

**APPLICATION FOR  
INDEFINITE LEAVE TO REMAIN  
IN THE UK  
IN ONE OF THE 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 27 November 2008 and must be used for all applications made on or after that date for the purposes stated on this page and listed in section 3 .*

*You also need the separate guidance documents listed below, which you should read before making your application:*

- **SET(O) guidance notes**
- **UKBA photograph guidance**

*If you do not already have these documents, you can get them from our website at [www.ukba.homeoffice.gov.uk](http://www.ukba.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, with the exceptions specified below, in person at one of our public enquiry offices. To apply in person, you must make an appointment.*

*Applications as a businessperson, innovator, investor, self-employed lawyer, Tier 1 migrant or Tier 2 migrant may not be made in person but, as well as being made by post, they may be delivered by courier - see the guidance notes.*

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

**UK Border Agency  
Leave to Remain - SET(O)  
PO Box 495  
Durham  
DH99 1WR**

**WORKING TOGETHER TO PROTECT THE PUBLIC**

*Work permit holder*

*Employment not  
requiring a work  
permit*

*Businessperson*

*Innovator*

*Investor*

*Highly skilled migrant*

*Self-employed lawyer*

*Writer, composer  
or artist*

*Tier 1 (General)  
migrant*

*Tier 1 (Entrepreneur)  
migrant*

*Tier 1 (Investor)  
migrant*

*Tier 2 migrant*

*UK ancestry*

*Ex-HM Forces*

*Long residence in  
the UK*

*Bereaved partner*

*Other purposes/  
reasons not covered  
by other application  
forms*

**This form is valid  
only for applications  
made on or after  
27 November 2008**

# GUIDANCE ON COMPLETING PAYMENT DETAILS

## THE FEE

For applications on this form, there is a fee of **£750** for applications made by post (or by courier in the categories where this is acceptable) or, if this service is available, **£950** 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 **long residence in the UK** category, the immigration rules do not allow dependants, so their application(s) will be refused if they are applying with you. See the guidance notes for more information.

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

**Fee exemptions.** Nationals of states which have ratified the Council of Europe Social Charter are exempt from paying the fee if applying in the work permit, highly skilled migrant, Tier 1 (General) migrant, Tier 1 (Entrepreneur) migrant or Tier 2 migrant categories. The countries concerned are: **Albania, Andorra, Armenia, Azerbaijan, Croatia, Georgia, Moldova, the former Yugoslav Republic of Macedonia, Turkey and Ukraine.** Nationals of these states must pay the fee in the other categories.

## 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\* (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)

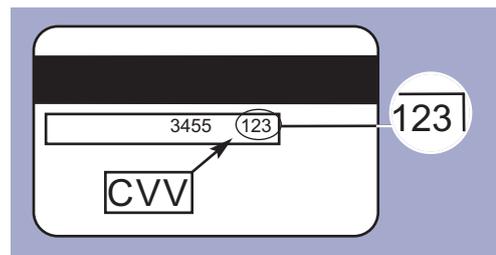
- 1 Full name of main applicant as given in his or her passport or travel document.
- 2 Nationality of main applicant. If more than 25 letters, please abbreviate.
- 3 Date of birth - for example, 3 January 1980 should be written 03 01 1980 in the spaces provided.
- 4 Home Office reference if you have 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 4 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 as 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 indefinite leave to remain.

Work permit holder	<input type="checkbox"/>	Highly skilled migrant	<input type="checkbox"/>	Tier 1 (Investor) migrant	<input type="checkbox"/>	Bereaved partner	<input type="checkbox"/>
Employment not requiring a work permit	<input type="checkbox"/>	Self-employed lawyer	<input type="checkbox"/>	Tier 2 migrant	<input type="checkbox"/>	Other purposes or reasons not covered by other application forms	<input type="checkbox"/>
Businessperson	<input type="checkbox"/>	Writer, composer or artist	<input type="checkbox"/>	UK ancestry	<input type="checkbox"/>		
Innovator	<input type="checkbox"/>	Tier 1 (General) migrant	<input type="checkbox"/>	Ex-HM Forces	<input type="checkbox"/>		
Investor	<input type="checkbox"/>	Tier 1 (Entrepreneur) migrant	<input type="checkbox"/>	Long residence in the UK	<input type="checkbox"/>		

If you have ticked the **other purposes or reasons** category, please explain briefly why you are applying for indefinite leave to remain in the UK. You will also need to provide a letter explaining in more detail why you are applying.

