

form  
**FLR(S)**  
Version 11/2002



Home Office  
Immigration and Nationality  
Directorate

form  
**FLR(S)**  
Version 11/2002

This form is provided free of charge by IND

## Application for an extension of stay in the United Kingdom as a student or student nurse

**This form is valid only for applications made on or before 14 November 2002**

### For which types of application must you use this form?

Only to apply for an extension of stay as a student or student nurse, including examination re-sits or writing up a thesis as a postgraduate student. Please note that form FLR(O) **and not this form** must be used if you wish to apply for an extension for the following purposes

- to train as a postgraduate doctor or dentist
- to enrol for further studies in the immediate future (prospective student)
- to attend your graduation ceremony after completing your studies

### What you must do for your application to be valid

- Complete this form, if it is appropriate for your application, answering all the questions, providing all the information and completing, or ticking where appropriate, all the boxes that apply to you. If you are completing the form by hand it would be helpful if you could write in BLOCK letters and in black ink.
- Provide all the documents and photographs specified in Section 7 of this form. **All documents must be originals or photocopies certified as true copies by the issuing authority** (such as a photocopy of a building society passbook certified by a branch of the building society).
- Give a satisfactory explanation if you are unable at present to provide any of the documents or photographs with this form, and a reasonable timescale for their submission.
- Sign and date Section 8 as specified.

An invalid application will be returned to you or your representative, reducing the time available to make a valid application before your current leave to enter or remain runs out. To help avoid this, use the checklist on page 10.

### Posting your application

Post the completed form to:

**Initial Consideration Unit – FLR(S)  
Immigration and Nationality Directorate  
Lunar House, 40 Wellesley Road,  
Croydon, CR9 2BY**

It is in your interests to apply **4-5 weeks** before the last day of your leave to be in the UK. If you apply earlier than that, please note that your application may be delayed or refused if you are applying in a category that requires a specified period of time to be completed in order to qualify for further leave to remain. **Recorded Delivery** post helps us to record the receipt of your application; we recommend that you use it.

### How to obtain another form

By telephoning the Application Forms Unit on **0870 241 0645**. **This number is for application form requests only.** For any other enquiries or assistance, the telephone number is **0870 606 7766**. You can also download application forms from the following Home Office website:

<http://www.ind.homeoffice.gov.uk>

## How long will it take to process your application?

In the first 3 months of 2002, the initial consideration of new applications took 6 weeks on average. We are working hard to reduce this to 3 weeks or less. **For current processing times, please see the information sheet enclosed with this form if you received it from the Application Forms Unit; or the "making an application" page on the Home Office website if you have access to the internet (see address on the front page).** We aim to decide most cases (at least 65%) on initial consideration. But if your case needs further consideration or enquiries, we will send you a letter informing you of this and telling you how long it may take. Any further enquiries needed could include visits by the Immigration Service.

## How will your passport (s) and other documents be returned?

By Recorded Delivery (RD) in all cases, so there is no need to enclose your own postage.

## Croydon and regional Public Enquiry Offices

If your application is urgent you may take it to the **Public Enquiry Office (PEO), Lunar House, 40 Wellesley Road, Croydon** (opening hours 9.00 to 4.00 Monday to Friday, excluding public holidays). If possible, PEO will complete a straightforward application with all necessary supporting documents/evidence on the day of your visit. If not, the application may be taken in for completion by post. **Please note that PEO will not deal with your application if it is made more than 4 weeks before the last day of your leave to enter or remain.** PEO accommodation is limited, so only applicants and any family members included in the application will be allowed into the building. Interpreters are available. **PEO deals only with personal callers.** It does not deal with third parties (eg advisers or representatives).

There are also 3 regional Public Enquiry Offices for personal callers only. Details are given below. The telephone numbers usually give only general information in a recorded message; they will not normally be able to advise you on whether your particular application can be dealt with by the PEO concerned.

<b>Glasgow</b>	<b>Liverpool</b>	<b>Birmingham</b>
Immigration Office Festival Court 200 Brand Street Govan Glasgow G51 1AR	Immigration Office Reliance House 20 Water Street Liverpool L2 8XU	Immigration Office Dominion Court 41 Station Road Solihull Birmingham B91 3RT
Monday to Friday 9.30am to 12.30pm 2pm to 4pm	Monday to Friday 9.00am to 4.00pm	Monday to Friday 9am to 3pm
Tel: 0141 419 1256	Tel: 0151 237 0473	Tel: 0121 606 7345

## Immigration advisers

This form is designed to enable you to make your own application. If you consider it necessary to seek advice in completing it or in dealing with any other aspect of your application, you should take care when choosing an adviser. The Office of the Immigration Services Commissioner (OISC) regulates immigration advisers. Generally, only solicitors, barristers and legal executives who hold a practising certificate do not need OISC authorisation. Anyone else could be committing a criminal offence if they act on your behalf without being OISC authorised or otherwise exempted. If your adviser is not a solicitor, barrister or legal executive you should ask if they are OISC authorised. A list of OISC authorised advisers is on their website at [www.oisc.gov.uk](http://www.oisc.gov.uk) which has links to websites for solicitors, barristers and legal executives. To complain about an immigration adviser, call the OISC (tel 0845 000 0046 - calls charged at local rate) or write to OISC, 6<sup>th</sup> Floor, Fleetbank House, 2-6 Salisbury Square, London EC4Y 8JX.

