

**APPLICATION FOR AN  
EXTENSION OF STAY IN THE UK  
IN ONE OF THE  
EMPLOYMENT OR OTHER CATEGORIES  
LISTED IN THIS FORM**

*In accordance with paragraph 34 of the Immigration Rules, this form is a specified form for the purpose of the Immigration Rules as of 29 February 2008 and must be used for all applications for the purposes stated on this page and listed in section 3 made on or after that date.*

*You also need the separate guidance notes for this form. Please read them before making your application. If you do not already have them, you can get them from our website at [www.bia.homeoffice.gov.uk](http://www.bia.homeoffice.gov.uk) or by calling 0870 241 0645.*

*Our application forms change periodically. If you obtain this form some time before applying, please check that it is still the version which must be used when you are ready to apply.*

*Applications on this form may be made by post or in person at one of our public enquiry offices. To apply in person, you must make an appointment.*

*If you apply by post, you must send your application to the following address:*

**Border and Immigration Agency  
Leave to Remain - FLR(0)  
PO Box 495  
Durham  
DH99 1WR**

Visitor

Overseas qualified  
nurse or midwife

Postgraduate  
doctor or dentist

Au pair

UK ancestry

Employment not  
requiring a work  
permit

Writer, composer  
or artist

Private medical  
treatment

Dependants of  
exempt HM Forces

Other purposes/  
reasons not  
covered by other  
application forms

This form is  
valid only for  
applications made  
on or after  
29 February 2008

# GUIDANCE ON COMPLETING PAYMENT DETAILS

## THE FEE

For applications on this form, there is a fee of **£395** for applications made by post or **£595** for applications made in person at our public enquiry offices. Applying by post takes longer.

There is only one fee per application form.

You may include your spouse, civil partner, unmarried or same sex partner and/or children under the age of 18 for no additional fee if they are applying as your dependants. But they must pay the prescribed fee if they apply separately.

In the **visitor, au pair and private medical treatment** categories, the immigration rules do not allow dependants, so their application(s) will be refused if you include them in your application. See the separate guidance notes mentioned on the front of this form for more information.

In the **postgraduate doctor or dentist and dependants of exempt HM Forces** categories, the rules only allow spouses or civil partners as partners.

Children aged 18 or over cannot be included. They must apply individually and pay the prescribed fee in each case.

## HOW CAN YOU PAY?

You must pay by one of the methods specified below:

- Cheque
- Postal Order
- Credit card - Visa (including Electron) or MasterCard only
- Debit card - Delta, Maestro\* or Switch (including Solo)
- Banker's draft
- Cash - but only for applications at a public enquiry office; **please don't send cash by post.**

\* **Maestro** - we will accept any Maestro card if you are applying in person at a public enquiry office but only Maestro cards issued in the UK if you are applying by post.

**Your application is invalid if you do not pay the fee in full or if you pay by any method other than those specified here.**

## CHEQUES AND POSTAL ORDERS

You must make the cheque or postal order(s) payable to **'Home Office Leave to Remain'** and cross the cheque or postal order(s) **A/C Payee only**.

Write the full name, nationality and date of birth of the main applicant on the back of the cheque and/or each postal order and keep the postal order stub(s).

Make sure that the date and the amount (words and figures) are correct and that the cheque is signed properly.

If applying by post, attach your cheque or postal order(s) to the front of the application form.

If applying in person at a public enquiry office and paying by cheque, you must have a cheque guarantee card with a limit sufficient to cover the amount to be paid.

## COMPLETING THE PAYMENT DETAILS PAGE

To ensure that your payment is processed without any delay, please follow the guidance below when completing the next page.

### Applicant's details (1 - 5)

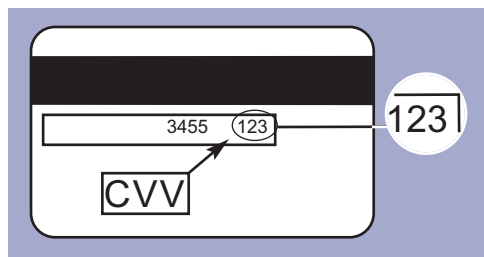
- 1 Full name of main applicant as given in his or her passport or travel document.
- 2 Nationality of main applicant. If more than 25 letters, please abbreviate.
- 3 Date of birth - for example, 3 January 1980 should be written 03 01 1980 in the spaces provided.
- 4 Home Office reference if you have one (it should be a letter and seven numbers, such as A1234567).
- 5 The address of the person named in 1.