## SECTION 4 - KNOWLEDGE OF LANGUAGE AND LIFE IN THE UK

You are not required to complete this section if you are applying in the ex-HM Forces category (or as the spouse of such a person) or in the bereaved partner category.

To qualify for indefinite leave to remain, applicants aged 18-64 must show that they have a sufficient knowledge of language and life in the UK. The separate guidance notes provide detailed information about this requirement.

4.1 Are you aged 18-64?      Yes     No       4.2 If your partner is included in the application, is he or she aged 18-64?      Yes     No

If you have answered **yes** to 4.1 and/or 4.2, continue below. If you answered **no** to 4.1 and 4.2, or a partner is not included in the application, go to section 5.

	You	Your partner
4.3 Have you and/or a partner applying with you obtained one of the relevant qualifications listed in <b>Note 1</b> to show that you have sufficient knowledge of the English language and life in the UK? If so, show which qualification(s) by ticking one or more of the boxes opposite.	Life in the UK test <input type="checkbox"/>	Life in the UK test <input type="checkbox"/>
	ESOL qualification <input type="checkbox"/>	ESOL qualification <input type="checkbox"/>

**Note 1 Relevant qualifications are either:**

- a pass in the test known as the "Life in the UK" test (aimed at those with English language ability at or above ESOL Entry Level 3); or
- an English for Speakers of Other Languages (ESOL) "Skills for Life" qualification in speaking and listening at Entry Level from an approved awarding body\*, or two ESOL Units at Access Level under the Scottish Credit and Qualifications Framework approved by the Scottish Qualifications Authority. You must also include a letter from your college stating that the ESOL course included citizenship materials; and if you took your ESOL in England, Wales or Northern Ireland, you will need to show that you have progressed by at least one level from the level at which you started.

\* Approved awarding bodies. In England, Wales and Northern Ireland, the awarding bodies approved by the Qualifications and Curriculum Authority are: Cambridge ESOL; City and Guilds (Pitmans); Edexcel; Education Development International (EDI); English Speaking Board (International) Ltd; National Open College Network; Open College of the Northwest and Trinity College, London.

4.4 If you and/or your partner have not obtained one of the relevant qualifications, are you claiming exemption from this requirement because a physical or other condition prevents you from taking the Life in the UK test or doing an ESOL course? See **Note 2**.

	You	Your partner
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Note 2** If you and/or your partner are claiming exemption, you must provide a doctor's letter or similar evidence confirming that you and/or your partner are unable to take the test or do an ESOL course. An exemption will only be agreed exceptionally.

## SECTION 5 - YOUR HOME AND FINANCES

**You are not required to complete this section if you are applying in the ex-HM Forces, long residence in the UK or bereaved partner categories.**

- 5.1** 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.

- 5.2** 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? £

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

- 5.4** 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? £

- 5.5** 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 5.5, 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"/> | Social Fund Payment <input type="checkbox"/>  |
| Carer's Allowance <input type="checkbox"/>    | Disability Living Allowance <input type="checkbox"/>        | Income Support <input type="checkbox"/>                     | State Pension Credit <input type="checkbox"/> |
| Child Benefit <input type="checkbox"/>        | Housing Benefit <input type="checkbox"/>                    | Local authority accommodation <input type="checkbox"/>      | Working Tax Credit <input type="checkbox"/>   |
| Child Tax Credit <input type="checkbox"/>     | Housing or Homelessness assistance <input type="checkbox"/> | Severe Disablement Allowance <input type="checkbox"/>       |   |

## SECTION 6 - ABSENCES FROM THE UK

**You are not required to complete this section if you are applying in the ex-HM Forces or bereaved partner categories.**

- 6.1** When did you (the main applicant) first enter the UK? This refers to the date of your first entry into the UK at the beginning of the period of stay on which this application is based.

