

Date of birth:DD/MM/YYYY

--	--	--	--

Dependant 6 - First name

[illegible]

Last name

[illegible]

Date of birth: DD/MM/YYYY

--	--	--	--

Please photocopy this page if space for additional dependants is required.

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

Section 2 - Applicant's Details

Help on the questions is given at the end of this application form. Failure to complete this section may lead to a delay in the consideration of your application.

B. Personal Details

Photographs

You must provide two recent identical photographs of yourself with your full name on the back of each one. Please place the photographs in a small sealed envelope, together with those of any dependants included in section F, and attach it across this space with a staple or paper clip at the right-hand side of the page/envelope.

Please make sure that the staple or paper clip does not damage or mark the photographs. All photographs must be as specified in the photo guidance. A copy of the photograph guidance can be found at:

www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/visa-photo-guidance.pdf

B1. Title - please select from the following list:

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please state)

B2. First name(s) as stated in your passport or travel document:

B3. Last name(s) or family name(s) as stated in your passport or travel document:

B4. If you are known, or have ever been known, by any other name(s) than those given above, please give details below and send the evidence showing the name change:

Name known by	Nationality at the time of using this name	Dates from and to	Evidence sent

Please photocopy this page if more space is needed.

B5. Date of birth:

B6. Gender: Male ☐ Female ☐

B7. Village, town or city of birth:

B8. Country of birth:

Please photocopy this page if additional space is needed

B9. Relationship status - please select from the following list:

Married or civil partner	<input type="checkbox"/>	Unmarried partner	<input type="checkbox"/>	Widowed or surviving civil partner	<input type="checkbox"/>
Single	<input type="checkbox"/>	Divorced or dissolved civil partnership	<input type="checkbox"/>	Separated or separation order	<input type="checkbox"/>

B10. Your Home Office reference number(s) (if known):

Reference number 1:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reference number 2:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reference number 3:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

B11. Your UK National Insurance (NI) number (if known):

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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B12. If you have had a previous UK NI (please state)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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B13. Home address in the UK:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Postcode:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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B14. Date you started living at this address:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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If you have lived at the address above for less than five years please provide your previous address details and the dates you lived there.

Previous address 1:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Postcode:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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From

<input type="text"/>	<input type="text"/>
----------------------	----------------------

<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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To

<input type="text"/>	<input type="text"/>
----------------------	----------------------

<input type="text"/>	<input type="text"/>
----------------------	----------------------

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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B15. Telephone numbers**Preferred contact (tick)****Home:**

Work:**Mobile:****B16. Email address:**

B17. Correspondence address (if different from above):

Postcode:**B18. Have you ever lived in Northern Ireland in the last 5 years?**

Yes

☐

Go to B19

No

☐

Go to part C

B19. Previous home address(es) in Northern Ireland and the date(s) you lived there:

Previous address 1

Postcode:

From

D	D
---	---

M

M

Y

Y

Y

Y

To

D	D
---	---

M

M

Y

Y

Y

Y

Previous address 2

Postcode:

From

D	D
---	---

M

M

Y

Y

Y

Y

To

D	D
---	---

M

M

Y

Y

Y

Y

These questions will ask you for information about the BRP that have previously been issued to you. If you have lost or had a BRP stolen then you should have reported this to the police.

C7. Have you been issued with a BRP? Yes ☐ go to C8 No ☐ go to part D

C8. BRP number

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

C9. Where is your BRP now? (please tick)

I am submitting it with this ☐ application Expired and returned to ☐ the Home Office Elsewhere in the ☐ Home Office go to C11

Stolen ☐ Lost ☐ go to C10

C10. Have you reported this to the Home Office card management services?

Yes ☐ No ☐

C11. Which age group do you belong to (at the date of submitting your application)?

15 years & under ☐ go to C12 16 years & over ☐ go to part D

C12. What is the title of the person accompanying you to have your biometric details taken?

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please state)

C13. First name(s) or given name(s)

C14. Last name(s) or family name(s)

C15. Their date of birth

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

C16. Their place of birth

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

C17. Relationship to you

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

C18. Is this person your parent or legal guardian

Yes ☐ go to part D No ☐ go to C19

C19. Explain why your parent or legal guardian will not be accompanying you

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

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 you. Help on the questions is given at the end of this application form.

