



ISLE OF MAN IMMIGRATION OFFICE

Tier 1 (General)

Application for an Initial Grant of Leave (Switching) Or an extension of leave under Tier 1 (General) Main Applicant

Section 1 Fee Payment

A. Payment Details

For applications on this form there is a fee of: **£840** (*See notes overleaf*)

Nationals of countries that have ratified the 1961 Council of Europe Social Charter (CESC) pay a reduced fee of **£767**. This reduction is currently applicable to main applicant nationals of Croatia, the Former Yugoslav Republic of Macedonia and Turkey only.

Dependants

Each dependant must complete a separate PBS Tier 1 (Dependant) form. Any dependant applications that are submitted at the same time as the main applicant's form will incur a fee of **£129** per dependant (or **£121** for dependants of CESC nationals as above) unless it is for a child aged 18 years or over.

Dependants' applications that are submitted at a later date and/or applications for dependent children who are aged 18 years or over will incur a charge and will not be considered without payment of the specified fee, currently **£475**

See overleaf for payment methods:

FOR OFFICIAL USE ONLY

FEE: £

Cash

Cheque/PO/Bank Draft

Debit Card

Fees Notes.

Payment Methods:

Cheque – made payable to 'Isle of Man Government'
Postal Order – made payable to 'Isle of Man Government'
Banker's Draft
Debit Card
Cash (only 'in person' applications at the Immigration Office)

Consideration process.

If the payment submitted does not cover the full cost of your application, it will be an invalid application and the form, together with any documentation submitted, will be returned to you.

The fee charged is for the processing and consideration of the application. This fee will be payable once the application is received by the Isle of Man Immigration Office, regardless of the outcome of the application.

We cannot begin the consideration process until the payment has cleared. We allow 5 working days for payments made by cheque to clear, debit cards and postal orders will clear immediately.

Should the application be withdrawn at any time during the consideration process the fee will not be refunded, other than under circumstances set out on the website of the UK Border Agency (www.ukba.homeoffice.gov.uk) which guidelines will be followed by the Isle of Man Immigration Office.

This form should be completed **fully** and returned, together with the relevant documentation* to:

The Immigration Office
Government Office
Bucks Road
Douglas
Isle of Man
IM1 3PU

*Please read the form carefully. You must supply original documentation where possible. Submission of documents that are fraudulent or not genuine or do not properly relate to you will lead to refusal of the application.

Section 2 – Applicant’s Details

B. Personal Details

Photographs

You must provide two identical photographs of yourself, and any dependants included in section F, with your/their full name on the back of each one. Please place the photographs in a small sealed envelope and attach it to this page with a staple or paper clip.

Applicant’s Title (Mr, Mrs, Ms, Miss, Other (Please Specify)): _____

Applicant’s first name(s) (as shown in passport):

Applicant’s last or family name(s) (as shown in passport)

If the applicant is known or has been known by any other name to those given above please give details below and provide evidence showing the name change.

Name known by:	Dates from/to	Evidence provided
_____	____/____	_____
_____	____/____	_____

Please use another sheet of paper if more space is needed

Date of Birth: __/__/_____

Gender: Male__ /Female__

Place of Birth:

City/Town/Province/State

Country

Address in Isle of Man: _____

_____ Post Code _____

Telephone Number (Home) _____ (Mobile) _____

E-mail Address _____

Date applicant started living at this address: ____/____/____

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If the applicant has lived at the address above for less than two years please provide previous address details and the dates the applicant lived there:

Previous Address 1: _____

_____ Post Code _____

From: __/__/____

To: __/__/____

Previous Address 2: _____

_____ Post Code _____

From: __/__/____

To: __/__/____

If the applicant has lived at more than two addresses in the last two years, please use another sheet of paper.

C. Passport or Travel document.

For the application to be valid and complete the applicant must provide his/her original current passport or travel document. The applicant should also provide all previous passports and/or travel documents that he/she has used to travel to, and remain in, the Isle of Man (or United Kingdom). If the applicant has a current grant of leave on an identity card he/she must also provide their Identity Card for Foreign Nationals (ICFN) for the application to be complete.