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Immigration and Nationality  
Directorate

It would be helpful if  
you could staple  
photographs here.

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## Application for an extension of stay in the United Kingdom as a student or student nurse

### ➤ Section 1 ~ About the Applicant

• Tell us your:

1.1 Full name	1.2 Family name
1.3 Nationality	1.4 Date of birth (e.g. 01/Jan/1999)
1.5 Name at birth if different, and any other names by which you have been known	
1.6 Full address where you live in the UK (Please let us know if this changes)	
Postcode: <input type="text"/>	

- You do not have to provide the information requested in questions 1.7 to 1.10. But if you do, it will help us to process your application.

1.7 Your title Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other: _____	1.8 Your daytime telephone number (if you have one but <b>not</b> mobile numbers)
1.9 Your Home Office reference number if you have one (normally a letter followed by several numbers e.g. A999999)	
1.10 The address to which you would like us to return your passport(s)/documents and send any correspondence about your application if different from that in 1.6 (Please let us know of any change of address or representative)	
Postcode: <input type="text"/>	



3.2 What course have you been studying?

3.3 Is it a degree course?

Yes  No

3.4 If so, is it full time?

Yes  No

3.5 State the progress you have made in your course of study including details of any relevant examinations you have taken and any qualifications you have acquired since you were last given leave to enter or remain as a student. Continue on a separate sheet if necessary.

3.6 You must provide evidence of your attendance during this course. Your place of study must either provide the information below or a separate document confirming your attendance.

a) (i) Possible number of attendances since student was last given permission to stay in the UK to study.

(ii) Actual number of attendances.

b) Give any other relevant information (such as reasons for absences if applicable).

Administrator's name

College Stamp:

Administrator's signature

## ➤ Section 4 ~ Your Proposed Studies

4.1 Tick one of the following boxes to show what sort of course you intend studying as the basis of this application (*this may be a continuation of your studies set out in Section 3*):

- A full-time degree course
- A weekday daytime course at a single institution involving a minimum of 15 hours organised study per week
- A full-time course of study at an independent fee paying school
- A nursing training course at a recognised nursing educational establishment
- To re-sit an examination
- To write up a thesis
- Other (please give details) \_\_\_\_\_

4.2 State the full name and address of the place where you will study if your application is granted (if different to that given in answer to question 3.1).

Postcode:

4.3 State the course on which you are enrolled and, where relevant, the level of the course.

4.4 If you are applying for an extension of stay to re-sit an examination, have you previously been granted leave to enter or remain in the UK to re-sit the same examination?

Yes  No

*If you have answered yes to question 4.4, state when you were given such leave*

4.5 If you are applying for an extension of stay to write up a thesis, have you previously been granted leave to enter or remain in the UK to write up the same thesis?

Yes  No

*If you have answered yes to question 4.5, state when you were given such leave*

## ➤ Section 5 ~ Your Home and Your Finances

5.1 Is your home in the UK:

- a) Owned by you?
- b) Rented from a local authority by you?
- c) Privately rented by you?
- d) Owned or rented by a relative or friend?
- e) Accommodation provided by your place of study?
- f) Other (please give details)

\_\_\_\_\_

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

Yes  No

*If you have answered yes to question 5.2, how much do you pay each month?*

£

5.3 Are you receiving, or have you received for your recent studies, sponsorship from your place of study, the British Government, any other government, or an international scholarship agency?

Yes  No

5.4 Does a relative or friend regularly give you money?

Yes  No

If you have answered **yes** to question 5.4, how much money do you receive each month?

£

5.5 Are you receiving any public funds? (see **Note 2**)

Yes  No

**Note 2: Under the Immigration Rules, “public funds” includes the following:**

**Housing and homelessness assistance, 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, council tax benefit, child benefit, income-based job seekers allowance and housing benefit.**

A British Citizen or a person settled in the United Kingdom is entitled to claim benefits in their own right. If your sponsor is claiming benefits that he or she is entitled to, your application will not be affected **unless** your sponsor claims additional benefits as a result of your arrival in the UK.

Although child benefit is included in the list of public funds, if your claim to child benefit began before 7<sup>th</sup> October 1996 we will not consider that you have had recourse to public funds, if this is the only benefit that you are receiving.

If you have answered **yes** to question 5.5, which of these are you receiving?

5.6 Are you working in the UK?

Yes  No

If you have answered **yes** to question 5.6, what is your net pay each month?