### Name and address for correspondence if different from those of the applicant (6 - 7)

- 6/7 If a solicitor or other authorised immigration adviser is submitting the application, give their name and address at 6 and 7 for any correspondence about payment issues. The address must be in the UK.

### Method of payment (8 - 15)

- 8 Tick one of the boxes to show method of payment.
- 9 If paying by cheque, enter the cheque number, account number and bank sort code.
- 10 If paying by card, tick one of the 5 boxes to show the type of card.
- 11 Tick the fee which you are paying.
- 12 Complete 12-15 only if paying by card.
- 14 The card security number is a three-digit security code known as the card verification value (CVV). It consists of the last three numbers on the signature strip on the back of the card as shown below.



- 15 It is the cardholder named on the credit/debit card who must sign and date.



***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's important that the rest of the form begins with Section 1 - Applicant's Details facing upwards.***





## SECTION 3 - WHICH CATEGORY?

Please tick a box below to show us the category in which you are applying for an extension of stay in the UK.

Visitor <input type="checkbox"/>	UK ancestry <input type="checkbox"/>
Overseas qualified nurse or midwife <input type="checkbox"/>	Employment not requiring a work permit <input type="checkbox"/>
Writer, composer or artist <input type="checkbox"/>	Private medical treatment <input type="checkbox"/>
Postgraduate doctor or dentist <input type="checkbox"/>	Dependants of exempt HM Forces <input type="checkbox"/>
Au pair <input type="checkbox"/>	Other purposes/reasons not covered by other application forms <input type="checkbox"/>

If you have ticked the **other purposes/reasons** category, please explain briefly why you are applying for an extension of stay in the UK. You will also need to provide a letter explaining in more detail why you are applying.

## SECTION 4 - YOUR HOME AND FINANCES

4.1 Is your home in the UK: a) owned by you?  b) rented from a local council or housing association by you?  c) privately rented by you?  d) owned or rented by a relative or friend?  e) other? Give details below

4.2 Do you or your partner, or both, pay any rent or mortgage for your home? Yes  No  If so, how much do you pay each month? £

4.3 Are you working in the UK? Yes  No  If so, what is your pay each month after income tax and other deductions? £

4.4 Does a relative or friend of you or your partner, or both of you, regularly give you money? Yes  No  If so, how much do you receive each month? £

4.5 Are you receiving any public funds? Yes  No

The public funds which are relevant for the purposes of the Immigration Rules are listed below. If you have answered yes to question 4.5, you must tick the relevant box(es) to show which of these are being received.

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

## SECTION 5 - PERSONAL HISTORY

It is mandatory to complete this section as required. If you do not do so, your application will be invalid.

You must answer every question in this section on behalf of yourself and any dependants included in this application. It is an offence under Section 26(1)(c) of the Immigration Act 1971 to make a statement or representation which you know to be false or do not believe to be true. Information given will be checked with other agencies.

**5.1** Do you or any dependants included in this application have any criminal convictions in the UK or any other country (including traffic offences) or any civil judgments made against you? Yes  No

*If you have answered yes to question 5.1 above, give details below for each criminal conviction and/or civil judgment, starting with the most recent one - but first see Note 1 about criminal convictions. If you or any dependants included in this application have received more than two convictions and/or civil judgments, give details on a copy of this page and enclose it with this form.*

**Note 1** Convictions spent under the Rehabilitation of Offenders Act 1974 need not be disclosed. More information about the Act is given towards the end of this section.

Name of person convicted or against whom a civil judgment was made


Nature of the criminal offence or the civil action (give details on a separate sheet and enclose it with this form if you need more space)

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Details of the sentence or civil judgment (give details on separate sheet if you need more space)

Date of sentence/judgment

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Country where the sentence was passed or the civil judgment was made

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Name of person convicted or against whom a civil judgment was made


Nature of the criminal offence or civil action (give details on separate sheet and enclose it with this form if you need more space)

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Details of the sentence or civil judgment (give details on separate sheet if you need more space)

Date of sentence/judgment

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Country where the sentence was passed or the civil judgment was made

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You must answer questions 5.2 to 5.7 below even if you have answered no to question 5.1. For help in answering these questions, please see the definitions on the next page.