D1. What is your current immigration status in the United Kingdom?

D2. Is your current immigration status any of the following categories: student, student nurse, student re-sitting an examination, student writing up a thesis, post-graduate doctor, post-graduate dentist?

Yes ☐ go to D3

No ☐ go to D4

D3. Are you getting sponsorship, or have you got sponsorship, that has ended within the last 12 months for your studies in the United Kingdom, from the British Government, any other government, or an international scholarship agency?

Yes ☐ Original written confirmation from your sponsor giving consent to this application has been supplied

No ☐

D4. When does your current leave expire?

D5. If your leave to enter/remain has expired, did this leave expire more than 28 days before this application was made?

Yes ☐ go to D6

No or not expired ☐ go to D7

D6. Tick to confirm you are submitting evidence of exceptional circumstances which prevented you from submitting your application within 28 days of overstaying.

☐

D7. Were you required to register with the police as a condition of your current or last grant of leave in the UK?

Yes ☐ No ☐

D8. Have you ever stayed in the United Kingdom beyond the end of your period of leave?

Yes ☐ provide details below:

No ☐

reason(s) why and the dates of the overstay

D9. Have you ever worked in the United Kingdom without immigration permission to do so (that is, contrary to your conditions of stay)?

Yes ☐ provide details below:

No ☐

reason(s) why and the dates this work was undertaken

D10. Have you ever illegally entered the United Kingdom?

Yes

☐

provide details below:

No

☐

details and dates when this happened

D11. Have you ever used deception when seeking leave to enter or leave to remain?

Yes

☐

provide details below:

No

☐

details and dates when this happened

D12. Do you currently have any other applications with us on which you are awaiting a decision?

Yes

☐

provide details below:

No

☐

details, including the date the application was submitted, the category and the payment reference number

D13. Do you currently have an appeal with the Asylum and Immigration Chamber which is yet to be heard?

Yes

☐

provide details below:

No

☐

details, including the date the appeal, the category and the payment reference number of the original application (where applicable)

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

It is mandatory to complete section E. If it is not complete the application will be invalid and will be returned to you. This section asks you about any criminal convictions you have, any civil judgements or civil penalties made against you and details of any involvement you may have had in war crimes, genocide, crimes against humanity or terrorism. If you fail to answer all of these questions as fully and accurately as possible, your application may be refused. It is an offence under Section 26(1)(c) of the Immigration Act 1971 to make a statement or representation which is known to be false or is not believed to be true. Information given will be checked with other agencies.

E1. Have you been convicted of any criminal offence in the UK or any other country?

Yes

☐

- go to question E2

No

☐

- go to question E3

E2. Please give details below for each criminal conviction, starting with the most recent one. If you have received more than two convictions, please photocopy this page and enclose it with this form.

Criminal conviction 1

Country where convicted

Nature of the offence

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

Sentence given

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

Date sentenced

D	D
---	---

M	M
---	---

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

If you were sentenced to a period of imprisonment, what was the length of the prison sentence imposed (in months)?

--	--	--

months

Criminal conviction 2

Country where convicted

Nature of the offence

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

Sentence given

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

Date sentenced

D	D
---	---

M	M
---	---

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

If you were sentenced to a period of imprisonment, what was the length of the prison sentence imposed (in months)?

--	--	--

months

E3. Do you have any civil judgments against you or any civil penalty under the UK Immigration Acts?

Yes ☐ go to E4No ☐ go to E5

E4. Give details for each civil judgment or any civil penalty under the UK Immigration Acts, starting with the most recent one. If you have received more than two civil judgments and/or civil penalties under the UK Immigration Acts, please photocopy this page and enclose it with this form.

Details of judgment or civil penalty 1:

--

Date of judgment or civil penalty:

D	D
---	---

M	M
---	---

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

Country where judgment made:

--

Details of judgment or civil penalty 2

--

Date of judgment or civil penalty:

D	D
---	---

M	M
---	---

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

Country where judgment made:

--

Questions E5 to E9 below must be answered, even if question E1 has been answered "No".