C1: Current Passport/Travel Document:

Number: _____ Nationality: _____ Enclosed: _____
Yes/No

If not enclosed please state reason why:

Lost: Go to C2 Stolen: Go to C3 Expired and retained by
national authorities: Other: Please give details: _____

Previous Passport/Travel Document 1:

Number: _____ Nationality: _____ Enclosed: _____
Yes/No

If not enclosed please state reason why:

Lost: Go to C2 Stolen: Go to C3 Expired and retained by
national authorities: Other: Please give details: _____

If further space is required, please photocopy this page.

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C2 If any of the required passports are not enclosed then please give details why the applicant is unable to provide them

C3 If any of the required passports were stolen anywhere in the world please give the police report no., the police station and the date reported to the police.

Police report no. Police Station Date reported

Police report no.	Police Station	Date reported

C4: Please give details of the applicant's Identity Card for Foreign Nationals (where applicable). Please note that the application will not be valid and complete where an ICFN issued to the applicant is not provided unless it is not available for one of the reasons specified.

Current Identity Card for Foreign Nationals:

Number: _____ Nationality: _____ Enclosed: Yes/No

If not enclosed please state reason why:

Lost: Go to C5 Stolen: Go to C6 Expired and retained by national authorities: Other: Please give details: _____

C5 If the required ICFN is not enclosed then please give details why the applicant is unable to provide it

C6 If the ICFN was stolen please give the police report no., the police station and the date reported to the police.

Police report no. Police Station Date reported

Police report no.	Police Station	Date reported

D. Immigration History

It is mandatory to complete section D. If it is not complete the application will be invalid and will be returned to the applicant.

D1. What is the applicant's current immigration status in the Isle of Man?

D2. Is the applicant's current immigration status any of the following categories: student, student nurse, student re-sitting an examination, student writing up a thesis, post-graduate doctor, post-graduate dentist?

Yes Go to D3

No Go to D5

D3. Is the applicant getting sponsorship, or has he/she got sponsorship, that has ended within the last 12 months for his/her studies in the United Kingdom, from the British Government, any other government, or an international scholarship agency?

Yes Go to D4

No Go to D5

D4. Please tick to confirm the following evidence has been supplied:

Original written confirmation from the applicant's sponsor giving consent to this application.

D5. When does the applicant's current leave expire? Date: __/__/__

D6. Has the applicant ever stayed in the Isle of Man (or United Kingdom or Channel Islands) beyond the end of his/her period of leave?

Yes Go to D7

No Go to D8

D7. Give the reason(s) why the applicant has stayed beyond the end of his/her period of leave and the dates of the overstay.

D8. Has the applicant ever worked in the Isle of Man (or United Kingdom or Channel Islands) without immigration permission to do so (that is, contrary to his/her conditions of stay)?

Yes Go to D9

No Go to D10

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D9. Give the reason(s) why the applicant worked in the Isle of Man (United Kingdom or Channel Islands) without immigration permission to do so and the dates this work was undertaken.

D10. Has the applicant ever illegally entered the Isle of Man (or United Kingdom or Channel Islands)?

Yes Go to D11

No Go to D12

D11. Give the details and dates when this happened.

D12. Has the applicant ever used deception when seeking leave to enter or leave to remain?

Yes Go to D13

No Go to D14

D13. Give the details and dates when this happened.

D14. Has the applicant ever been removed or deported from the Isle of Man (or United Kingdom or Channel Islands)?

Yes Go to D15

No Go to D16

D15. Give the details and dates when this happened.

E. Personal History

This section must be completed by all applicants. Information given may be checked with other agencies.

E1.

Has the applicant had any Criminal Convictions in the Isle of Man, UK or other country (including traffic offences) or any civil judgements made against them?

YES NO

If you have answered YES to **E1** you must give details below. Continue on another sheet if necessary. (See note below)

A conviction which is treated as "spent" under the provision of the Island's Rehabilitation of Offenders Act 2001, need not be disclosed in answer to this question. If in doubt refer to section E2

First sentence

Nature of offence _____

Date Sentenced _____

Sentence given _____

Country where sentenced _____

Second sentence

Nature of offence _____

Date sentenced _____

Sentence given _____

Country where sentenced _____

Third sentence

Nature of offence _____

Date sentenced _____

Sentence given _____

Country where sentenced _____

E2. Rehabilitation of Offenders

Have you read, and understood the information below on the Rehabilitation of Offenders Act 2001?

