



Home Office

Border & Immigration Agency

BULGARIAN AND ROMANIAN ECAA (ILR)

Application from a Romanian or Bulgarian national, for indefinite leave to remain (ILR) in the United Kingdom as a self employed business person under the provisions of the former European Community Association Agreements (ECAA)

Please staple 2 photographs of each person on the application here.

FEE EXEMPT



Home Office
Border & Immigration Agency

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Section 1~ Applicant's Personal Details

1.1 Title Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other: _____	
1.2 Full name	1.3 Family name
1.4 National Insurance Number	
1.5 Nationality *Bulgarian/Romanian *(delete as appropriate)	
1.6 Date of Birth (e.g. 01/Jan/1980)	
1.7 Passport number	
1.8 Name at birth if different and any other names by which you have been known (Please include maiden names, aliases, and previous married names).	
1.9 Full address of where you live in the UK (Please let us know if this changes)	
1.10 If you have a legal representative assisting you with your application please give their full name, address, telephone and fax number here	

1.11 The address to which you would like us to return your passports/documents and send any correspondence about your application.

1.12 Your Home Office Reference number if you have one (normally a letter followed by several numbers e.g. A999999).

1.13 Contact details

Daytime phone number
Evening phone number
Mobile phone number
Fax number

(It can help to determine your application quickly if we can clear up a simple query by contacting you directly)

➤ **Section 2 ~ Your Family**

2.1 Do you have a partner and /or children living with you in the UK?
Yes No

If you have answered yes to question 2.1 and they are applying at the same time as you for an extension of stay, please give their details below.

Name	Date of Birth	Relationship to you	Nationality

2.2 Did your spouse/child/partner enter the UK with a valid entry clearance as your dependent ? Yes No

If you have ticked NO, please state when your dependant(s) entered the United Kingdom and provide documentary evidence to confirm the date of entry. **Please label this at Annex A**

2.3 Has your dependant(s) been previously granted leave to remain in line with you as an ECAA dependant?

Yes No

If Yes, go to Section 3. If No go to the next question.

2.4 If you are applying for the first time for your spouse to remain in the United Kingdom as your dependant, please provide the original marriage certificate with a certified English translation if appropriate.

Please label this as Annex B

2.5 When did you decide to marry or live together in a relationship akin to marriage?

2.6 When did you actually start living together?

Abroad -

In the United Kingdom -

2.7 You must provide documentary evidence showing that you and your spouse or partner, are living together and that your marriage or relationship has subsisted since you arrived in the United Kingdom. This evidence should show joint commitments in your finances, other responsibilities and social activities, and should cover the period since you arrived.

Items of correspondence or other documentary evidence from sources of the kind listed below would be acceptable. They should be addressed jointly in both your names wherever possible. If you do not have any or enough in your joint names, items addressed to the two of you individually may be acceptable, provided they show the same address for both of you and that you provide roughly the same number in each of your names.

The items of evidence should be from at least 5 different official sources.

A total of 20 items of evidence would be a good indicator. If you are not able to provide that many, please provide at least 10.

Please give an explanation if you cannot provide at least 10 items and if the evidence is not in your joint names. An explanation must also be provided for any periods of separation, together with evidence in support of the explanation and evidence to show how you maintained contact.

Your application could be delayed or even refused if you do not provide enough evidence of this kind.

Items of suitable correspondence can be drawn from the following list.

- telephone bills or statements
- gas bills or statements
- electricity bills or statements
- water rates bills or statements
- council tax bills or statements
- Mortgage statements or agreement
- Banks or building society statements/passbooks
- tenancy agreements
- insurance policies/certificates or other correspondence
- loan agreements
- AA, RAC or similar membership
- Correspondence from government departments or agencies (eg HM Revenue and Customs, Inland Revenue, Dept for Work and Pensions) including evidence that you have declared your relationship to the appropriate government bodies
- Correspondence from GP or local health authority (eg: NHS card, correspondence re ante- and post-natal treatment, letter confirming dates of visits to the home address by a midwife, letter confirming registration with a dentist, etc - providing these documents show your home address and the date first registered)
- Membership of sports or social clubs
- membership of a religious organisation

Please label these as Annex C

2.8 If you are applying for a child to remain in the United Kingdom as your dependent, and the other natural parent of that child does not currently live with you please state the current address of the other parent.

2.9 Have you provided a letter with the original envelope and postmark from the other parent of the child declaring their agreement to the child residing in the UK with you? Yes No

If you have ticked yes please label this letter Annex D

If you have ticked NO please provide an explanation of why that is the case in the space provided below.