For help in answering these questions, please see the definitions at the end of this section.

E5. Have you ever been charged or indicted in any country with a criminal offence for which you have not yet been tried in court?

Yes ☐ No ☐

E6. In times of either peace or war have you ever been involved, or suspected of involvement, in war crimes, crimes against humanity or genocide?

Yes ☐ No ☐

E7. Have you ever been involved in, supported or encouraged terrorist activities in any country?

Yes ☐ No ☐

E8. Have you ever been a member of, or given support to, an organisation which has been concerned in terrorism?

Yes ☐ No ☐

E9. Have you ever, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to terrorist acts or other serious criminal acts?

Yes

☐

No

☐

E10.If question E5, E6, E7, E8, E9 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.

Definitions

For the purpose of answering questions **E5** to **E9**, 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.legislation.gov.uk/ukpga 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 with terrorism

An organisation is concerned with 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

Fill in the following details for any dependant(s) who are applying at the same time as you.

First name(s)	Last name(s)	Date of birth	Nationality, passport number and Biometric Residence Permit (BRP) (if applicable)	Relationship to you

Please ensure a separate application form is completed for each dependant. Please see the Home Office website for further details www.ukba.homeoffice.gov.uk

Section 3 - Tier 1 (Graduate Entrepreneur)**What type of application are you making?**

Initial

☐**Go to Section 3A**

Extension

☐**Go to Section 3B****Section 3A - Initial Applications****Before filling in this section of the form, you should refer to the Immigration Rules and the Tier 1 (Graduate Entrepreneur) of the points based system policy guidance.****G1. Please tick to confirm that your endorsement is from a body that is a Home Office authorised endorsing body:**

Yes

☐

No

☐**G2. What kind of Graduate Entrepreneur endorsement do you have? Please tick:**

Tier 1 (Graduate Entrepreneur) General

☐**go to question G3**Tier 1 (Graduate Entrepreneur) Master of Business
Administration (MBA)☐**go to question G3**

Tier 1 (Graduate Entrepreneur) Global

☐**go to question J1****General and MBA Graduate Entrepreneurs****G3. Give the full name of the UK Higher Education Institution (UKHEI) that has endorsed you:**

G4. Give the full address of the UK HEI that has endorsed you:

Postcode:

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

G5. Tick to confirm that you have included an official letter of endorsement from a senior representative of the UK HEI.☐**G6. What qualification have you been awarded? Please tick:**

United Kingdom recognised Bachelor degree

☐

United Kingdom recognised MBA degree

☐

United Kingdom recognised postgraduate degree (that is not a MBA)

☐

G7. Give details of the UK HEI that is endorsing your application:

Name of institution where studied:

Address:

Postcode:

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

G8. Give details of your qualification:

Qualification:

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

Course subject:

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

Awarding body:

Date of award:

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

G9. Give the contact details of your personal tutor:

Name:

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

Address:

Postcode:

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

Telephone number:

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

Email address:

H1. Please tick to confirm that the endorsement from the UK HEI shows that they have assessed your business intention.

--	--

Now go to Section N

Global Graduate Entrepreneurs

J1. Please tick to confirm that you are endorsed by UK Trade and Investment (UKTI):

Yes

No

J2. Please tick to confirm that you have included an official letter from a senior representative of the UKTI:

--	--

J3. Give details of your qualification:

Qualification:

[illegible]

Grade:

[illegible]

Course subject:

[illegible]

Country of award:

[illegible]

State (if applicable):

[illegible]

Duration of study:

[illegible]

Date of award - must be in the 12 month period immediately before submitting this application:

D	D
---	---

M	M
---	---

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

J4. Give details of the education institution where you studied for your eligible qualification:

Name of institution where studied:

[illegible]

If your qualification does not appear on the points based calculator on the Home Office website, you must also provide an original letter or certificate from UK NARIC confirming the equivalency of your qualification. Please tick if provided:

9

J7. Please tick to confirm that the endorsement from UKTI shows that they have assessed your business intention.

--	--

Now go to Section N.