£

➤ **Section 6 ~ Additional Question(s)**

6.1 Have you received a prison sentence in the UK or elsewhere?

Yes  No

If you have answered **yes** to question 6.1, give details as required below for each prison sentence if more than one.

	First Sentence	Second Sentence	Third Sentence
Nature of offence			
Date sentenced			
Length of sentence			
Country where sentenced			

## ➤ Section 7 ~ Documentary Evidence

- You must provide all the documents and photographs listed below. It would be helpful if all photographs could be stapled to page 3 of the form in the space provided. If you are unable to provide any of the documents with this form you must give a satisfactory explanation and a reasonable timescale for their submission.
- **All documents must be originals or certified photocopies. Certified photocopies of documents must be certified as true copies by the issuing authority (such as a photocopy of a building society passbook that has been certified by a branch of the building society).**
- It would be helpful if you could place a tick next to the relevant items to show which documents you are sending.

- ▶ A recent passport sized photograph of yourself if you are aged 16 or over, with your name written on the back of the photograph.
- ▶ A recent passport sized photograph of each dependant aged 16 or over who is applying for an extension of stay in the UK with you (*see question 2.1*), with each dependant's name written on the back of the photograph.
- ▶ Your unexpired passport or travel document.
- ▶ Unexpired passport(s) or travel document(s) for each dependant who is applying for an extension of stay in the UK with you (*see question 2.1*).
- ▶ Your police registration certificate (if you are required to register with the police).
- ▶ The police registration certificate(s) for each dependant who is applying for an extension of stay in the UK with you (if they are required to register with the police).
- ▶ If you are required to complete Section 3, documentary evidence showing that you have made satisfactory progress on your course such as documents showing examination results or qualifications obtained (*see question 3.5*).
- ▶ If you are required to complete Section 3, and your place of study has not completed question 3.6, a document (or documents) showing your attendance during your current or recent course.
- ▶ A document (or documents) showing your enrolment on the course for which you are seeking an extension of stay (*see question 4.3*).
- ▶ A document (or documents) showing that you have the financial resources to maintain and accommodate yourself and any dependants without recourse to public funds. The document(s) must be formal documents such as bank statements, a building society passbook, or wage slips. **Please do not send us cheques, travellers cheques or credit cards.** If a relative or friend is supporting you, then you may provide a letter from him/her confirming this together with formal documents showing his/her financial resources (see **Note 3**).

**Note 3: We are unlikely to grant your application unless the documents establishing the financial resources available to you cover the last three months.**

- ▶ If you have guaranteed part-time work at a publicly funded institution of further or higher education in the United Kingdom at which you are studying, you should provide an original letter from the college confirming this and giving details of hours and pay.
- ▶ If you have answered **yes** to question 5.3, 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.

▶ **If you are applying for an extension of stay to re-sit an examination:**

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

▶ **If you are applying for an extension of stay to write up a thesis:**

- (a) A document showing that you are a postgraduate student enrolled at an education institution as either a full-time, part-time or writing up student; and
- (b) A document demonstrating that your application is supported by the education institution.

## **You must now complete Section 8**

➤ **Section 8 ~ What To Do Now**

- **You must now read the declaration below and sign it. This must be signed by the applicant personally and not by a representative or other person acting on his/her behalf. An application for a person under the age of 18 may be completed by the parent or legal guardian.**

I hereby apply for leave to remain in the UK for myself, and any dependants listed in this form, as a student/student nurse. The information I have given is complete and is true to the best of my knowledge. I also declare that the photograph(s) submitted with this form is/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 but may be disclosed to other government departments, agencies, local authorities and other bodies to enable them to carry out their functions.

I understand that the Home Office may make enquiries of the institution(s) named in sections 3.1 and/or 4.2 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 given leave to enter or remain in the United Kingdom.

**I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999, to make to a person acting in execution of the Act a statement or representation which the maker knows to be false or does 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:** \_\_\_\_\_

## **Checklist for application form FLR(S)**

Please make the following checks before sending off your application. They should help to ensure that your application is valid.

- Are you sure that form FLR(S) is the right form for your application? See front page.
- Is the form still valid? See the date on the front page.
- Have you completed all applicable sections of the form correctly as specified?
- Have you provided the following documents specified in Section 7 (pages 8 - 9)?
  - unexpired passport(s) or travel document(s) and photograph(s)
  - police registration certificate(s) (if applicable)
  - evidence of satisfactory progress (if applicable)
  - evidence of attendance (if applicable)
  - enrolment document
  - evidence of financial resources
  - and any other documentary evidence specified in Section 7 which is required for your particular application
- If you are unable at present to provide any of the documents or photographs specified in Section 7, have you given an explanation and said when you will be able to provide them?
- Have you signed and dated the declaration in Section 8 of the form (page 9)?

Now make sure that you send the application to the correct address:

Initial Consideration Unit - FLR(S)  
Immigration and Nationality Directorate  
Lunar House  
40 Wellesley Road  
Croydon CR9 2BY