2.10 If you have children residing with you in the United Kingdom, please provide the original birth certificate for each child together with a certified English translation if appropriate.

Please label these as Annex E

2.11 If your family remains abroad, do you provide financial support to them? Yes No

If you have ticked YES **please enter the amount on the table at Section 7b Line 14**

If you have ticked No, please state why you do not and explain how they are being financially supported.

➤ **Section 3 ~ Knowledge of Language and Life in the UK**

This section is about the new requirements concerning knowledge of language and life in the UK which you have to satisfy to qualify for indefinite leave to remain. If you haven't already done so, you should read the information about these requirements in the guidance notes at the back of this form. If you are under 18 or over 65, this requirement does not apply to you (likewise for any dependants under 18 or over 65).

3.1 Have you passed the Life in the UK test? See **Note 1** below.

Yes No

3.2 If a dependant(s) aged 18 or over, but under 65 is included in this application, have they passed the Life in the UK test? **See Note 1 below.**

Yes No

If you have answered **no** to question 3.2, please write below the name(s) of the dependant(s) who have not passed the Life in the UK test.

If you have answered **no** to question 3.1 or 3.2 then please answer question 3.3/3.4 below.

3.3 Have you obtained a pass in an English for Speakers of Other Languages (ESOL) course in speaking and listening at Entry Level; or Two ESOL Units at Access Level under the Scottish Credit and Qualifications Framework approved by the Scottish Qualifications Authority? See **Note 1** below. Yes No

3.4 If a dependant(s) aged 18 or over, but under 65 is included in this application, have they obtained a pass in an English for Speakers of Other Languages (ESOL) course in speaking and listening at Entry Level; or Two ESOL Units at Access Level under the Scottish Credit and Qualifications Framework approved by the Scottish Qualifications Authority? **See Note 1 below** Yes

No

If you have answered **no** to question 3.4, please write below the name(s) of the dependant(s) who have not obtained a pass in such a qualification.

3.5 If you have answered **no** to questions 3.1 to 3.4, in respect of yourself or any dependant(s), are you or are they claiming exemption from this requirement because a physical or other condition prevents you from taking the test?
See Note 2 below

Yes No

Note 1

If you have answered "no" to questions 3.1, and 3.3 you should not be applying for indefinite leave to remain. Please see the guidance notes at the back of this form.

If you have answered "no" to question 3.2 and 3.4 in respect of a dependant(s), they should not be applying for indefinite leave to remain. Please see the guidance notes at the back of this form.

Note 2

If you have answered "no" to questions 3.1 to 3.4 but "yes" to question 3.5, you must provide a doctor's letter or similar evidence that you or your dependant(s) are unable to take the test or do an ESOL course.

➤ **Section 4 ~ Your Home**

4.1 Is your home in the United Kingdom;

- a) Owned by you? Yes No
- b) Rented from a local authority? Yes
No
- c) Privately rented by you? Yes
No
- d) Owned or rented by a relative or friend? Yes No

Other (please give details)

4.2 Do you pay any mortgage or rent for your home?

Yes No

If you have answered NO please go to question 4.3.

If you have answered YES, how much do you pay each month?

£

Only show you and your family's share of the rent if living in rented accommodation and provide your original tenancy agreement or mortgage statement as evidence. **Please label agreement or statement as Annex F**

Now transfer this figure to the table at Section 7b line 4 or 5

4.3 You have advised at question 4.2 that you do not pay rent or mortgage payments. Please describe your current living arrangements in the space provided below. If you are living rent-free please provide a letter confirming this from your host.

Please label letter as Annex G

4.4 Does your rent include council tax?

Yes No

If you have answered YES please provide evidence of this.

If you have answered NO, please state how much council tax you pay per month and to which authority. Please provide your most recent original council tax bill. **Please label bill as Annex H**

£

Now transfer this figure to the table at Section 7b line 10

4.5 Does your rent include gas, electricity and water?

Yes No

If you have answered YES, please provide evidence of this.