Day	Month	Year

- 6.2** Since then have you had any absences from the UK? If **yes**, give the dates you left and returned to the UK and the reason for the absence in the spaces below. List all absences however short and in date order. If you need more space, continue on a separate sheet and enclose it with your application. Yes  No

Date left the UK	Date returned to the UK	Reason for absence



## SECTION 7 - PERSONAL HISTORY

**7.7** Have you or any dependants applying with you 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 **7.2, 7.3, 7.4, 7.5, 7.6** or **7.7** 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 **7.3** to **7.7**, the following information provides guidance on actions which may constitute war crimes, crimes against humanity, genocide, or terrorism and 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](http://www.opsi.gov.uk/acts/acts2001/20010017) 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 applying with you.

#### **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.

#### **Terrorism and terrorist acts**

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 8 - PHOTOGRAPHS

It is mandatory to provide the relevant photographs specified below. Please note that this application will be invalid if you do not provide them.

The photographs must be in the format in the specified separate UKBA photograph guidance provided with this form. If they are not, they may be rejected as unacceptable and you will have to provide others which are acceptable. This will delay consideration of your application.

Tick the relevant box(es) to confirm the photographs you are providing and enclose them in a small sealed envelope attached to section 1 as instructed there.

- Two recent identical passport-size photographs of yourself** with your full name written on the back of each photograph. Please see the separate photograph guidance on the approved format.
- Two recent identical passport-size photographs of each dependant** included in section 2 and applying for indefinite leave to remain in the UK with you, with their full name written on the back of each photograph.

## SECTION 9 - 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.

All applicants must provide the relevant documents specified in 9A. You must also provide the relevant documents at 9B - 9U as is appropriate for your particular category.

Please note that in some cases, we may have to ask for other documents in addition to those specified in this form.

### 9A All applicants

#### Passports and immigration documents

- 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.
- Any previous passports or travel documents** you have held during your stay in the UK.
- Current passport(s) or travel document(s) for each dependant** included in section 2 and applying for indefinite leave to remain 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 identity card for foreign nationals** if you have been issued with one since entering the UK. See **Note 4**.
- Identity cards for foreign nationals for each dependant** included in section 2 and applying for an indefinite leave to remain in the UK with you if they have been issued with them since entering the UK. See **Note 4**.

**Note 4** *Identity cards for foreign nationals will be issued to foreign nationals from 25 November 2008 when they are given permission to remain in the UK. Unless reported lost or stolen, they should be enclosed with any application for further permission to remain in the UK. Initially, most foreign nationals applying to remain in the UK will not have been issued with UK identity cards.*

- 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 indefinite leave to remain in the UK with you if they have been asked to register with the police.

#### Finances

- Evidence of your finances.** If you have to complete section 5, bank statements, building society savings book(s), pay slips or other formal documents as evidence of your ability to maintain and accommodate yourself and any dependants without recourse to public funds. (See **Note 5**).

**Note 5** *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 5.4), 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.*

## SECTION 9 - DOCUMENTS

### Knowledge of language and life in the UK

If you have to complete section 4 and you and/or a partner included in the application are aged 18-64, you must provide **one** of the following for each of you:

**A Life in the UK test** pass notification letter; **or**

**A relevant ESOL qualification** - if obtained in England, Wales or Northern Ireland, you must provide a letter from the college confirming that you have progressed by at least one level and that the course included citizenship materials; **or**

**A medical certificate** or similar document if you and/or your partner are claiming exemption from taking the Life in the UK test or doing an ESOL course because of a medical or other condition.

**9B Work permit holder** If you are applying for indefinite leave to remain on completing 5 years' continuous stay in the UK as a work permit holder, in addition to the relevant documents in **9A**, you must provide the following:

**Recent document(s) from the employer named in your current work permit** confirming that you are still needed and that your employment with them is continuing.

**Document(s)** confirming that you have spent a continuous period of 5 years in the UK:

- either as a work permit holder throughout that period, or
- as a work permit holder most recently combined with previous permission as a work permit holder, highly skilled migrant, self-employed lawyer, or writer, composer or artist.

