

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

In addition to this application form, you need "Applying on Form FLR(0) : Guidance Notes", which you can get from our website at www.bia.homeoffice.gov.uk or by calling 0870 241 0645.

**THE ADDRESS TO WHICH YOU MUST POST
YOUR APPLICATION ON FORM FLR(0) IS:**

**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
2 April 2007**

GUIDANCE ON COMPLETING PAYMENT DETAILS

The fee

For applications made on this form, there is a fee of **£395** for applications made by post and **£595** for applications made in person at our Public Enquiry Offices. Applying by post takes longer.

There is only one fee per application form. With the exceptions specified in the next two paragraphs, 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.

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

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

In the categories where dependants may be included, they must pay the prescribed fee if they apply separately.

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 can pay by any of the following methods:

- 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.**

We do not accept any other form of payment,

* Please note that 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.

If submitting more than one application form at the same time, you must make a separate payment for each form.

Cheques and postal orders

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

Please 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).

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

If applying by post, please attach your cheque or postal order 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 to 5)

- 1 Full name of main applicant as given in his or her passport.
- 2 Nationality of main applicant. If more than 25 letters, please abbreviate.
- 3 Date of birth (day/month/year) - eg 3 January 1980 should be written 03 (day) 01 (month) 1980 (year).
- 4 Home Office reference (if you have one).
- 5 The address of the person named in 1.

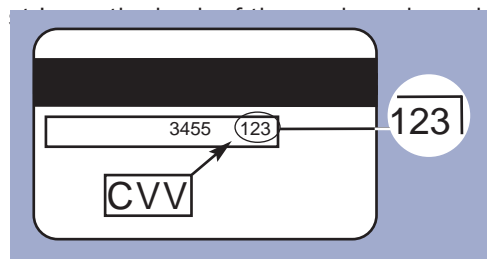
Contact details for payment queries (6 to 7)

We need the details of the person to contact if we have a question about the payment. The contact may be different from the name given in 1 if an immigration adviser or other person is making the payment. Complete 6 to 7 as shown below only if the payer's name and address are different from those of the applicant.

- 6 The name of the contact.
- 7 The address of the person named in 6.

Method of payment (8 to 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



- 15 It is the person 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"/> | Complete all sections except section 2 | UK ancestry | <input type="checkbox"/> | Complete all sections |
| Overseas qualified nurse or midwife | <input type="checkbox"/> | Complete all sections | Employment not requiring a work permit | <input type="checkbox"/> | Complete all sections |
| Writer, composer or artist | <input type="checkbox"/> | Complete all sections | Private medical treatment | <input type="checkbox"/> | Complete all sections except section 2 |
| Postgraduate doctor or dentist | <input type="checkbox"/> | Complete all sections | Dependants of exempt HM Forces | <input type="checkbox"/> | Complete all sections |
| Au pair | <input type="checkbox"/> | Complete all sections except section 2 | Other purposes/reasons not covered by other application forms | <input type="checkbox"/> | Complete all sections |

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 YOUR FINANCES

- 4.1** Is your home in the UK: a) owned by you? b) rented from a local council by you? c) privately rented by you? d) owned or rented by a relative or friend? e) other - please 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.

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

SECTION 5 - PERSONAL HISTORY

You must answer all the questions 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 please 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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For help in answering the questions below, 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(continued)

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 please give further details in the space provided below. If you need more space, continue on a separate sheet.

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 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 - DOCUMENTS AND PHOTOGRAPHS

For your application to be valid and complete, you must provide the documents and photographs listed in this section which are relevant to your application. Tick the boxes next to the relevant items to show the documents and photographs you are providing. Attach the photographs to the spaces in sections 1 and 2 as instructed there.

6A All categories

- Two recent passport-size photographs of yourself** with your name 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 the UK with you, with their name on the back of each photograph.
- 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 and accommodate yourself and any dependants without recourse to public funds. **If a relative or friend is supporting you**, please provide a letter from him/her confirming this together with bank statements or other documents of the kind described above as evidence of their financial situation. See **Note 2** below.

Note 2 *The documents showing the finances available to you and/or to the person supporting you should cover at least the last 3 months. We do not accept internet or cashpoint statements as evidence of finances.*

6B 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 supporting you, the evidence should be a letter from him/her confirming this, with formal documents showing their financial situation.

6C 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.

6D 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** below).

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.

SECTION 6 - DOCUMENTS AND PHOTOGRAPHS (continued)

6 E 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.

6 F 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.

Evidence that you are able to work and intend to take or seek employment in the UK.

6 G 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 4** and **5**)
- b) Visiting religious worker or a religious worker in a non-pastoral role (see **Note 5**)
- 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

Note 4 *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 5 *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 to certify that you have achieved level 4 competence in spoken English, and dated no more than 2 years prior to your application.*

6 H 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.

6 I 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 post or who appears in the Specialist Register of the General Medical Council, showing satisfactory arrangements for private medical consultation or treatment, how long it is likely to last and, where treatment has already begun, evidence as to its progress (see **Note 6**).

Note 6 *Visitors are not allowed to stay in the UK to receive free medical treatment on the National Health Service.*

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 6 - DOCUMENTS AND PHOTOGRAPHS (continued)

6J 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 7**) 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 7**) 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 7. This category does not include unmarried partners or same sex partners.

6K 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 7 - DECLARATION

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 but 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.

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.

Signed

Date

DOCUMENT CHECKLIST

Please complete this part of the form. It will help us to make sure that we have received the documents you supplied and to keep a record of them while they are in our possession. The list is a standard one covering important documents which are common to most application types. Please state how many of each of the following you have provided.

Passports and/or travel documents Police registration certificates Birth certificates Marriage or civil partnership certificates Driving licences Other (please list below)

FOR OFFICIAL USE ONLY

Passports and/or travel documents Police registration certificates Birth certificates Marriage or civil partnership certificates Driving licences Other (please list below)

Signed

Date

APPLICANT'S CHECKLIST

To ensure that your application is valid and complete, please make the following checks before posting it. 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 on front page. Have you completed the Payment Details page as required 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 the rest of the form as specified?

Have you sent the documents specified in section 6 as listed below?

Current passport(s) or travel document(s) Photographs Police registration certificate(s) All other relevant documents specified in section 6

Have you, or a parent or guardian if you are under 18, signed and dated the declaration in section 7? If you are unable to send us any of the documents specified in section 6 which are relevant to your application, have you given an explanation and said when you will be able to send them?

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**