If you have answered NO please state how much you pay per month and to which provider. Please provide your most recent original bills. **Please label bill as Annex I**

Now transfer these figures to the table at Section 7b lines 6, 7 and 8

4.6 Please state the name, address and telephone number of your landlord



➤ **Section 5 ~ Your Business**

5.1 Name, address and telephone number of your business.

5.2 Describe the type of work that you do.

5.3 Do you obtain work through an agency? Yes

No

If you have answered YES please provide their name address and telephone number, along with a copy of your contract or letter confirming your registration with them. **Please label letter as Annex J**

5.4 Please describe how you advertise your business.

If you have an advertisement in publications such as Yellow Pages, Thompsons Local or trade magazines. Please provide evidence. **Please label as Annex K**

5.5 Are you working under the Construction Industry Scheme (CIS)?

Yes No

If NO Go to question 5.8
If YES Go to question 5.6

5.6 Please provide details of all contractors worked for during the last 4 years, the type of job(s) completed, your terms and conditions and materials provided.

Please label as Annex L

5.7 Please provide a copy of your CIS Card and CIS vouchers for work done for the last 4 years.

Please label as Annex M

Enter your income from CIS work completed at section 7a line 2

5.8 Do you work as a domestic; this includes work such as cleaner, ironer, gardener, babysitter, and childminder or similar?

Yes No

If YES Go to question 5.9
If NO Go to question 5.10

5.9 Please provide a breakdown of your working pattern - For example
Monday 9-10am Cleaning for Mr Jones, 12 The Hollies, SW2. £5.35 per hour, total charges £5.35. 11-12.30pm Ironing for Mrs Green 15 The Hollies SW2, £6.00 per hour. Total charge.. and so on...

Please label as Annex N

<p>5.10 Please provide letters from at least 2 people on your client list confirming the work that you do for them, along with their name, address home and mobile telephone number.</p> <p>Please label as Annex O</p>
<p>5.11 If you do not work as a general labourer or domestic please state how many regular clients you currently have.</p> <p>Provide letters from at least 2 clients confirming details of the work you have completed for them along with their name, address home and mobile telephone number.</p> <p>Please label these as Annex P</p>
<p>5.12 Please describe how your business has developed and provide invoices for the work generated during the last 4 years.</p>
<p>5.13 Have you been out of the United Kingdom for any reason other than business trips in the last 4 years? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you have answered YES please explain the reasons for trips out of the UK, and show the dates you were absent.</p> <p>Please list on separate sheet and label as Annex Q</p>
<p>5.14 Have you set up a business bank account in the United Kingdom? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you have answered YES please provide original bank statements for the last 4 years</p> <p>Please label as Annex R</p> <p>If you are unable to provide these please give your reasons.</p>

<p>5.15 If your self employment is affected by seasonal variations, such as gardening, building, roofing etc, please describe what actions you have taken to ensure you have sufficient income to cover these periods?</p>	
<p>5.16 Do you own a car/van in the United Kingdom? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If you have answered YES please provide a copy of your MOT certificate, vehicle registration document and certificate of insurance.</p>	<p>Yes</p>
<p>5.17 If you do not have your own transport. Please explain how you travel to your place of self employment and transport your work equipment and materials.</p>	
<p>5.18 Do you employ any staff? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If Yes provide a full staff list showing names and addresses of your employees and the date they started working for you. Please label this list as Annex S</p> <p>If you have answered no, please go to question 5.20</p>	<p>Yes</p>
<p>5.19 Have you paid any employers liability tax and national insurance on behalf of your employees? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If No please state why not</p> <p>If Yes please provide documentary evidence and label this as Annex T</p>	
<p>5.20 Please submit business accounts prepared by a qualified accountant for the last 4 accounting years.</p> <p>Please label these as Annex U</p>	
<p>5.21 Please submit evidence of your qualifications to undertake the work you are doing, including certified translations as appropriate.</p> <p>Please label these as Annex V</p>	
<p>5.22 If you are trading in the catering industry please submit evidence that you and your premises have been inspected by environmental health and you have the appropriate health and hygiene qualifications.</p> <p>Please label these as Annex W</p>	

<p>5.23 Do you have public liability insurance? Yes</p> <p><input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes please provide your policy, label as Annex X</p> <p>If No please explain why not.</p>
<p>5.24 If you are providing a childminding service from your own premises please provide details of your certification with the relevant Social Services Department.</p> <p>Please label as Annex Y</p>
<p>5.25 Please state if you are a sole trader, in a partnership, or a director of a limited company.</p> <p>If you are in a partnership or a limited company, please provide your partnership agreement or Articles and Memorandum of Association and Certificate of Incorporation for the business. Please label as Annex Z</p>
<p>5.26 If you have employees, do you have employers liability insurance?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide your policy, Please label as Annex AA</p> <p>If No please explain why not.</p>
<p>5.27 Please provide a copy of your tax returns submitted to the Inland Revenue for the last 4 financial years.</p> <p>Please label these Annex AB</p>

