

# Form FLR(HSM)

Version 08/2003



Immigration and Nationality Directorate

Please staple  
photographs here.

**Application for an extension of stay (limited leave to remain) in the United Kingdom as a Highly Skilled Migrant**

**This form is valid only for applications made on or after 1 August 2003**

Please read the Guidance Notes at the end of this form before completing it.

## ➤ Section 1 ~ Applicant's Personal Details

<b>1.1 Title</b> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other: _____		
<b>1.2 Full name</b>		<b>1.3 Family name</b>
<b>1.4 Nationality</b>	<b>1.5 Date of birth (e.g. 01/Jan/1999)</b>	<b>1.6 Passport Number</b>
<b>1.7 Name at birth if different, and any other names by which you have been known</b>		
<b>1.8 Full address where you live in the UK (Please let us know if this changes)</b>          Postcode: <input type="text"/>		
<b>1.9 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 1.8 (Please let us know of any change of address or representative)</b>          Postcode: <input type="text"/>		
<b>1.10 Your daytime telephone number (if you have one)</b>		<b>1.11 Your Home Office reference number if you have one (normally a letter followed by several numbers e.g. A999999)</b>

➤ **Section 2 ~ Details Of 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 for an extension of stay as your dependants, please give their details below. Continue on another sheet and provide it with your application if you need more space.*

Name	Date of Birth	Relationship to you	Nationality

➤ **Section 3 ~ Your Home And Your Finances**

3.1 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) Other (please give details)

3.2 Do you or your spouse or both pay any mortgage or rent for your home? Yes  No

*If you have answered **yes** to question 3.2, how much do you or your spouse or both pay each month?*

£

3.3 Are you receiving any public funds? See Part 4 of the **Guidance Notes** for the definition of public funds under the Immigration Rules. Yes  No

*If you have answered **yes** to question 3.3, which of these are you receiving?*

3.4 Are you working in the UK? Yes  No

*If you have answered **yes** to question 3.4, what is your net pay each month?*

£

3.5 Does a relative or friend regularly give you money? Yes  No

*If you have answered **yes** to question 3.5, how much money do you receive each month?*

£

## ➤ Section 4 ~ Additional Question(s)

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

Yes  No

*If you have answered **yes** to question 4.1, give details as required below for each prison sentence, starting with the most recent one. If you have received more than three prison sentences you should continue on another sheet and provide it with your application.*

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

## ➤ Section 5 ~ Documentary Evidence

- The documents and photographs needed in support of your application, as well as those of any dependants included in the application, are listed below.
- Tick the boxes next to the relevant items to show the documents and photographs you are sending. You must send us all the relevant items
- You should staple all photographs to page 1 of the form in the space provided.


*Please see Part 4 of the **Guidance Notes** for advice on what to do if you can't provide any of the required documents.*

- Two recent passport sized photographs of yourself with your name written on the back of each photograph.
- Two recent passport sized photographs of each dependant applying for an extension of stay in the UK with you with each dependant's name written on the back of the 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 applying for an extension of stay in the UK with you – if they last entered the UK on a 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) for each dependant applying for an extension of stay in the UK with you (if they have been asked to register with the police).
- Evidence that you have the funds to maintain and accommodate yourself and any dependants without recourse to public funds. The evidence must be formal documents such as bank statements, a building society passbook, or wage slips (but do not send us cheques, travellers cheques or credit cards). If a relative or friend is supporting you, the evidence should be a letter from him/her confirming this together with formal documents showing their financial situation.

**If you are applying for the first time under the Highly Skilled Migrant Programme (HSMP)** you must also complete a separate HSMP form as well as this form. The HSMP form and information about the programme can be obtained from the following Home Office website:



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

The HSMP form can also be obtained by telephoning **08705 210 224**. If you have a hearing impediment, we have a freephone textphone service on  **0800 38 98 28 9**.