(You must answer Yes or No)

Yes No

The Rehabilitation of Offenders Act 2001 came into force on the 21st June 2001 and allows certain convicted persons who have not been reconvicted after certain lengths of time, to consider their convictions "spent". The following paragraphs briefly summarise this legislation.

The Act enables individuals (except those who are exempt by virtue of the Rehabilitation of Offenders Act 2001 (exceptions) Order 2001), to refrain from disclosing details of convictions **UNLESS**,

- **It involved a custodial sentence for a term exceeding 30 months or for 'Life', or**
- **It was a sentence of detention during Her Majesty's Pleasure, in relation to young offenders.**

Otherwise, those convicted at the age of 17 years or over may consider as spent the following convictions after the following periods of time: -

(For those convicted under the age of 17 years, half the time of the rehabilitation)

Sentence Rehabilitation Period

A sentence of custody for a term not exceeding six months	7 Years
A sentence of custody for a term exceeding six months but not exceeding 12 months	8 Years
A sentence of custody for a term exceeding 12 months but not exceeding 18 months	9 Years
A sentence of custody for a term exceeding 18 months but not exceeding 30 months	10 Years
A fine or any other sentence subject to rehabilitation under the Act, <i>except</i> a conditional discharge, a probation order, a curfew order, an attendance centre order, a reparation order, a Court bindover, a care order or a supervision order	5 Years
An Absolute Discharge	6 months
Where the conviction imposed any disqualification, disability, prohibition or other time limited penalty	From the date of the conviction to the date it ceases to have effect
A Conditional Discharge, A Recognisance to Keep the Peace, or be of Good Behaviour	1 Year from:- the date of conviction or a period beginning with that date and ending when the sentence ceases or cease to have effect (whichever is the longer)
A Probation Order A Curfew Order, An Attendance Centre Order A Reparation Order	5 years from the date of conviction or 2 years from the end of the hospital order, whichever is longer
Hospital Order	5 years from the date of conviction or 2 years from the end of the hospital order, whichever is longer

NOTE:

The above summary should not be regarded as a complete or authoritative statement of the:-

- Rehabilitation of Offenders Act 2001, and
- Rehabilitation of Offenders Act 2001 (Exceptions) Order 2001

In cases of doubt, individuals should seek their own advice.

F. Dependant Details

Fill in the following details for any dependant(s) who are applying at the same time as the applicant:

First name(s)	Last Name(s)	Date of Birth	Nationality Passport Number Identity Card for Foreign Nationals (ICFN) (if applicable)	Relationship to main applicant.

Please ensure a separate application form is completed for each dependant.

Section 3 – Tier 1 (General) details

A). Is the applicant making an application for:

An initial grant of leave to remain (switching) under Tier 1 (General) - go to question B)

An extension of leave within Tier 1 (General)* - go to question C)

*(This includes any in-country applicant whose last grant of leave was made under Tier 1 (General) or under one of the following categories; the Highly Skilled Migrant programme (HSMP) or the Writers Composers and Artists provisions of the Immigration Rules.)

B). Does the applicant currently hold a valid HSMP approval letter, issued within the last six months, which has not been used to obtain entry clearance or leave to remain?

Yes - go to Section W

No - go to Section 3A

C). Is the applicant currently in the Isle of Man under:

Tier 1 (General) or the Self-Employed Lawyers Concession or the Writers, Composers and Artists provisions of the Immigration Rules. - go to Section 3B

The Highly Skilled Migrant Programme - go to Section 3C

Section 3A begins on the following page

Section 3B begins on page 21

Section 3C begins on page 29

Section 3A – Initial Applications – Points Scoring Assessment

H. Master in Business Administration (MBA) Transitional Arrangements

Applicants should refer to the Immigration Rules and the Tier 1 (General) of the Points Based System – Policy Guidance.