**5.2** Have you or any dependants included in this application ever been charged in any country with a criminal offence for which you have not yet been tried in court? Yes  No

**5.3** In times of either peace or war have you or any dependants included in this application ever been involved, or suspected of involvement, in war crimes, crimes against humanity or genocide? Yes  No

**5.4** Have you or any dependants included in this application ever been involved in, supported or encouraged terrorist activities in any country? Yes  No

**5.5** Have you or any dependants included in this application ever been a member of, or given support to, an organisation which has been concerned in terrorism? Yes  No

**5.6** Have you or any dependants included in this application 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

## SECTION 5 - PERSONAL HISTORY

**5.7** Have you or any dependants included in this application ever engaged in any other activities which might indicate that you may not be considered to be persons of good character? Yes  No

If you have answered **yes** to question **5.2, 5.3, 5.4, 5.5, 5.6** or **5.7** above, you must give further details in the space provided below. If you need more space, continue on a separate sheet and enclose it with this form.

### REHABILITATION OF OFFENDERS ACT 1974

The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or ignored after a 'rehabilitation period'. The length of the rehabilitation period depends on the sentence given. For a custodial (prison) sentence the rehabilitation period is decided by the original sentence, not the time served. Prison sentences of more than two and a half years can never become spent and should always be disclosed. Further information on rehabilitation periods can be found at Nacro's Resettlement Plus Helpline on **020 7840 6464** or by obtaining a free copy of their leaflet on **020 7840 6427**.

### DEFINITIONS

For the purposes of answering questions **5.3** to **5.7**, the following information provides guidance on actions which may constitute war crimes, crimes against humanity, genocide, or terrorist activities.

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at [www.opsi.gov.uk/acts/acts2001/20010017.htm](http://www.opsi.gov.uk/acts/acts2001/20010017.htm) or purchased from The Stationery Office (telephone **0870 600 5522**). It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately on behalf of yourself and any dependants included in the application.

#### **War crimes**

Grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict. The types of acts that may constitute a war crime include wilful killing, torture, extensive destruction of property not justified by military necessity, unlawful deportation, the intentional targeting of civilians and the taking of hostages.

#### **Crimes against humanity**

Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons.

#### **Genocide**

Acts committed with intent to destroy, in whole or in part, a national, ethnical, racial or religious group.

#### **Terrorist activities**

Any act committed, or the threat of action, designed to influence a government or intimidate the public and made for the purposes of advancing a political, religious or ideological cause and that involves serious violence against a person; that may endanger another person's life; creates a serious risk to the health or safety of the public; involves serious damage to property; is designed to seriously disrupt or interfere with an electronic system.

#### **Organisations concerned in terrorism**

An organisation is concerned in terrorism if it commits or participates in acts of terrorism; prepares for terrorism; promotes or encourages terrorism (including the unlawful glorification of terrorism); or is otherwise concerned in terrorism.

## SECTION 6 - PHOTOGRAPHS

It is mandatory to provide the photographs specified below. Your application will be invalid if you do not. Tick the box(es) next to the relevant items to show the photographs you are providing and attach them to the spaces in sections 1 and 2 as instructed there.

- Two recent passport-size photographs of yourself** with your name written on the back of each photograph. Please see the separate guidance notes for information on what types of photograph are acceptable.
- Two recent passport-size photographs of each dependant** included in section 2 and applying for an extension of stay in the UK with you, with their name written on the back of each photograph.

## SECTION 7 - DOCUMENTS

You must provide the documents specified below which are relevant to your application. If you do not, we reserve the right to decide your application on the basis of the information and documents provided. Tick the relevant boxes to show the documents you are providing. They must be originals.

### 7A All applicants

- Your current passport or travel document.** If you last entered the UK on a previous passport or travel document, please also provide this document if you have it.
- Current passport(s) or travel document(s) for each dependant** included in section 2 and applying for an extension of stay in the UK with you. If they last entered the UK on previous passport(s) or travel document(s), please also provide these documents if you have them.
- Your police registration certificate** if you have been asked to register with the police.
- The police registration certificate(s) of each dependant** included in section 2 and applying for an extension of stay in the UK with you if they have been asked to register with the police.
- Evidence of your finances.** Bank statements, building society savings book, pay slips or other formal documents as evidence of your ability to maintain & accommodate yourself and any dependants without recourse to public funds. See **Note 2**.