**If you have previously been given permission to stay in the UK under the Highly Skilled Migrant Programme (HSMP) and you are applying to extend your stay in this category** you do not have to complete the separate HSMP form. You must send us document(s)



showing your economic activity and your personal earnings during your stay to date under the Programme, if you are employed; or evidence of the business you have established, if you are self-employed. Details of all information to send with your extension application can be obtained from the Home Office website:

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

## ➤ Section 6 ~ 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 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 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 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 seek to obtain leave to remain in the United Kingdom by means which include deception.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## YOUR PERSONAL CHECKLIST FOR FORM FLR(HSM)

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

- Are you sure that form FLR(HSM) is the right form for your application?
- Is the form valid for use? See the date on the front page.
- Have you completed all sections of the form correctly as specified? Please see Part 4 of the Guidance Notes.
- Have you sent us the following documents specified in Section 5?
  - ◆ current passport(s) or travel document(s) and photographs, including those of any dependants included in the application
  - ◆ police registration certificate(s) (if applicable)
  - ◆ evidence of funds and any other document(s) specified in Section 7 which are relevant to your application and those of any dependants
  - ◆ a completed separate HSMP form if applying for the first time
  - ◆ evidence of economic activity and personal earnings if previously given permission to stay under the HSMP.
- If you are unable at present to send us any of the documents or photographs specified in Section 5, have you given an explanation and said when you will be able to send them?
- Have you signed and dated the declaration in Section 6 of the form?

Finally, please make sure that the application is addressed exactly as in Part 5 of the Guidance Notes, ie

**Highly Skilled Migrant Programme (HSMP)  
Work Permits (UK)  
Immigration and Nationality Directorate  
Home Office  
Level Five, Moorfoot  
Sheffield S1 4PQ**



Home Office

Immigration and Nationality Directorate

## FORM FLR(HSM) GUIDANCE NOTES

These notes are intended to help you make an application on form HSMP.

### 1. For which applications must you use form FLR(HSM)?

This form should only be used to apply for an extension of stay as a Highly Skilled Migrant. You have to be in the UK to make such an application. You can use this form to make both your own application and an application on behalf of any dependants, i.e. a spouse or dependent children under the age of 18, or an unmarried partner.

If you have completed 4 years in the UK as a Highly Skilled Migrant and want to apply for indefinite leave to remain in this category, you must use form SET(O).

### 2. Payment of the fee

There is, at present, no charge for applications for limited leave to remain (extension of stay) as a Highly Skilled Migrant.

### 3. Making sure that your application is complete

This is very important. Completion of your application is likely to be delayed if you don't provide all the necessary information and documents. To make sure that your application is complete, you need to do the following:

- Complete the relevant sections of the form by answering all the questions and completing or ticking any boxes that apply to you personally, as well as to any dependants included in the application.
- Provide the documents and photographs needed in support of your application and those of any dependants included in the form.
- Explain the reason(s) if you can't provide a document or photograph at present, and tell us when you will be able to let us have the missing item.
- Sign and date the declaration in Section 6.

### 4. Completing form FLR(HSM)

Please write in English in BLOCK letters and in black ink when completing the form. The notes below are designed to help you in doing this.

**Section 1** must be completed in full in all cases. Where there is more than one applicant, the personal details needing to be entered in 1.1 to 1.8 are those of the main applicant. If an immigration adviser is making your application, the adviser's address should be given at 1.9.

**Section 2** must be completed as indicated in all cases. This is where you give details of any dependants included in the application.

**Sections 3 and 4** must be completed as indicated in all cases. To help you answer the question at 3.3, please note that under the Immigration Rules, public funds include 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 seeker's allowance and housing credit.

**Section 5** must be completed as indicated in all cases in accordance with the instructions at the start of the section. If any dependants are included in the application, please make sure that you provide the relevant documents and photographs, and tick the relevant boxes. Please also make sure that you

obtain and complete the separate HSMP form if you are applying for the first time under the Highly Skilled Migrant Programme

- If you can't provide any of the photographs or documents listed in Section 5 which are relevant to your own or a dependant's application, you must explain why and say when you will provide them. If you don't do so, we reserve the right to decide your application on the documents provided. This could result in your application being refused.
- All documents must be originals. If you can't provide an original document at the time of application you should provide a certified photocopy - that is, a photocopy certified either by the issuing authority (such as a photocopy of a building society passbook certified by the building society), or by a notary. But it is unlikely that we will be able to grant your application without seeing the original document.