Where an applicant has completed, and been awarded, an eligible MBA (as detailed in the Policy Guidance) they may claim 75 points for this award, provided the specified documentation is submitted.

H1. Please provide details of the MBA for which the applicant is claiming points:

Awarding Institution:

Date of enrolment:

__/__/____

Date of Award:

__/__/____

H2. Please tick to confirm the document(s) the applicant has included as supporting evidence of the qualification for which they are claiming points (the applicant should refer to the Tier 1 (General) policy guidance to establish the circumstances in which documents other than the original certificate of award will be accepted)

a) Original Certificate of Award and a letter from the institution confirming the date of enrolment.

Or

b) Original academic reference from the awarding body and an original academic transcript.

If you have indicated that you have provided the documents detailed in (b), please provide reasons for being unable to submit your original MBA certificate in the box below:

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Please go to Section V

Section 3A Continued

J. Age Assessment

Before filling in this section of the form, the applicant should refer to the Immigration Rules and the Tier 1 (General) of the points based system Policy Guidance.

J1. Please tick the relevant box to confirm the points claimed by the applicant on the basis of his/her age

- Under 30 years of age 20 points
- 30 to 34 years of age 10 points
- 35 to 39 years of age 5 points

J2. Please tick the box below to indicate what evidence has been supplied

Current passport or travel document

If the applicant has confirmed at question C6 that he/she has not been able to provide his/her current passport or travel document he/she should provide one of the following documents

- Current national identity document
- Valid Isle of Man Driving Licence

K. Qualifications Assessment

Before filling in this section of the form, the applicant should refer to the Immigration Rules and the Tier 1 (General) Policy Guidance.

The applicant can claim points for one qualification only.

K1 Please provide details of the higher education, vocational or professional qualification for which the applicant is claiming points:

Country of award

State (if applicable)

Institution

Year of award

Section 3A Continued

Duration of study

From

__/__/__

To

__/__/__

Qualification

Field of study

Grade

K2 Please indicate the applicant's method of verifying his/her qualification:

Qualification recognised on the UKBA points based calculator

Qualification not on the points based calculator, but a UK NARIC Letter and/or certificate is enclosed

Qualification not on the points based calculator, but a letter stating the UK academic equivalence from the relevant UK professional body is enclosed

K3. Please indicate the points being claimed for the applicant's qualifications including equivalent professional/vocational qualifications:

PhD 45 points

Masters degree 35 points

Bachelor's degree 30 points

K4. Please tick to confirm the documents that the applicant has included as supporting evidence of the qualification for which he/she is claiming points. (The applicant should refer to the Tier 1 (General) Policy Guidance to establish the circumstances in which documents other than the original certificate of award will be accepted.0

Original certificate of award

Original academic reference from awarding body and original Academic transcript

Original academic reference alone

Section 3A Continued

L. Previous earnings Assessment

Before filling in this section of the form, the applicant should refer to the Immigration Rules and the Tier 1 (General) Policy Guidance

Period(s) of earnings claimed

L1. The applicant should indicate whether:

He/she is claiming points for a single, consecutive 12 month period from the 15 months immediately before this application – please go to question L4

He/she has taken a period of maternity or adoption-related absence from the Workplace which is either still ongoing or ended within the 12 months immediately prior to this application – please go to question L2

Applicants claiming periods for maternity or adoption leave

L2. Please give the start and end dates of the period of maternity or adoption-related absence that the applicant wishes to be excluded from the period of previous earnings being claimed (if the applicant is still absent from the workplace due to maternity or adoption-related leave, the end date should be left blank).

Start: __/__/____ End: __/__/____

L3. Please tick the relevant boxes below to confirm the documents being sent with the application as evidence of this period of maternity or adoption-related absence from the workplace:

Child's birth certificate or Certificate of Adoption, as appropriate (this should be provided wherever one has been issued)

Letter from employer confirming dates of maternity or adoption leave

Payslips or other payment/remittance advices covering the period of maternity or adoption-related absence including details of any statutory maternity/adoption payments to which the applicant may have been eligible.