➤ **Section 6 ~ Your Finances**

<p>6.1 Are you receiving public funds? Yes</p> <p><input type="checkbox"/> No <input type="checkbox"/></p> <p>If No go to question 6.2</p> <p>If Yes please explain which public fund you are receiving and how much per week</p> <p>For a list of Public Funds please go to notes following section 9</p>

<p>6.2 Do you intend to claim public funds in the future? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes please explain what you intend to claim and why.</p>
<p>6.3 Are you receiving any income from any other source such as friends or family? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes please explain what income you are receiving, how much and how often. You will need to provide evidence that this money has been paid. Please label as Annex AC</p>
<p>6.4 Are you working in any other job apart from your self-employment? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes please provide details of the employment and evidence of your income such as wage slips, or a letter from employer. Please label as Annex AD</p>
<p>6.5 Have you taken out any form of bank loan or other credit? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes please provide your original loan/credit agreement. Please label as Annex AE</p> <p>Please enter the loan amount in Section 7a line 3. Enter the monthly repayments in Section 7b line 15.</p>
<p>6.6 Do you have a personal bank account in your name in the United Kingdom? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes please provide original bank statements covering the last 4 years.</p> <p>Please label as Annex AF</p>
<p>6.7 Please provide a breakdown of your monthly spending on personal items at Section 7b lines 9, 11 and 12</p>
<p>6.8 Do you pay for business premises? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes please provide the full address of your business and provide a copy of your tenancy agreement for your business premises. Please label as Annex AG</p>

6.9 Please provide evidence that you have paid National Insurance Contributions for the work you have done over the last 4 years.

Please label as Annex AH
 Enter this figure at Section 7b line 13

6.10 Please provide evidence of registration and payment of income tax for the last 4 years.

Please label as Annex AI

6.11 Have you ever been or are you currently bankrupt in the United Kingdom?
 Yes No

If Yes please provide details and dates and evidence of discharges. **Please label as Annex AJ**

6.12 Do you intend to take or seek employment in the UK other than work for your business? Yes No

If Yes please provide details.

➤ **Section 7a ~ Evidence of Income**

Income received for the period _____ to _____

In the following boxes you need to input details of all money received
 Please enter the total amounts and dates for your last trading year.

Line Number	Item	Amount	Date received.
1.	Earnings from self employment		
2.	Earnings from CIS employment		
3.	Loan monies received		

4.	Dividends		
5.	Wages as company director		

➤ **Section 7b ~ Evidence of expenditure**

Expenditure for the same period as shown at 7a

For each of the items 4 - 15 listed below please enter the total monthly outgoings for your whole family unit.

Line	Item	Amount per month
4.	Rent	
5.	Mortgage	
6.	Gas	
7.	Electric	
8.	Water	
9.	Phone	
10.	Council Tax	
11.	Food	
12.	Personal Clothing	
13.	Class 2 NI Contributions	
14.	Money you are sending abroad for the support of your family	
15.	Repayments to Loans/Credit agreements	

➤ **Section 8 ~ Personal History**

This section must be completed by all applicants including dependants . All questions in this section must be answered. Information given may be checked with other agencies.

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 judgements made against you?

Yes No

If you have answered Yes to question 1 above please give further details below for each conviction – but first see Note 1 below. Please continue on a plain sheet if you or any dependants have received more than one conviction.

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

Conviction(s)

Name of person convicted

Nature of Offence

Date sentenced

Sentence given

Country where sentenced

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

3. In times of either peace or war have you or any dependants included in this application ever been involved in, or suspected of involvement in, war crimes, crimes against humanity or genocide? (More information is given at the end of this section.)

Yes No

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. 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? (More information is given at the end of this section.)

Yes No

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

7. Have you or any dependants included in this application engaged in any other activities which might indicate that you may not be considered a person of good character?

Yes No

*If you have answered **yes** to question 2, 3, 4, 5, 6 or 7 above please give further details in the space provided below.*

Question 2, 3, 4, 5, 6 or 7 – further details

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 question 3, 4, 5, 6 or 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 the following web-site: <http://www.hmso.gov.uk/acts/acts2001/20010017.htm>. Alternatively, copies can be 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.