Section 3B - Extension Application - Attributes

Before filling in this section of the form, you should refer to the Immigration Rules and Tier 1 (Graduate Entrepreneur) of the points based system policy guidance.

Attributes

K1. Please tick to confirm that your endorsement is from an appropriate UK HEI endorsing body or the UKTI.

7

K2. Give the full name of the body that has endorsed you:

[illegible]

K3. Give the full address of the body that has endorsed you.

[illegible]

Postcode:

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

K4. Tick to confirm that you have included an official letter from a senior representative of the body that has endorsed you.

7

L. Original endorsing body (25 points available)

Before filling in this section of the form, you should refer to the Immigration Rules and the Tier 1 (Graduate Entrepreneur) of the Points Based System policy guidance.

L1. Are you endorsed by the same endorsing body that endorsed you for your initial application? Please tick:

7

M1. Please tick to confirm that your endorsement confirms that the endorsing body is satisfied that you have made satisfactory progress:

--	--

Now go to Section 4

Section 4 - English Language, Maintenance and Public Funds

N. English Language

You must have a minimum standard of English language, and score 10 points or the application will be refused. **Before filling in this section of the form, you should refer to the Immigration Rules and the Tier 1 (Graduate Entrepreneur) of the points based system policy guidance**

Do you have a Tier 1 (Graduate Entrepreneur, General or MBA endorsement?) Please tick:

☐

Yes

If you achieve 75 points under the attributes section of this application, you will be awarded 10 points for English Language

Go to maintenance section (part O)

☐

No

If you have a Tier 1 (Graduate Entrepreneur) Global endorsement you should complete this section

Select how you would like to claim points for English language:

National of a majority English speaking country

☐

Go to question N1

English Language Test

☐

Go to question N3

Degree taught in English

☐

Go to question N4

Evidence previously submitted / considered to automatically meet

☐

Tick this box and go to maintenance (part O)

N1. National of a majority English speaking country

If you are a national of one of the countries listed below you can claim 10 points:

Antigua and Barbuda; Australia; The Bahamas; Barbados; Belize; Canada; Dominica; Grenada; Guyana; Jamaica; New Zealand; St Kitts and Nevis; St Lucia; St Vincent and the Grenadines; Trinidad and Tobago; The United States of America.

Give your nationality

N2. Select which supporting evidence has been sent:

Current passport or travel document

☐

Tick this box and go to maintenance (part O)

If you have not been able to provide your current passport or travel document you should provide one of the following documents (please tick to confirm which):

Current national identity document

☐

Original letter from your home government or embassy confirming your nationality

☐

Go to maintenance section (part O)

English Language Test

N3. If you have been awarded an approved English language test you can claim 10 points. Please provide details below of the test taken and tick to indicate that the original test document has been provided:

Awarding Body

Title of Qualification

Level of qualification:

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

Date of award:

Award reference number:

D	D
---	---

M	M
---	---

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

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

Original document(s) provided

☐
Go to part O**Degree taught in English****N4. You can claim 10 points for English language where:**

- You hold a degree that was taught in English that is deemed by UK NARIC to be equivalent to at least a United Kingdom Bachelors degree; and
- Your qualification can be found on the points based calculator.

Give details of your degree:

Country of award:

State: (if applicable)

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Institution:

Qualification:

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

Year of award:

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

Duration of study:

Start:

End:

D	D
---	---

M	M
---	---

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

D	D
---	---

M	M
---	---

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

Field of study:

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

Grade

N5. Tick to confirm that your qualification can be found on the points based calculator.
☐

N6. Select what supporting evidence has been sent to confirm your degree:

Original degree certificate

☐

Original academic transcript

☐

O. Maintenance (Funds) Requirement

Before filling in this section of the form, you should refer to the Immigration Rules and the Tier 1 (Graduate Entrepreneur) of the Points Based System - Policy Guidance

You must have at least £900 of personal savings which must have been held for a consecutive 90 day period prior to the date of application

OR

you must have an endorsement from UKTI that confirms that the UKTI has awarded you sufficient funds

O1. Do you have the required funds to support yourself?