**9C Employment not requiring a work permit** If you are applying for indefinite leave to remain on completing 5 years' continuous stay in the UK in one of the employment not requiring a work permit categories listed below, in addition to the relevant documents in **9A**, you must provide the following:

**Recent document(s) from your current authorised employer** confirming that you are still needed for the same work.

**Document(s) from your authorised employer(s) over the past 5 years** confirming that you have been employed continuously in this work throughout that period.

- a) Minister of religion, missionary or member of a religious order (see **Note 6**)
- b) Representative of an overseas newspaper, news agency or broadcasting organisation
- c) Private servant in a diplomatic household
- d) Overseas government employee
- e) Member of the operational ground staff of an overseas-owned airline
- f) Domestic worker in a private household

**Note 6** For ministers of religion, missionaries, or members of a religious order the documents may be from the leadership of your church or the head of your religious order, rather than your employer.

**9D Businessperson** If you are applying for indefinite to remain on completing 5 years' continuous stay in the UK as a businessperson, in addition to the relevant documents in **9A**, you must provide the following documents:

**Accounts.** Audited accounts for the first four years of trading and management accounts for the fifth year (see **Note 7**).

**Note 7** If you are unable to provide management accounts for the fifth year as required by the immigration rules, draft accounts should be provided along with an explanation as to why management accounts are not available.

**Investment.** Evidence that you have invested not less than £200,000 of your own money in the business throughout the five year period.

**New employment.** Evidence that you have maintained new paid full-time employment for at least two people settled in the UK throughout the five year period. In each case please give their name, position, salary, hours of work, date they started/ended (where applicable) and evidence of their immigration status, ie a copy of their birth certificate or passport (uncertified copies are acceptable in this instance).

## SECTION 9 - DOCUMENTS

**Profits.** Evidence that your share of the profits of the business is sufficient to maintain and accommodate yourself and any dependants without recourse to employment (other than your own business) or public funds.

**9 E Innovator** If you are applying for indefinite leave to remain on completing 5 years' continuous stay in the UK as an innovator, in addition to the relevant documents in **9A**, you must provide the following documents:

**Accounts.** Statutory accounts for the last 4 years and management accounts for the final year.

**New employment.** Evidence that you have maintained new paid full-time employment for at least two people settled in the UK throughout the five year period. In each case please give their name, position, salary, hours of work, date they started/ended (where applicable) and evidence of their immigration status, ie a copy of their birth certificate or passport (uncertified copies are acceptable in this instance).

**Shareholding.** Evidence that you have maintained a minimum 5% shareholding of the equity capital for a continuous period of 5 years.

**9 F Investor** If you are applying for indefinite leave to remain on completing 5 years' continuous stay in the UK as an investor, in addition to the relevant documents in **9A**, you must provide the following documents:

**Assets in the UK.** Evidence that you have maintained not less than £1 million of your own money under your control in the UK for a continuous period of five years; or that you own personal assets, taking into account any liabilities to which you are subject, which have a value exceeding £2 million.

**Investment in the UK.** Evidence that you have invested not less than £750,000 of your capital in the UK for a continuous period of 5 years.

**9 G Highly skilled migrant** If you are applying for indefinite leave to remain on completing 5 years' continuous stay in the UK under the Highly Skilled Migrant Programme (HSMP) and other appropriate categories, in addition to the relevant documents in **9A**, you must provide the following:

**If you are employed,** document(s) showing your economic activity and your personal earnings during your stay in the UK.

**If you are self-employed,** you should provide evidence of the progress of the business.

**If you were given leave in other categories leading to settlement** before being granted permission to stay under HSMP and would like this stay to be taken into consideration in your application for indefinite leave to remain, you should provide details of the categories involved and the periods spent in each of them.

**9 H Self-employed lawyer** If you are applying for indefinite leave to remain on completing 5 years' continuous stay in the UK as a self-employed lawyer, in addition to the relevant documents in **9A**, you must provide the following documents:

**Accounts.** Audited accounts for the business for the previous year and an up-to-date balance sheet.

**Tax return** for the most recent tax year.

**If you are a solicitor,** an original letter from the appropriate Law Society confirming that you continue to be admitted to the roll of solicitors.