Other alternative evidence of maternity or adoption leave

If the 'alternative evidence' box has been ticked, please provide a full explanation of why the specified documents cannot be provided, and details of the alternative documentation being supplied.

Section 3A Continued

Details of earnings claimed

Earnings table

L4. Please give start and end dates of the period(s) for which the applicant is claiming previous earnings:

Start ___/___/___ End ___/___/___

Start ___/___/___ End ___/___/___

Start ___/___/___ End ___/___/___

Start ___/___/___ End ___/___/___

Section 3A Continued

L5. The applicant should complete the following table giving details of previous earnings being claimed. If earnings originated from more than one source, each source should be entered separately.

Source of Earnings (include details of employer, name of business etc. and start/end dates for this source of earning)	Country of earnings (this is the country where the work was physically carried out)	Currency in which earnings were paid	Earnings claimed (in original currency)	Exchange rate applied	Earnings in pounds sterling	Evidence of earnings provided
					£	
					£	
					£	

Please photocopy this page if additional space is required

Section L continues on the following page.

Section 3A Continued

L6.

The applicant should input his/her earnings into the Tier 1 (General) points based calculator and provide his/her total earnings claimed in pounds sterling.

£ _____

L7. Please confirm points being claimed for total earnings

£25,000-£29,999	<input type="checkbox"/>	5 points	£55,000-£64,999	<input type="checkbox"/>	35 points
£30,000-£34,999	<input type="checkbox"/>	15 points	£65,000-£74,999	<input type="checkbox"/>	40 points
£35,000-£39,999	<input type="checkbox"/>	20 points	£75,000-£149,999	<input type="checkbox"/>	45 points
£40,000-£49,999	<input type="checkbox"/>	25 points	£150,000 or more	<input type="checkbox"/>	75 points
£50,000-£54,999	<input type="checkbox"/>	30 points			

Supporting evidence for previous earnings claimed

The applicant should be aware that at least **two types** of documentation for each source of earnings must be provided. If earnings from any one source have been paid in more than one way (for example, payment for a period of employment by means of a monthly salary and a dividend), two types of documentation must be provided in respect of **each part** of the payment claimed. The supporting evidence must be from separate sources and must corroborate with one another to clearly support the earnings claimed.

L8. Please tick the relevant boxes to confirm all documents being sent as evidence of previous earnings claimed:

Payslips	<input type="checkbox"/>	Dividend vouchers	<input type="checkbox"/>
Personal bank statements showing the payments made to the applicant	<input type="checkbox"/>	Invoice explanations/payment summaries from the applicant's managing agent/accountant	<input type="checkbox"/>
Letter from the applicant's (previous) employer(s) (or, in the case of winnings, the relevant awarding body) confirming that he/she has received the exact amount he/she is claiming	<input type="checkbox"/>	Company/business accounts which clearly show the net profit of the company	<input type="checkbox"/>
Official tax document generated by the tax authority or the applicant's employer, showing earnings upon which tax has been paid / is to be paid in a tax year (eg. P60 in the United Kingdom or T14 in the Isle Of Man)	<input type="checkbox"/>	Letter from the applicant's managing agent/accountant confirming that he/she received the exact amount that he/she is claiming, or the net profit to which he/she is entitled	<input type="checkbox"/>

Section 3A Continued

L9. Please provide full contact details that will allow each of the documents provided to be verified if necessary. Please also provide here any additional information or explanation of the documentation sent, that will assist us in our consideration of the earnings being claimed. If more space is required, please provide the required information in a covering letter.

M. Isle of Man Experience Assessment

Before filling in this section of the form, the applicant should refer to the Immigration Rules and the Tier 1 (General) of the points based system Policy Guidance

M1. The applicant should confirm whether he/she wishes to claim points for his/her Isle of Man experience:

Yes go to question M2

No go to Section V

M2. The applicant should indicate the route under which he/she is claiming points in this section:

Previous Isle of Man experience - Earnings: (£25,000 or more of earnings for which points claimed were earned in Isle of Man.) 5 points – go to Section V

Previous Isle of Man experience - Study 5 points – go to Section V

M3. The applicant should confirm that he/she has sent the required evidence of his/her study in the Isle of Man or UK.