Yes

☐

No

☐

O2. Select what supporting evidence you have sent in order to prove you have access to available funds:

Building society pass book covering a 90 day period

☐

Personal bank or building society statements covering a 90 day period

☐

Letter from a financial institution regulated by the Financial Conduct Authority (FCA); the Prudential Regulatory Authority (PRA); or by the appropriate home regulator, confirming funds and covering a consecutive 90 day period.

☐

O3. Tick to confirm that you have claimed 10 points for your level of funds:

☐

Now go to part P

P. Public Funds

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

P1. Are you receiving any public funds? Yes ☐ go to P2 No ☐ go to Section 5

P2. The public funds which are relevant for the purposes of the Immigration Rules are listed below. Tick the relevant box(es) to show which of these are being received.

Attendance Allowance <input type="checkbox"/>	Carer's Allowance <input type="checkbox"/>	Housing and Homelessness Assistance <input type="checkbox"/>
Child Benefit <input type="checkbox"/>	Council Tax Benefit <input type="checkbox"/>	Child Tax Credit <input type="checkbox"/>
Council Tax Reduction <input type="checkbox"/>	Income-Based Jobseeker's Allowance <input type="checkbox"/>	Disability Living Allowance <input type="checkbox"/>
Housing Benefit <input type="checkbox"/>	Income Support <input type="checkbox"/>	Income Related Employment & Support Allowance - ESA (IR) <input type="checkbox"/>
Personal Independence Payment <input type="checkbox"/>	Severe Disablement Allowance <input type="checkbox"/>	Social Fund Payment <input type="checkbox"/>
State Pension Credit <input type="checkbox"/>	Universal Credit <input type="checkbox"/>	Working Tax Credit <input type="checkbox"/>

P3. If you are in receipt of housing and homelessness assistance 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.

P4. If the housing is provided by your local council or housing authority or part of an agreement between your employer and the housing authority, give details below and enclose evidence of this from the local housing authority.

I understand that you will check whether the information and supporting documentation that I have supplied to the Home Office from a bank or utility company is correct. 'Correct' means that documents are unaltered originals issued by the bank or utility company and that the information on them is correct and applies to me or the person named as a customer on the document.

I agree to the bank's or utility company's disclosure to the Home Office of any relevant personal data they hold on me for the above purposes. If I have not supplied correct information or supporting documentation to the Home Office the bank or utility company may disclose my relevant correct personal data.

If the information or supporting documentation also contains personal data relating to a joint customer or customers of mine on the bank or utility company account, or relates to another person who is to provide financial support, I confirm that I have obtained the consent of those persons to the disclosure of their personal data to the extent reasonably necessary for the above purposes. I understand that the information obtained may be used as part of the decision making process about my application and may, if necessary, be disclosed to a court.

Name and address of applicant

												Postcode:							

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The above-named person ('the applicant') has given the Home Office documentation about his or her accounts with banks or utility companies (a 'company') so that the Home Office can check that is correct. I am a joint customer with the applicant on some or all of those accounts. Information about the applicant may thus also reveal information about me.

I agree to the company giving the Home Office relevant personal data it holds about me in relation to the account. This only covers data about me as joint customer with the applicant (and not about any other accounts I hold in my sole name) and limited to what is necessary to confirm that the documentation the applicant has supplied is correct. If that documentation is not correct, the company may give The Home Office details of any inaccuracies / discrepancies in the information that the applicant has provided, and may also disclose to The Home Office the correct information that they have on record about the account.

Name and address of applicant

[illegible]

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Section 6 - Declarations

Q. Applicant Declaration

It is mandatory for you to sign below to show you have read and understood the following declaration. If it is not complete the application will be invalid and returned to you. It must be signed by you personally and not by a representative or other person acting on your behalf. If you are under 18, your parent or legal guardian should sign on your behalf.

Declaration

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

The photographs I have submitted with my application are a true likeness of me.

The documents I have submitted in support of my application are complete and correct to the best of my knowledge and belief.

I agree to co-operate with Home Office officials, or any other person charged by the Secretary of State for the Home Office with conducting pre-issue and post-issue checks in relation to this application.