**If you are a consultant in overseas law,** an original letter from the appropriate Law Society confirming that they have no objection to your continuing to practise as a consultant in overseas law.

**If you are a barrister,** evidence that you continue to be admitted to the Bar and to have a place in chambers.

## SECTION 9 - DOCUMENTS

**9J Writer, composer or artist** If you are applying for indefinite leave to remain on completing 5 years' continuous stay in the UK as a writer, composer or artist, in addition to the relevant documents in **9A**, you must provide:

**Documents(s) showing that you have supported yourself and any dependants from your own funds** without working except as a writer, composer or artist for the last 5 years.

**9K Tier 1 (General) migrant** If you are applying for indefinite leave to remain on completing 5 years' continuous stay in the UK made up of leave as a Tier 1 (General) migrant and leave as a highly skilled migrant, work permit holder, innovator, self-employed lawyer or writer, composer or artist, in addition to the relevant documents in **9A**, you must provide the following documents:

**Evidence that you are economically active in the UK in employment or self-employment or both**, and have been since you were granted leave to remain as a Tier 1 (General) migrant. This evidence should take the form of documents showing your personal earnings (if you are employed) or the the progress of the business (if you are self-employed).

**For the period before you were granted leave as a Tier 1 (General) migrant**, documents showing that you met the relevant requirements of the immigration rules for the period in question as specified below:

If you were a **highly skilled migrant**, the documents specified in **section 9G** above.

If you were a **work permit holder**, document(s) confirming that you held a valid work permit throughout the period.

If you were an **innovator**, the documents specified in **section 9E** above.

If you were a **self-employed lawyer**, the documents specified in **section 9H** above.

If you were a **writer, composer or artist**, the documents specified in **section 9J** above.

**9L Tier 1 (Entrepreneur) migrant** If you are applying for indefinite leave to remain on completing 5 years' continuous stay in the UK made up of leave as a Tier 1 (Entrepreneur) migrant and leave as a businessperson or innovator, in addition to the relevant documents in **9A**, you must provide the following:

**Evidence that you are engaged in business activity at the time of your application** and have been since you were given leave to remain as a Tier 1 (Entrepreneur) migrant. This should include one of the following documents:

**Evidence of the payment of Class 2 National Insurance contributions if you are self-employed.** Such evidence should be one of the following:

- Your National Insurance bill for the quarter immediately before this application if you pay quarterly; or

- Your most recent bank statement showing payment to HM Revenue and Customs if you pay by direct debit; or

- A Small Earnings Exception certificate issued by HM Revenue and Customs if you have very low earnings and have applied for the small earnings exception.

**A current appointment report from Companies House if you are a company director.** This report must be dated within 3 months of this application and must name you as a director of a business that is actively trading and not struck-off, dissolved or in liquidation when the appointment report was printed out.

**For the period before you were granted leave as a Tier 1 (Entrepreneur) migrant**, documents showing that you met the relevant requirements of the immigration rules for the period in question as specified below:

If you were a **businessperson**, the documents specified in **section 9D** above.

If you were an **innovator**, the documents specified in **section 9E** above.

## SECTION 9 - DOCUMENTS

**9M Tier 1 (Investor) migrant** If you are applying for indefinite leave to remain on completing 5 years' continuous stay in the UK made up of leave as a Tier 1 (Investor) migrant and leave as an investor, in addition to the relevant documents in **9A**, you must provide the following specified documents:

**A portfolio of investments certified as correct by an authorised financial institution** (one regulated by the Financial Services Authority) covering the period from no longer than 13 weeks after your permission to enter or remain in the UK in this category to the last reporting date of the most recent quarter of the year before the date of this application.

The portfolio must:

- include the value of the investments
- show that any shortfall in investments was made up by the next reporting period
- show the dates on which the investments were made
- show the destinations of the investments (which should be UK companies)
- for loan funds only, include audited accounts or unaudited accounts with an accountant's certificate for investments made as loan funds to companies, which must give full details of your investment
- show that the investments were made in your name or that of your spouse, civil partner, unmarried or same-sex partner, and not in the name of an offshore company or trust even if this is wholly owned by you
- show the name and contact details of the financial institution which has certified the portfolio as correct, with confirmation that this institution is regulated by the Financial Services Authority
- include the date that the portfolio was certified as correct
- state that the institution will confirm the content of the letter to us at our request.