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 purpose 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:

- a. commits or participates in acts of terrorism,
- b. prepares for terrorism,
- c. promotes or encourages terrorism (including the unlawful glorification of terrorism), or
- d. is otherwise concerned in terrorism

➤ **Section 9 ~ Declaration**

- You must now read the declaration below and sign it. It must be signed by you (the applicant) and not by a representative or other person acting on your behalf.

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 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 given by me will be treated in confidence by the Home Office but that it may be disclosed to other government departments, agencies, local authorities and other bodies where necessary for immigration and nationality purposes or to enable them to carry out their functions.

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 the 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: _____

Notes

List of Public Funds.

The following is a list of public funds as defined in the Immigration and Asylum Act 1999 and the Immigration Rules:

- Income based Jobseekers' Allowance (JSA);
- attendance allowance;
- severe disablement allowance;
- invalid care allowance;
- disability living allowance;
- income support;
- working families' tax credit;
- disabled person's tax credit;
- a social fund payment;
- child benefit;
- housing benefit;
- council tax benefit; or
- housing and homelessness assistance.

Please return your application form with all supporting documentation to;

Bulgarian and Romanian Casework
Immigration and Nationality Directorate
PO Box 3468

Sheffield
S3 8WA

GUIDANCE NOTES

KNOWLEDGE OF LANGUAGE AND LIFE IN THE UNITED KINGDOM

From 2 April 2007, unless they qualify for exemption, adults applying for indefinite leave to remain (or settlement) in the United Kingdom (UK) will have to show a knowledge of language and life in the UK in addition to meeting the other requirements of the Immigration Rules.

The knowledge of language and life requirements have been introduced to ensure that migrants wishing to settle here have some of the skills required for social participation and integration in the wider community.

Who is exempt?

Children under 18 and adults who are 65 or older are exempt. Subject to providing a doctor's letter or other acceptable documentary evidence confirming their inability, anyone aged 18-64 who has a physical impairment or medical condition preventing them from taking the test or attending a language course may be exempt.

How can you satisfy this requirement of the Immigration Rules?

You can satisfy this requirement

by passing the Life in the UK test if you have sufficient knowledge of English. The test is set in English. The standard of English required to pass the test is English for Speakers of Other Languages (ESOL) Entry 3 level or above;

or

by gaining an approved ESOL "Skills for Life" qualification in speaking and listening at Entry Level; or Two ESOL Units at Access Level under the Scottish Credit and Qualifications Framework approved by the Scottish Qualifications Authority.

If you are not sure whether your English is good enough to take the test, you can work through the tutorial on the Life in the UK Test website at www.lifeintheuktest.gov.uk to help you decide.

What is the Life in the UK test?

Before 2 April 2007, the test consists of 24 questions based on chapters 2, 3 and 4 of the handbook ***Life in the United Kingdom: A Journey to Citizenship*** published on behalf of the Life in the United Kingdom Advisory Group by The Stationery Office (TSO) for £9.99.

From 2 April 2007, the test will consist of 24 questions based on chapters 2 to 6 of a revised edition of the handbook.

You will need to study the relevant edition of the handbook before taking the test. It can be obtained as follows:

* on the internet from www.tso.co.uk/bookshop

* by telephoning 0870 243 0123 or faxing 0870 243 0129

* by emailing book.orders@tso.co.uk or writing to **Marketing, TSO, Freepost ANG4748, Norwich NR3 1YX**

* by textphoning 0870 240 3701, quoting **ref CTU**

* from Stationery Office shops or accredited agents (see yellow pages) and certain booksellers.

The test is taken on a computer. The Life in the UK test website at www.lifeintheuktest.gov.uk website has a section to help you with the practical skills needed to take the test, including training in the use of a mouse and keyboard. Staff at the test centres also specialise in supporting learners who are new to computers.

What if you don't have a computer or access to the internet?

If you don't have a computer or access to the internet, if you live in England you can contact UK online on **0800 77 1234** for details of local centres providing computer and internet access. In other parts of the UK, as well as in England, you can contact your local library or Citizen's Advice Bureau for information on free or low cost access to computers and the internet.

Where can you take the test?

At a Life in the UK test centre. There are now 90 of them around the UK. To find your nearest centre by go to the [Find a test centre](#) link on the Life in the UK test website at www.lifeintheuktest.gov.uk or call their helpline on **0800 0154245**.

Is there a charge for the test?

Yes. The current charge is **£34**, which has to be paid before the test is taken. The [Find a test centre](#) page mentioned above gives information on the methods of payment accepted by individual test centres.