Original letter from the educational/academic institution at which the applicant studied

Letter from UK Professional Body confirming degree-level qualification (required only if the applicant is relying upon a professional/vocational qualification for points in this area and his/her qualification is not on the points based calculator)

Please go to Section V

Section 3B Extension applications within Tier 1 (General) – Points Scoring Assessment

Attributes

N. Age Assessment

Before filling in this section of the form, the applicant should refer to the Immigration Rules and the Tier 1 (General) of the points based system Policy Guidance.

N1. Please tick the relevant box to confirm the points claimed by the applicant on the basis of his/her age:

Where the applicant has, or last had, leave as a Writer, Composer or Artist, Self Employed Lawyer or as a Tier 1(General) Migrant under the Rules in place before 26 July 2010

Under 31 years of age 20 points

31 or 32 years of age 10 points

33 or 34 years of age 5 points

Where the applicant has, or last had, leave as Tier 1(General) Migrant under the Rules in place on or after 26 July 2010

Under 32 years of age 20 points

32 to 36 years of age 10 points

37 to 41 years of age 5 points

N2. Please tick the relevant box below to indicate what evidence has been sent

Current passport or travel document

If the applicant has confirmed at question C6 that he/she has not been able to provide his/her current passport or travel document he/she should provide one of the following documents

Current national identity Document

Valid Isle of Man driving licence

Section 3B Continued

O. Qualifications Assessment

Before filling in this section of the form, the applicant should refer to the Immigration Rules and the Tier 1 (General) Policy Guidance.

The applicant can claim points for one qualification only.

O1 Please provide details of the higher education, vocational or professional qualification for which the applicant is claiming points:

Country of award

State (if applicable)

Institution

Year of award

Duration of study

From

__/__/__

To

__/__/__

Qualification

Field of study

Grade

Section O continues on the following page.

Section 3B Continued

O2 Please indicate the applicant's method of verifying his/her qualification:

Qualification recognised on the UKBA points based calculator

Qualification not on the points based calculator, but a UK NARIC Letter and/or certificate is enclosed

Qualification not on the points based calculator, but a letter stating the UK academic equivalence from the relevant UK professional body is enclosed

O3. Please indicate the points being claimed for the applicant's qualifications including equivalent professional/vocational qualifications:

PhD 50 points

Masters degree 35 points

Bachelors degree 30 points (Not applicable to applicants who have leave as a Tier 1 (General) Migrant granted under the Rules in place between 1st December 2009 and 26th July 2010).

O4. Please tick to confirm the documents that the applicant has included as supporting evidence of the qualification for which he/she is claiming points. (The applicant should refer to the Tier 1 (General) Police Guidance to establish the circumstances in which documents other than the original certificate of award will be accepted.)

Original certificate of award

Original academic reference from awarding body and original Academic transcript

Original academic reference alone

Section 3B Continued

P. Previous Earnings Assessment

Before filling in this section of the form, the applicant should refer to the Immigration Rules and the Tier 1 (General) Policy Guidance

Period(s) of earnings claimed

P1. The applicant should indicate whether:

He/she is claiming points for a single, consecutive 12 month period from the 15 months immediately before this application – please go to question L4

He/she has taken a period of maternity or adoption-related absence from the Workplace which is either still ongoing or ended within the 12 months immediately prior to this application – please go to question L2

Applicants claiming periods for maternity or adoption leave

P2. Please give the start and end dates of the period of maternity or adoption-related absence that the applicant wishes to be excluded from the period of previous earnings being claimed (if the applicant is still absent from the workplace due to maternity or adoption-related leave, the end date should be left blank).

Start: __/__/____ End: __/__/____

P3. Please tick the relevant boxes below to confirm the documents being sent with the application as evidence of this period of maternity or adoption-related absence from the workplace:

Child's birth certificate or Certificate of Adoption, as appropriate (this should be provided wherever one has been issued)

Letter from employer confirming dates of maternity or adoption leave

Payslips or other payment/remittance advices covering the period of maternity or adoption-related absence including details of any statutory maternity/adoption payments to which the applicant may have been eligible.