**If you are unable to provide the evidence listed above** for the period for which you were granted leave as an investor because you managed your own investments or had a portfolio manager who did not operate in the UK and was therefore not regulated by the Financial Services Authority, you must provide the following documents:

- certified copies of bond documents showing the value of the bonds, the date of purchase and the owner; or
- share documents showing the value of the shares, the date of purchase and the owner; and
- the latest audited annual accounts of the organisation in which the investment has been made. These accounts must show the amount of funds held in the investment; your name and/or that of your spouse, civil partner, unmarried or same-sex partner; and the date of the investment.

**Evidence of the balance of funds** if investment is less than £1 million

If your total investments amount to less than £1 million, you must provide evidence of the balance of funds up to a maximum of £250,000 in the form of one of the following documents:

- documents confirming the purchase of assets (for example, property) in the UK. They must show the assets purchased, the value of the assets and the date(s) of purchase; or
- statements of accounts in respect of funds maintained on deposit in the UK; or
- a letter from the financial institution that holds the cash on deposit confirming the amount(s) held and the date(s) on which they were deposited.

**For further information concerning the evidence required, please refer to the Tier 1 (Investor) policy guidance on our website.**

## SECTION 9 - DOCUMENTS

**9N Tier 2 migrant** If you are applying for indefinite leave to remain in the UK on completing 5 years' continuous stay in the UK and your most recent leave has been as a Tier 2 migrant, the rest of your leave for the 5-year period may be made up of leave in any of the categories listed below. In addition to the relevant documents in **9A**, you must provide the following specified documents:

**A document from the sponsor who issued the certificate of sponsorship** that led to your last permission to stay as a Tier 2 migrant confirming that you are still required for employment - but see **Note 8**.

**Note 8** *The document from the sponsor is not required if that sponsor has been issued with a further certificate of sponsorship in respect of you that would result in the application obtaining the necessary points under Appendix A if you were to make an application for leave to remain as a Tier 2 migrant under paragraph 245ZF of the Immigration Rules.*

**For the period before you were granted leave as a Tier 2 migrant**, documents showing that you met the relevant requirements of the immigration rules for the period in question as specified below:

If you were a **member of the operational ground staff of an overseas-owned airline**, documents confirming that you were in the employment for which you were granted permission to enter or remain in the UK throughout the period concerned

If you were a **minister of religion, missionary, or member of a religious order**, documents confirming that you were in the employment for which you were granted permission to enter or remain in the UK throughout the period concerned

If you were a **work permit holder**, documents confirming that you were in the employment for which a work permit was issued throughout the period concerned

If you were a **representative of an overseas newspaper, news agency or broadcasting organisation**, documents confirming that you were in the employment for which you were granted permission to enter or remain in the UK throughout the period concerned

If you were a **Tier 1 (General) migrant**, evidence that you were economically active in the UK in employment or self-employment or both (see **section 9K**)

If you were a **Tier 1 (Entrepreneur) migrant**, the documents specified in **section 9L** above

If you were a **Tier 1 (Investor) migrant**, the documents specified in **section 9M** above.

*For further information concerning the evidence required, please refer to the Tier 2 migrant policy guidance on our website*

**9P UK ancestry** If you are applying for indefinite leave to remain on completing 5 years' continuous stay in the UK in the UK ancestry category, in addition to the relevant documents in **9A**, 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.

**9Q Ex-HM Forces** If you are applying for indefinite leave to remain following your discharge from HM Forces, you must provide:

**Your Certificate of Discharge.**

**9R Long residence - after 10 years' continuous lawful residence** If you are applying for indefinite leave to remain on completing at least 10 years' continuous lawful residence in the UK, in addition to the relevant documents in **9A**, you must provide:

**All the passports you have held during this time.** If you cannot provide them all, you must provide the passports you have together with any Home Office letter(s) or other document(s) granting you leave to enter and/or remain in the UK.