Booking the test

To book the test you will need to contact a test centre during opening hours by telephone or in person. If you have a disability, the test centre can provide the test in a format to meet your particular needs. You should tell the centre about these needs when you book the test. You should also tell the centre about any medical condition in case it affects the amount of time needed for the test.

Taking the test

At the test centre you will be asked to confirm your identity by producing one of the following:

- * your passport or a Home Office travel document
- * a UK photocard driving licence (full or provisional)
- * an Immigration Status Document endorsed with a UK residence permit bearing a photo of the holder
- * a passport-sized photograph of yourself signed on the back by a professional person who knows you personally, such as a doctor, dentist, teacher or minister of religion.

You will also be asked for your postcode, so you should take a letter or other document containing it.

When you have taken the test, you will be told whether you have passed or failed. If you pass, the test supervisor will give you a letter confirming this. This letter must be included with your application for indefinite leave to remain. The test result will also be sent to the Border & Immigration Agency.

What if you fail the test?

If you fail the test, you can retake it any number of times. You will have to pay the current fee every time you take it. Since the questions are drawn randomly from a large number, they will be different every time you take the test.

English for Speakers of Other Languages (ESOL) courses with citizenship material

If your English is not good enough to take the Life in the UK test, you will need to do an ESOL course with citizenship materials for ESOL learners. For the purposes of the Immigration Rules, you will need to proceed by at least one level. ESOL courses are available at many further education, adult and community colleges across the UK.

If you do an ESOL course at a private language school, you need to check that it is an ESOL course with citizenship materials. You should also make sure that the college is approved through the English UK scheme by consulting their website at www.englishuk.com

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If you are already doing an ESOL course, you should make sure that it contains citizenship materials by asking the college for a letter confirming this.

Will you have to pay for ESOL courses?

ESOL courses provided at publicly funded further education colleges have been free for many people but this is inconsistent with other areas of further education. The Department for Education and Skills

(DfES) is proposing to make changes in 2007/08 which will require those attending the courses to meet at least part of the cost. Your nearest college will inform of the latest position on charges for the course.

How long will the ESOL course take?

This may vary according to the ability of the individual and the course concerned. For more precise information on this, you should ask the college at which you are planning to take the course.

What if you can't pass the Life in the UK test or gain an ESOL qualification before the end of your leave to enter or remain in the UK?

The fact that your ECAA leave may have expired before you pass the Life in the UK test or gain an ESOL qualification will not prevent you from making an application for indefinite leave to remain. Once you have achieved the required test pass or gained the ESOL qualification, you should submit your application for indefinite leave to remain.

What is the position of dependants?

If they are 18 - 64 and don't qualify to be exempted, they too have to pass the Life in the UK test or obtain an ESOL with citizenship course qualification. But they will only be granted indefinite leave to remain as your dependant(s) if your application is granted. If your application is granted but they are unable to provide the Life in the UK test or ESOL evidence, their application will be refused. Full details will be given in the letter sent out at the time.

Where can you get more information about these requirements?

In addition to the sources already mentioned, you can read the Questions and Answers pages about these requirements on our website at www.ind.homeoffice.gov.uk or telephone our Enquiry Bureau on 0870 606 7766.

OUR PUBLIC ENQUIRY OFFICES (PEOs) AND ENQUIRY BUREAU

CROYDON

Public Enquiry Office
Lunar House
40 Wellesley Road
Croydon CR9 2BY
Monday to Friday: 8.00 - 4.00
Tel: 0870 606 7766

GLASGOW

Public Enquiry Office
Festival Court
200 Brand Street,
Govan
Glasgow G51 1DH
Monday to Thursday: 8.30 - 4.30
Friday: 8.30 - 4.00
Tel: 0141 555 1258 (appointments)

BIRMINGHAM

Public Enquiry Office
Dominion Court
41 Station Road
Solihull
Birmingham B91 3RT
Monday to Friday: 9.00 to 4.00
Tel: 0121 704 5450 (appointments)

IMMIGRATION AND NATIONALITY ENQUIRY BUREAU

Tel: 0870 606 7766

For general information and appointments at Croydon Public Enquiry Office

Monday to Thursday: 9.00 - 4.45
Friday: 9.00 - 4.30

LIVERPOOL

Public Enquiry Office
Reliance House
20 Water Street
Liverpool L2 8XU
Monday to Friday: 8.30am to 4.00pm
Tel: 0151 237 0405
0151 237 0473 (appointments)