Other alternative evidence of maternity or adoption leave

If the 'alternative evidence' box has been ticked, please provide a full explanation of why the specified documents cannot be provided, and details of the alternative documentation being supplied.

Section 3B Continued

Details of earnings claimed

Earnings table

P4. Please give start and end dates of the period(s) for which the applicant is claiming previous earnings:

Start _/_/_ End _/_/_

Start _/_/_ End _/_/_

Start _/_/_ End _/_/_

Start _/_/_ End _/_/_

Section P continues on the following page

Section 3B Continued

P5. The applicant should complete the following table giving details of previous earnings being claimed. If earnings originated from more than one source, each source should be entered separately.

Source of Earnings (include details of employer, name of business etc. and start/end dates for this source of earning)	Country of earnings (this is the country where the work was physically carried out)	Currency in which earnings were paid	Earnings claimed (in original currency)	Exchange rate applied	Earnings in pounds sterling	Evidence of earnings provided
					£	
					£	
					£	

Please photocopy this page if additional space is required

Section P continues on the following page.

Section 3B Continued

P6.

The applicant should input his/her earnings into the Tier 1 (General) points based calculator and provide his/her total earnings claimed in pounds sterling.

£ _____

P7. Please confirm points being claimed for total earnings

Applicants with leave as a Tier 1 (General) Migrant which was granted under the rules in place before 1st December 2010

£40,000+	<input type="checkbox"/>	45 points	£23,000 - £25,999	<input type="checkbox"/>	20 points
£35,000 - £39,999	<input type="checkbox"/>	40 points	£20,000 - £22,999	<input type="checkbox"/>	15 points
£32,000 - £34,999	<input type="checkbox"/>	35 points	£18,000 - £19,999	<input type="checkbox"/>	10 points
£29,000 - £28,999	<input type="checkbox"/>	30 points	£16,000 - £17,999	<input type="checkbox"/>	5 points
£26,000 - £28,999	<input type="checkbox"/>	25 points			

Applicants with leave as a Tier 1 (General) Migrant which was granted under the rules in place between 1st December 2009 and 26th July 2010

£40,000+	<input type="checkbox"/>	45 points	£26,000-£28,999	<input type="checkbox"/>	25 points
£35,000-£39,999	<input type="checkbox"/>	40 points	£23,000-£25,999	<input type="checkbox"/>	20 points
£32,000-£34,999	<input type="checkbox"/>	35 points	£20,000-£22,999	<input type="checkbox"/>	15 points
£29,000-£31,999	<input type="checkbox"/>	30 points			

Supporting evidence for previous earnings claimed

The applicant should be aware that at least **two types** of documentation for each source of earnings must be provided. If earnings from any one source have been paid in more than one way (for example, payment for a period of employment by means of a monthly salary and a dividend), two types of documentation must be provided in respect of **each part** of the payment claimed. The supporting evidence must be from separate sources and must corroborate with one another to clearly support the earnings claimed.

P8. Please tick the relevant boxes to confirm all documents being sent as evidence of previous earnings claimed:

Payslips	<input type="checkbox"/>	Dividend vouchers	<input type="checkbox"/>
Personal bank statements showing the payments made to the applicant	<input type="checkbox"/>	Invoice explanations/payment summaries from the applicant's managing agent/accountant	<input type="checkbox"/>
Letter from the applicant's (previous) employer(s) (or, in the case of winnings, the relevant awarding body) confirming that he/she has received the exact amount he/she is claiming	<input type="checkbox"/>	Company/business accounts which clearly show the net profit of the company	<input type="checkbox"/>

Tier 1 (General)

Official tax document generated by the tax authority or the applicant's employer, showing earnings upon which tax has been paid / is to be paid in a tax year (eg. P60 in the United Kingdom or T14 in the Isle Of Man)

Letter from the applicant's managing agent/accountant confirming that he/she received the exact amount that he/she is claiming, or the net profit to which he/she is entitled

Section 3B Continued

P9. Please provide full contact details that will allow each of the documents provided to be verified if necessary. Please also provide here any additional information or explanation of the documentation sent, that will assist us in our consideration of the earnings being claimed. If more space is required, please provide the required information in a covering letter.