If there is a material change in my circumstances or any new information relevant to this application becomes available before it is decided, I will inform the Home Office.

I am aware that the rules and requirements for applications may change in the future and that I should not assume the current rules and requirements will continue to apply.

I agree to the Home Office using the data provided in this application in accordance with its Information Charter. I understand that my details may in certain circumstances be passed to fraud prevention agencies to prevent and detect fraud and money laundering. I also understand that such agencies may provide the Home Office with information about me. Further details explaining when information may be passed to or from fraud prevention agencies and how that information may be used can be obtained from the Home Office website.

Name:

Signature:

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Date:

D	D
---	---

M	M
---	---

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

R. Representative's Details and Declaration

You should fill in this section if you are a third party, such as a representative, dealing with the application on behalf of an applicant.

R1. Is a representative acting for you in relation to this application?Yes ☐ - go to question R2No ☐ - go to section 7**R2. Name of your representative's organisation:**

R3. Contact name of your representative:

R4. Select the title of the contact person within your organisation:
 Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please state)
R5. Representative's address:

Postcode:

R6. Representative's telephone number:

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R7. Representative's email address:

R8. Representative's fax number

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R9. Are you regulated by the Office of the Immigration Service Commissioner (OISC)?Yes ☐ - go to question R10No ☐ - go to question R11**R10. Give your OISC registration number: (Then go to question R14)**

R11. Are you authorised to practice and regulated by a designated professional body or supervised by such a person?Yes ☐ - go to R12No ☐ - go to R14

R12. Select the relevant body from the following options:The Law Society ☐The Law Society of
Scotland ☐The Law Society of
Northern Ireland ☐The Faculty of
Advocates ☐The Institute of Legal
Executives ☐The General Council of the
Bar of Northern Ireland ☐The General Council of the Bar ☐**R13. Is your representative approved by the British Council?**Yes ☐No ☐**R14. 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 Home Office has decided the application, I will give the applicant all correspondence from the Home Office 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

Signature

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Date

D	D
---	---

M	M
---	---

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

Name of representative organisation:

Position within organisation:

Section 7 - Summary Sheet

Fill in this part of the form to help us to make sure that we have received your 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 you have sent with this application. This is a standard list, you should only send in the documents from this list that are required for their application. At “B”, list any other documents and state how many in each case. Continue on a separate sheet if necessary.

A. Type of document	How many?	B. Listed items	How many?
Passports			
Biometric Residence Permit (BRP) and/or travel documents			
Police Registration Certificates			
Marriage or civil partnership certificate			
Birth certificate			
Driving licence			

Fill in the summary sheet below listing the points you have claimed and the supporting evidence (documents) sent. You must send the required evidence as specified in this application form, the Immigration Rules and the Tier 1 (Graduate Entrepreneur) of the points based system Policy Guidance. Failure to submit required evidence is likely to lead to refusal of the application.

Areas for scoring points (Initial)	Points Claimed	Documents given (please list)
Endorsed by endorsing body		
Qualification		
Endorsement		
English Language		
Maintenance (Funds)		
Total		

Areas for scoring points (Extension)	Points Claimed	Documents given (please list)
Endorsed by endorsing body		
Original UK HEI		
Endorsement		
English language		
Maintenance (Funds)		
Total		

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

Postal address:

**Home Office
Tier 1
PO Box 496
Durham
DH99 1WQ**

Courier address:

**Home Office
Tier 1
Millburngate House
Millburngate
Durham
DH97 1PA**

Tier 1 (Graduate Entrepreneur) - Application Form Help Text

Introduction

This document provides information to help you to complete the Tier 1 (Graduate Entrepreneur) application form.

For further information on Tier 1 (Graduate Entrepreneur) of the Points Based System policy please see Part 6A of the Immigration Rules and the Tier 1 (Graduate Entrepreneur) policy guidance notes.

These documents are available on the Home Office 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?