**Note 2** We do not accept internet or cashpoint statements as evidence of finances. If you claim that a relative or friend is providing you with financial support (see question 4.4), in addition to evidence of your own finances, you must provide bank statements or other documents of the kind described above as evidence of their financial resources. The documents showing the finances available to you and to any person supporting you should cover at least the last 3 months.

### 7B Visitor If applying as a visitor, you must provide:

- Evidence that you can maintain and accommodate yourself and your dependants without recourse to public funds and without taking employment.** The evidence must be formal documents such as bank/building society statements or savings book(s), or pay slips from your employment outside the UK (see **Note 2**). If a relative or friend is sponsoring you, the evidence should be a letter from him/her confirming this, with formal documents showing their financial resources.

### 7C Overseas qualified nurse or midwife If applying as an overseas qualified nurse or midwife, you must provide:

- Confirmation from the Nursing and Midwifery Council (NMC)** that you have been accepted on the Overseas Nurses Programme, and evidence that you have been offered a supervised practice placement or adaptation training through an education provider that is recognised by the NMC.

### 7D Postgraduate doctor or dentist If applying as a postgraduate doctor or dentist, you must provide:

- Evidence that you have obtained a recognised UK degree** in medicine or dentistry from an appropriate UK institution. See **Note 3**.

**Note 3** You must have been granted leave as a student for at least 2 years in order to study for this degree.

- A letter from your Postgraduate Dean** confirming that you have a full-time place on a recognised Foundation Programme.
- A document confirming that your sponsor consents to your continuing stay in the UK as a postgraduate doctor or dentist** if your studies, at medical or dental school or subsequently, were sponsored by a government or an international sponsorship agency.
- A signed statement from you** confirming that you know that 3 years is the maximum stay permitted in this category and that you intend to leave the UK no later than 3 years from the date on which you were given leave to enter or remain as a postgraduate doctor or dentist, unless you are granted leave in another permitted capacity. See **Note 4**.

**Note 4** This category does not allow unmarried partners or same sex partners to remain as dependants.

## SECTION 7 - DOCUMENTS

**7E Au pair** If applying as an au pair, you must provide:

A letter from the family you are staying with giving details of your employment.

**7F UK ancestry** If you are a Commonwealth citizen aged 17 or over, one of your grandparents was born in the UK and Islands and you are applying because of your UK ancestry, you must provide:

Your full birth certificate showing your parents' names.

Evidence that one of your grandparents was born in the UK and Islands. The evidence must be formal documents such as full birth certificates for your parents and grandparent and, where necessary to establish the relationship, marriage certificates and/or adoption papers.

Document(s) showing that you are able to work and intend to take or seek employment in the UK.

**7G Employment not requiring a work permit** If you have been given leave to enter or remain in the UK for employment in one of the categories not requiring a work permit listed below, and you are applying for an extension of stay in the same category, you must provide:

Recent document(s) from your employer confirming that your work is continuing and that you are still needed for the same work.

- a) Minister of religion, missionary or member of a religious order (see **Notes 5 and 6**)
- b) Visiting religious worker or a religious worker in a non-pastoral role (see **Note 6**)
- c) Representative of an overseas newspaper, news agency or broadcasting organisation
- d) Private servant in a diplomatic household
- e) Overseas government employee
- f) Airport based operational staff of an overseas-owned airline
- g) Domestic worker in a private household (see **Note 7**)

**Note 5** For ministers of religion, missionaries, or members of a religious order this document may be from the leadership of your church or the head of your religious order, rather than your employer.

**Note 6** If you entered the UK with an entry clearance as a minister of religion on or after 23 August 2004, or if you are someone who did not enter the UK as a minister of religion, you must provide an International English Language Testing System certificate dated no more than 2 years prior to your application to certify that you have achieved level 6 competence in spoken English.

**Note 7** Domestic workers are required to provide a current statement of their terms and conditions of employment including full details of their duties, signed by themselves and their employer. They should also include a letter from their employer confirming that the employment is continuing and that the employment complies with UK legislation on the National Minimum Wage.

**7H Writer, composer or artist** If applying as a writer, composer or artist, you must provide:

Document(s) showing that you can support yourself and any dependants from your own funds without working except as a writer, composer or artist.

**7I Private medical treatment** If applying as a visitor receiving private medical treatment, you must provide:

Document(s) from a registered medical practitioner who holds a National Health Service (NHS) consultant's post or who appears in the Specialist Register of the General Medical Council, detailing the nature of the illness; showing satisfactory arrangements for private medical consultation or treatment; how long it is likely to last; the frequency of consultations; the likely total cost of the treatment; confirming that all expenses are being met; giving the likely prognosis; and, where treatment has begun, evidence as to its current progress. See **Note 8**.

