

**APPLICATION FOR AN  
EXTENSION OF STAY IN THE UK  
IN  
ONE OF THE STUDENT CATEGORIES  
LISTED IN THIS FORM**

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

Student

Student  
undertaking  
examination  
re-sits

Postgraduate  
student  
writing up  
a thesis

Student nurse

Prospective  
student

Sabbatical  
officer

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

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

# GUIDANCE ON COMPLETING PAYMENT DETAILS

## The fee

For applications made on this form, there is a fee of **£295** for applications made by post and **£500** 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 or civil partner and/or children under the age of 18 for no additional fee if they are applying as your dependants. But if they apply separately, they must pay the prescribed fee.

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\*, 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 opposite 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.

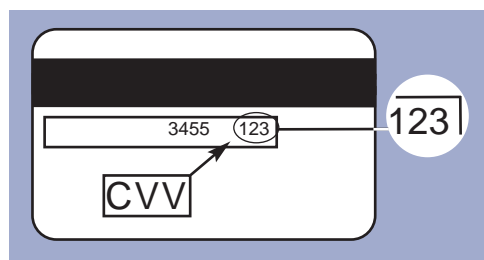
## Contact details for payment queries (6 to 7)

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 strip on the back of the card as shown below.



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





## SECTION 2 - DEPENDANTS INCLUDED IN YOUR APPLICATION

If you have a spouse or civil partner and/or any children under 18 living in the UK and they are applying for an extension of stay in the UK as your dependants, this is where you give their details. If more than 3 children are applying, please give their details, with photographs, on a copy of this page and enclose it with this form.

Attach two identical photographs of your partner here with a staple or paper clip

**Do not use glue or other sticky adhesive**

Your partner's full name


Nationality

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Date of birth      Gender -please tick      Relationship to you - please tick

Day	Month	Year	Male	Female	Spouse	Civil partner
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attach two identical photographs of your child here with a staple or paper clip

**Do not use glue or other sticky adhesive**

Child's full name


Nationality

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

Date of birth      Gender -please tick      Relationship to you - please tick

Day	Month	Year	Male	Female	Son	Daughter
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attach two identical photographs of your child here with a staple or paper clip

**Do not use glue or other sticky adhesive**

Child's full name


Nationality

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

Date of birth      Gender -please tick      Relationship to you - please tick

Day	Month	Year	Male	Female	Son	Daughter
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attach two identical photographs of your child here with a staple or paper clip

**Do not use glue or other sticky adhesive**

Child's full name


Nationality

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Date of birth      Gender -please tick      Relationship to you - please tick

Day	Month	Year	Male	Female	Son	Daughter
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## SECTION 3 - WHICH CATEGORY?

Please tick a box below to show us the category in which you are applying.

Student	<input type="checkbox"/>	Student undertaking examination re-sits	<input type="checkbox"/>	Postgraduate student writing up a thesis	<input type="checkbox"/>
Student nurse	<input type="checkbox"/>	Prospective student	<input type="checkbox"/>	Sabbatical officer	<input type="checkbox"/>

Complete all sections but not section 4 if your last period of stay in the UK was granted for a reason other than study.





## SECTION 5 - YOUR PROPOSED STUDIES (continued)

**5.10** If you are applying for an extension of stay as a prospective student, have you previously been granted leave to enter or remain in the UK as a prospective student? Yes  No

If so, when were you granted such leave?

**5.11** If you are applying for an extension of stay as a sabbatical officer, have you previously been granted leave to enter or remain in the UK as a sabbatical officer? Yes  No

If so, when were you granted such leave?

## SECTION 6 - YOUR ACCOMMODATION AND YOUR FINANCES

**6.1** Is your accommodation in the UK:

- |  |  |  |
|--|--|--|
| a) owned by you? <input type="checkbox"/>  | c) privately rented by you ? <input type="checkbox"/>                | e) provided by your place of study? <input type="checkbox"/> |
| b) rented from a local authority (ie city, town or borough council) by you? <input type="checkbox"/> | d) owned or rented by a relative or friend? <input type="checkbox"/> | f) other (please give details) <input type="checkbox"/>      |

**6.2** Do you or your partner pay any rent or mortgage for your accommodation? Yes  No  If so, how much do you pay each month? £

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

**6.4** Do your parents, other relatives or friends give you money, either regularly (for example, each month) or occasionally. If so, how much do you receive and how often? Please give details below, including the total amount you receive for the year? Yes  No

**6.5** Are you receiving, or have you received , sponsorship from your place of study, the British Government, any other government, or an international scholarship agency for your recent studies? Yes  No

**6.6** 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 6.6, 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 7 - 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.**

**7.1** 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 7.1 above please give details below for each criminal conviction and/or civil judgment, starting with the most recent one - but first see **Note 3** 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 3** 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

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

**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.**

**7.2** 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

**7.3** 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

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

**7.5** 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

**7.6** 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 7 - PERSONAL HISTORY(continued)

**7.7** 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 **7.2, 7.3, 7.4, 7.5, 7.6** or **7.7** 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 **7.3** to **7.7**, the following information provides guidance on actions which may constitute war crimes, crimes against humanity, genocide, or terrorist activities.