This application form should only be completed by individuals who are already in the United Kingdom. You should use the application form if you 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) or as a Postgraduate Doctor or Dentist or as a Tier 4 migrant or as a Tier 1 (Graduate Entrepreneur) and wish to make a application under Tier 1 (Graduate Entrepreneur), (Dependants who are in the United Kingdom may apply to be a dependant of a Tier 1 (Graduate Entrepreneur), but they are unable to switch into becoming the main applicant in this category).

This application form should not be used by your dependants. A separate application form, Tier 1, 2 or 5 PBS (Dependant) form is available for this purpose and can be found on the Home Office website at: www.ukba.homeoffice.gov.uk/

Submitting a valid application

You will only be considered to have submitted a 'valid' application if the following has been complied with:

- the correct application forms must be completed and submitted
- the correct application fee must be paid
- your current passport, Biometric Residence Permit (BRP) if applicable 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
- two identical passport-size photographs of you with your full name written on the back of each one must be supplied
- two identical passport-size photographs of any dependants who are applying with you with their full name written on the back of each one must be supplied

The photographs provided must be in the format specified in the separate photograph guidance, which can be found on our website at www.ukba.homeoffice.gov.uk. Please ensure that they are placed in a small sealed envelope attached to Section 2 of the form as instructed there - and without any staples, clips, pins or anything else which could mark or damage the photographs.

If you are required to register with the police you must also include your Police Registration Certificate (PRC) with your application.

Supporting evidence

It is your responsibility to provide the evidence to support any statements made in your application. You must satisfy us that the requirements for the category under which you have applied have been met. We must be satisfied, by considering the evidence provided that you meet the necessary criteria.

You 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 set out in detail in the Immigration Rules and Tier 1 (Graduate Entrepreneur) Policy Guidance will be considered acceptable for the purposes of establishing that you qualify for the points claimed in any scoring area.

You 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, you should highlight any relevant sections on the documentation provided.

For example, in the letter from the United Kingdom institution at which the applicant studied, you should highlight the confirmation of the qualification that you have obtained.

Any documentary evidence that you provide should be original (unless otherwise stated).

Where any specified documents provided are not in English or Welsh, you must provide the original and a full translation that can be independently verified.

The translation must:

- confirm that it is an accurate translation of the original document;
- be dated;
- include the full name and original signature of the translator or an authorised official of the translation company;

- include the translator or translation company's contact details; and

- if you are applying for leave to remain or indefinite leave to remain, be fully certified and include details of the translator or translation company's credentials.

Application types

You should complete different sections of the Tier 1 (Graduate Entrepreneur) application form depending on the type of application you are submitting.

Please note that you should complete Sections 1, 2, 4, 5, 6 and 7 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 if you 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) or Tier 4 Migrant or Postgraduate Doctor or Dentist and wish to switch into Tier 1 (Graduate Entrepreneur).

Extension applications (please also complete section 3B)

This should be completed if you are currently in the United Kingdom and your current or last grant of leave was as a Tier 1 (Graduate Entrepreneur)

Question-specific help text

Further advice on specific questions in the application form is detailed below.

B1 - B4 You should provide full details of your name and title. If you have previously been known by any other name(s) you 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 your full name before and after the change and may include:

- deed poll documents or marriage certificates; and,
- both the old passport and the new passport.

Should you submit documentation in support of your application that refers to you under a name(s) not given in this section, we will not consider that documentation.

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

You should tick the gender as indicated on your GRC.

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

B10 All Home Office applications are given an individual reference number. This allows us to track and link past applications. You should provide your full Home Office Reference number. This number can be found on any previous Home Office correspondence relating to you. You may have numerous Home Office reference numbers and should provide all such numbers.

B11 National Insurance Numbers are usually in the format of 2 letters followed by 6 numbers followed by 1 letter e.g. XX 123456 X or 2 numbers followed by 1 letter followed by 5 numbers e.g. 12 X 34567. Where you do not have a National Insurance number in this format this question should be left blank.

C1-C3 You should specify under which nationality you entered the United Kingdom. You should also provide details of any additional nationalities you currently hold or have previously held.

C4-C6 You must provide details of all passports or travel documents, current or expired, that you have used to enter or remain in the United Kingdom, including:

- passport number;
- issue date;
- expiry date; and,
- place of issue.