**Section 6** must be completed in all cases. Where more than one applicant is included in the form, the signature must be that of the main applicant.

**Personal Checklist.** This is a final reminder to help you make sure that you have done everything correctly, including the address.

After completing the form, you should keep the Guidance Notes but please make sure that you submit all pages up to and including Section 6.

## 5. Applying by post

If applying by post, you should post your application before the end of your authorised stay in the UK. The address to which you must post an application on form FLR(HSM) is:

**Highly Skilled Migrant Programme (HSMP)  
Work Permits (UK)  
Immigration and Nationality Directorate  
Home Office  
Level Five, Moorfoot  
Sheffield S1 4PQ**

It's very important that you address the envelope exactly as above. We recommend that you use Recorded or Special Delivery, as this helps us to record the receipt of your application. Please make sure that you keep a record of the Recorded or Special Delivery number.

## 6. Applying in person

All applications under the Highly Skilled Migrant Programme should be submitted by post. **Please note that applications made on form FLR(HSM) can't be dealt with at any of the Immigration and Nationality Directorate's Public Enquiry Offices (PEOs).**

Information about the PEOs and the services offered by them is given in the Guidance Notes of application forms for categories which can be dealt with in the PEOs. You can also find information about them by referring to the PEO pages on the Home Office website at [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk) if you have access to the Internet.

## 7. Obtaining another form

You can obtain another form by telephoning the Application Forms Unit on **0870 241 0645**. For any other enquiries the telephone number is **0870 606 7766**. If you have a hearing impediment, we have a freephone textphone service on  **0800 38 98 28 9**. You can also download application forms from the Home Office website: [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk)

## 8. Choosing an immigration adviser

This form is designed to let you make your own application. If you need help in completing it or in dealing with any other aspect of your application, you may wish to engage an immigration adviser. However, you should take care when choosing one. The Office of the Immigration Services Commissioner (OISC) regulates immigration advisers. Generally, apart from solicitors, barristers and legal executives who hold a practising certificate, anyone who offers services as an immigration adviser must be authorised to do

so by the OISC. Anyone else could be committing a criminal offence if they act on your behalf without being OISC authorised or exempted. If your adviser isn't a solicitor, barrister or legal executive you should ask if they are OISC authorised. A list of OISC authorised advisers is on their website [www.oisc.gov.uk](http://www.oisc.gov.uk) which also has links to websites for solicitors, barristers and legal executives. To complain about any immigration adviser, call the OISC (tel. **0845 000 0046** – calls charged at local rate) or write to OISC, 6th Floor, Fleetbank House, 2-6 Salisbury Square, London EC4Y 8JX.

**9. How long will it take to process your application?**

We aim to complete 90% of fully completed Highly Skilled Migrant applications within one week of receiving them, although this may take longer if further enquires need to be made. We would advise you not to make any non-urgent travel plans until we have returned your own and any dependants' passports or travel documents.

**10. How will your passport(s) and other documents be returned?**

By Recorded Delivery (RD) in all cases.

**11. Contacting us after you have applied**

If you have to send us a document which you can't provide when making your application, or if you need to tell us anything else, including a change of address or circumstances, before you hear from us, please use the following address:

**Highly Skilled Migrant Programme (HSMP)  
Work Permits (UK)  
Immigration and Nationality Directorate  
Home Office  
Level Five, Moorfoot  
Sheffield S1 4PQ**

Please make sure that you give the following details in your letter: the applicant's full name, date of birth, nationality, the Recorded or Special Delivery number (if you used such postage), the date on which the application was made, and your Home Office reference if you have one.

If you need to recover your passport or any other document urgently for unforeseen reasons, please telephone **0114 259 1113** in the first instance.

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