**Note 8** Visitors are not allowed to stay in the UK to receive free medical treatment on the National Health Service (NHS). Those who are in the UK for the purpose of undergoing private medical treatment will not be eligible for free NHS hospital treatment during their visit, even after a stay of 12 months.

Receipts for payment for any treatment you have received.

A signed statement that you intend to leave the UK at the end of your treatment.

## SECTION 7 - DOCUMENTS

### 7J **Dependant of exempt member of HM Forces or of designated international HQ or defence organisation**

If applying as the spouse or civil partner (see **Note 9**) of someone who is exempt from UK immigration control as a member of HM Forces, you must provide a **letter from your spouse or civil partner's unit confirming the date they enlisted and their expected final date of service with HM Forces.**

If applying as the spouse or civil partner (see **Note 9**) of someone who is exempt from UK immigration control on the basis of their armed forces training, posting or service in the UK or as a member of a designated international headquarters or defence organisation, you must provide a **letter from your spouse or civil partner's unit or employer confirming the start date of their training, posting or service in the UK and the expected end date of this period of training, posting or service in the UK.**

**Note 9** *This category does not include unmarried partners or same sex partners.*

### 7K **Other purposes/reasons not covered by other application forms** If applying for an extension of stay for other purposes or reasons, you must provide:

**A letter or other document explaining why you are applying for an extension of stay, together with any relevant documents in support of your case.** Please list the documents you are providing.

## SECTION 8 - DECLARATION

**It is mandatory to sign the declaration below.**

**Your application will be invalid if it is not signed as specified.**

**You must now read the declaration below and sign it. This must be signed by you (the applicant) and not be a representative or other person acting on your behalf. If you are under 18, your parent or guardian may sign.**

I hereby apply for an extension of stay in the UK for myself and any dependants listed in this form. The information I have given in this form is complete and is true to the best of my knowledge. I also declare that the photographs submitted with this form are a true likeness of myself and any dependants included in the application, as named on the back of each photograph.

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

I understand that all information provided by me to the Home Office will be treated in confidence; that it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions; and that, if such bodies provide the Home Office with any information about me which may be relevant for immigration purposes, it may be used in reaching a decision on my application.

I understand that documents provided in support of this application will be checked for authenticity. False documents will be retained and may result in my application being refused and my case being referred to the UK Immigration Service and other relevant authorities for the purposes of my prosecution and subsequent removal from the United Kingdom.

I understand that the Home Office may also use the information provided by me for training purposes.

**I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make to a person acting in execution of any of those Acts a statement or representation which I know to be false or do not believe to be true, or to obtain or to seek to obtain leave to remain in the United Kingdom by means which include deception.**

Signature

Date

# PHOTOGRAPHS AND DOCUMENTS CHECKLIST

Please complete this part of the form to help us check that we have received your photographs and documents, and to keep a record of them while they are with us. At "A", tell us how many of each of the listed items you are providing with your application. At "B", list any other documents provided by you and state how many in each case. Continue on a separate sheet if necessary and enclose it with this form. All documents must be originals.

A. Listed items	How many?
Photographs of yourself	
Photographs of any dependants applying	
Passports and/or travel documents	
Police registration certificates	
Letter/documents from your employer	
Birth certificate	
Bank statements	
Building society savings books	
Pay slips	

B. Other documents	How many?

## FINAL CHECKS

To ensure that your application is valid and complete, please make the following final checks. Tick each box that is relevant to your application.

Is FLR(O) the right form for you and is it valid for use?  
See date and notes on front page.

Have you completed the payment details page and made the correct payment?

Have you ticked a box in section 3 to show the category in which you are applying?

Have you completed section 5 and the rest of the form as specified?

Have you provided the photographs specified in section 6?

Have you provided your current passport(s) or travel document(s) and all other relevant documents specified in section 7 and they are originals?

If you are unable to send us any of the documents specified in section 7 which are relevant to your application, have you given an explanation and said when you will be able to send them?

Have you, or a parent or guardian if you are under 18, signed and dated the declaration in section 8?

Finally, please make sure that the application is addressed exactly as shown below.

**Border and Immigration Agency  
Leave to Remain - FLR(O)  
PO Box 495  
Durham  
DH99 1WR**