## SECTION 9 - DOCUMENTS

**9S Long residence - after 14 years' continuous residence** If you are applying for indefinite leave to remain after completing at least 14 years' continuous residence in the UK, in addition to the relevant documents in **9A**, documents such as those listed below showing that your stay here has been continuous for this period.

- All the passports or travel documents** you have held during your stay here
- Home Office** letter(s) or other document(s) granting you leave to enter and/or remain in the UK
- Doctor's** letter(s) showing registration for each year of your stay, and letters from **hospital(s) or other local health service(s)**
- Council tax** letter(s) or bills for each year of your stay
- Gas, electricity and water** and other domestic bills or statements for each year of your stay
- National Insurance** contribution records for each year of your stay or P60 forms
- Inland Revenue** letter(s) and/or P60 statements of income tax paid
- Employer(s)** letter(s) confirming the dates during which you have been employed
- Department for Work and Pensions** letter(s) and letters or other documents from **other government departments or agencies**
- Full birth certificate(s)**, ie one which shows the parents' names, for any of your children born in the UK
- Mortgage document(s)** showing any property you own in the UK and/or a letter from your landlord confirming the period of your tenancy
- Any other documents** which support your application.

**9T Bereaved partner** If you are applying for indefinite leave to remain as a bereaved partner, in addition to the relevant documents in **9A**, you must provide:

- Your late partner's death certificate**
- Evidence that you and your late partner were living together as a couple** from the time you were granted leave to enter or remain in the UK as his or her partner until his or her death, such as letters, bills and other correspondence from official sources addressed to both or each of you at the same address. Please provide as many as you can.

**9U Other purposes or reasons not covered by other forms** If you are applying for indefinite leave to remain for other purposes or reasons, in addition to the relevant documents in **9A**, you must provide:

- A letter or other document** explaining why you are applying for indefinite leave to remain in the UK, together with any relevant document(s) in support of your case. Please list the document(s) you are providing.

## SECTION 10 - DECLARATION

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

It is mandatory for the declaration to be signed.

Please note that this application will be invalid if it is not signed as specified above.

I hereby apply for indefinite leave to remain 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 confirm that the photographs submitted with this form are a true likeness of myself and any dependants applying with me, as named on the back of each photograph and that I have had the opportunity to see the UK Border Agency (UKBA) photograph guidance.

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 my details may in certain circumstances be passed to fraud prevention agencies to prevent 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 UKBA website.

I understand that documents provided in support of this application will be checked for authenticity; and that false documents will be retained and may result in my application being refused and in 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. 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?	B. Other documents	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			
Life in the UK pass notification			
ESOL qualification			
Bank statements			
Building society savings books			
Pay slips			
Previous passports or travel documents			

**Please note that in some cases, we may have to ask for other documents in addition to those specified in this form.**

## FINAL CHECKS

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

- |  |                          |  |                          |
|--|--------------------------|--|--------------------------|
| Is SET(O) the right form for you and is it valid for use? See date and notes on front page.  | <input type="checkbox"/> | Have you completed the payment details page and made the correct payment?  | <input type="checkbox"/> |
| Have you ticked a box in section 3 to show the category in which you are applying?   | <input type="checkbox"/> | Have you completed section 7 and the rest of the form as specified?  | <input type="checkbox"/> |
| Have you provided the photographs specified in section 8 and are they in the approved format?  | <input type="checkbox"/> | Have you provided your current passport(s) or travel document(s) and all other relevant documents specified in section 9 and are they originals? | <input type="checkbox"/> |
| If you are unable to send us any of the documents specified in section 9 which are relevant to your application, or if you are unable to provide originals, have you given an explanation and said when you will be able to send them? | <input type="checkbox"/> | Have you, or a parent or guardian if you are under 18, signed and dated the declaration in section 10?   | <input type="checkbox"/> |

Finally, please make sure that the application is addressed exactly as shown below if you are posting it.

**UK Border Agency**  
**Leave to Remain - SET(O)**  
**PO Box 495**  
**Durham**  
**DH99 1WR**