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

#### **War crimes**

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

#### **Crimes against humanity**

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

#### **Genocide**

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

#### **Terrorist activities**

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

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

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

## SECTION 8 - 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.

### 8 A All categories

- Two recent passport-size photographs of yourself** with your name written on the back of each photograph. Please see the separate guidance notes for information on what types of photograph are acceptable.
- Two recent passport-size photographs of each dependant** included in section 2 and applying for an extension of stay in the UK with you, with their name written on the back of the photographs.
- Your current passport, travel document or other document.** If you last entered the UK on a previous passport, travel document or other document, please also provide this document if you have it.
- The current passport(s), travel document(s) or other document(s)** of 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), travel document(s) or other 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)** for 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 enrolment.** Document(s) from your place of study confirming your enrolment on the course for which you are applying for an extension of stay. The confirmation of enrolment should include the name and level of the course, the start and finish dates, and whether the fees have been paid.
- Unconditional offer.** If you have answered yes to question 5.7, document(s) from the place of study confirming that you have received an unconditional offer of a place.
- Acceptance of unconditional offer.** Document(s) showing that you have accepted the unconditional offer made to you.
- Evidence of progress.** If you have to complete section 4, evidence that you have made satisfactory progress on your course(s), such as documents showing examination results or qualifications obtained (see 4.4).
- Evidence of attendance.** If you have to complete section 4 and your place of study has not completed question 4.5, a document from the place of study giving details of your attendance during your current or most recent course.
- Evidence of sponsorship.** If you have answered **yes** to question 6.5, a document confirming that you are still sponsored for the course of study and the period for which you are applying for an extension of stay, or that a former sponsoring authority consents to you continuing to study in the UK.
- Evidence of your finances.** Documents such as bank statements, building society savings book(s), pay slips or other formal documents as evidence of your ability to meet the costs of your course and to maintain and accommodate yourself and any dependants without taking employment or engaging in business, or having 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 4** below.

**Note 4: 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 cashpoint printouts or internet bank statements as evidence of finances.**

## SECTION 8 - DOCUMENTS AND PHOTOGRAPHS(continued)

### 8B Student undertaking examination re-sits

A document from the educational institution or independent fee paying school which you attend, or attended in the previous academic year, confirming that you are required to re-sit an examination.

### 8C Postgraduate student writing up a thesis

Document(s) showing that you are a postgraduate student enrolled at an educational institution as either a full-time, part-time or writing up student and that your application is supported by the educational institution.

### 8D Prospective student

A document showing that you intend to undertake a course of study within 6 months of your entry to the UK. This evidence may, for example, take the form of a conditional offer of a place on a course of study or a letter inviting you to attend for interview for a place on a proposed course of study.

Evidence that you have the finances without working or recourse to public funds to meet the costs of your intended course and to maintain and accommodate yourself and any dependants while making arrangements to study and during the course of your studies. See **Note 4** and the related item on page 11.

### 8E Sabbatical officer

A document showing that you have been elected to a full-time salaried post as a sabbatical officer at the place of study at which you are registered as a student.

A letter from you confirming that, at the end of your sabbatical post, you intend to complete the course of study you have already begun or you intend to take up a further course of study which has been deferred to enable you to take up the sabbatical post or you intend to leave the UK.

## SECTION 9 - 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 understand that the Home Office may make enquiries of the institution(s) named in sections 4.2 and/or 5.2 of this form in order to establish whether I meet the requirements of the Immigration Rules with regard to satisfactory attendance and progress. I consent to the institution(s) named in those sections disclosing details of my attendance and progress to the Home Office in response to any such enquiries. I also consent to their informing the Home Office on their own initiative if I cease to attend any course of study with them for which I have been granted leave to enter or remain in the UK.

**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 for 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(S) the right form for you and is it valid for use? See date on front page.  Have you completed the Payment Details page and made the correct payment?  Have you ticked a box in section 3 to show the category in which you are applying?  Have you completed the rest of the form as specified?

Have you sent the photographs and documents specified in section 8 as listed below?

Current passport(s) or travel document(s)  Photographs  Police registration certificate(s)  All other relevant documents specified in section 8

Have you, or a parent or guardian if you are under 18, signed and dated the declaration in section 9?  If you are unable to send us any of the documents specified in section 8 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(S)  
PO Box 495  
Durham  
DH99 1WR**