Where you need more space than is available you should photocopy the relevant page of the application form, add in additional details and submit with your application.

Where you hold, or have held, other nationalities you should provide the relevant passport or travel document for each nationality held and provide the above details.

Please note for the application to be valid and complete your current passport, travel document or BRP must be provided unless it is not available for one of the reasons specified on the application form. They should be original documents and not copies.

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

C7-C10 If your current grant of leave was issued on a BRP you must also provide the BRP in order for the application to be valid, unless it is not available for one of the reasons specified on the application form.

D5 'Overstaying' means that you have remained in the UK beyond the latest of:

- (a) the time limit attached to your last period of leave
- (b) any extended period of leave pending determination of an in-time application and any subsequent appeal, or
- (c) the date that you received a notice confirming that an application was not valid, provided that the application was submitted before the time limit attached to your last period of leave expired.

If you wish to remain in the UK after the 28 day period you should leave the UK and reapply for a visa.

D6 If you are an overstayer you must read the Policy Guidance Notes for information on supporting documentation before submitting your application.

D8 You should confirm whether you have ever remained beyond the end of your period of leave in the UK. Where your leave had been extended by virtue of Section 3C of the 1971 Immigration Act, you will not be considered to have remained beyond the end of your period of leave and should therefore complete the 'No' box in response to this question. (For further information on the provisions of Section 3C please refer to Chapter 1, Section 5 of the Immigration Directorate Instructions).

D12 Where you are not permitted to submit a further fresh application, you should not proceed in completing this application form. If you are in this position and do complete this application form, it will be returned to you without having been considered.

If you wish to vary the grounds of the existing application you must refer to Chapter 1, section 5 of the Immigration directorate instructions on our website <http://www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/IDIs/idischapter1/section5/section5.pdf?view=Binary> and contact the Home Office team processing the existing application.

D13 Where you are not permitted to submit a further fresh application, you should not proceed in completing this application form. If you are in this position and do complete this application form, it will be returned to you without having been considered.

You should contact the Immigration and Asylum Tribunal at www.justice.gov.uk/tribunals/immigration-asylum

E2 We will carry out criminal record checks on all applicants and dependants. You must give details of all unspent and spent criminal convictions. This includes road traffic offences but not fixed penalty notices (such as speeding or parking tickets) unless they were part of a sentence of the court. This includes all drink-driving offences.

Section 6

R9 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 persons 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 he/she is regulated by the OISC, or the basis on which he/she is otherwise authorised to act in this capacity on the migrant's behalf.

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

R11-R12 If the representative is regulated by a designated legal professional body, listed below, or if he/she works 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.

The representative should indicate of which organisation he/she is a member. The representative should indicate whether he/she is personally a member of this organisation or whether he/she is 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 he/she is working.

If a representative makes an application on behalf of an applicant, and that representative is not permitted to provide advice and immigration services (by section 84 of the Immigration and Asylum Act 1999), the Home Office will inform both the representative and applicant of the requirements of the Act, and send further letters (if applicable) to the applicant stated on the application.

Section 7

You should complete the summary sheet before submitting your application. You should ensure that you indicate the number of points you wish to claim against each points scoring area and the total number of points claimed.

You should also ensure that you list all the supporting documentation you have submitted with your 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.

Biometric Residence Permits (BRP)

Everyone applying for an extension of leave under Tier 1 (Graduate Entrepreneur) must also apply for a Biometric Residence Permit (BRP). BRP enrolments are processed by the Post Office Ltd. You will be charged an additional handling fee for your biometric enrolment, payable to the Post Office Ltd. You must pay the fee by cash or debit card.

when you attend Post Office Ltd to enrol your biometrics. Each dependant included on your application must also pay this fee when they enrol their biometric information. Do not send the biometric enrolment fee with your application fee.

If you were exempt from paying an application fee, you are also eligible to claim a refund of your biometric enrolment fee after you have registered your biometrics.

Your application may be rejected as invalid if you do not enrol your biometrics when requested. For more information about enrolling biometrics and the current fee, please visit the following section of our website: www.ukba.homeoffice.gov.uk/aboutus/contact/enrol-biometric/.