Q. Isle of Man Experience Assessment

Before filling in this section of the form, the applicant should refer to the Immigration Rules and the Tier 1 (General) of the points based system Policy Guidance

Q1. The applicant should confirm whether he/she wishes to claim points for his/her Isle of Man experience:

For applicants whose last grant of leave under Tier 1 (General) was under the rules in place before 26 July 2010

Yes 5 points (if £16,000 or more of the previous earnings for which points are claimed were earned in the Isle of Man) - go to Section V

For applicants whose last grant of leave under Tier 1 (General) was under the rules in place on or after 26 July 2010

Yes 5 points (if £25,000 or more of the previous earnings for which points are claimed were earned in the Isle of Man) - go to Section V

No go to Section V

**Section 3C Extension applications – Highly Skilled Migrant Programme
Participants – Points Scoring Assessment**

Attributes

R. Age Assessment

Before filling in this section of the form, the applicant should refer to the Immigration Rules and the Tier 1 (General) of the points based system Policy Guidance.

R1. Please tick the relevant box to confirm the points claimed by the applicant on the basis of his/her age:

Under 30 years of age 20 points

30 or 31 years of age 10 points

32 or 33 years of age 5 points

N2. Please tick the relevant box below to indicate what evidence has been sent

Current passport or travel document

If the applicant has confirmed at question C6 that he/she has not been able to provide his/her current passport or travel document he/she should provide one of the following documents

Current national identity Document

Valid Isle of Man driving licence

Section 3C Continued

S. Qualifications Assessment

Before filling in this section of the form, the applicant should refer to the Immigration Rules and the Tier 1 (General) Policy Guidance.

The applicant can claim points for one qualification only.

S1 Please provide details of the higher education, vocational or professional qualification for which the applicant is claiming points:

Country of award

State (if applicable)

Institution

Year of award

Duration of study

From

__/__/__

To

__/__/__

Qualification

Field of study

Grade

Section S continues on the following page.

Section 3C Continued

S2 Please indicate the applicant’s method of verifying his/her qualification:

- Qualification recognised on the UKBA points based calculator
- Qualification not on the UKBA points based calculator, but a UK NARIC Letter and/or certificate is enclosed
- Qualification not on the UKBA points based calculator, but a UK NARIC Letter and/or certificate was provided with the applicant’s initial HSMP application and that application was made in the Isle of Man
- Qualification not on the UKBA points based calculator, but a letter stating the UK academic equivalence from the relevant UK professional body is enclosed
- Qualification is not on the UKBA points based calculator, but a letter Stating the UK academic equivalence from the relevant UK professional body was provided with the applicant’s initial HSMP application and that application was made in the Isle of Man.

S3. Please indicate the points being claimed for the applicant’s qualifications including equivalent professional/vocational qualifications:

- PhD 50 points
- Masters degree 35 points
- Bachelors degree 30 points

S4. Please tick to confirm the documents that the applicant has included as supporting evidence of the qualification for which he/she is claiming points. (The applicant should refer to the Tier 1 (General) Policy Guidance to establish the circumstances in which documents other than the original certificate of award will be accepted.0

- Original certificate of award
- Original academic reference from awarding body and original Academic transcript
- Original academic reference alone
- Evidence previously provided with the applicant’s initial HSMP application and that application was made in the Isle of Man

Section 3C Continued

T. Previous earnings Assessment

Before filling in this section of the form, the applicant should refer to the Immigration Rules and the Tier 1 (General) Policy Guidance

The applicant must claim points for his/her previous earnings in order to meet the 75 point pass mark required under the Attributes section of the application.

Period(s) of earnings claimed

T1. The applicant should indicate whether:

He/she is claiming points for a single, consecutive 12 month period from the 15 months immediately before this application – please go to question L4

He/she has taken a period of maternity or adoption-related absence from the Workplace which is either still ongoing or ended within the 12 months immediately prior to this application – please go to question L2

Applicants claiming periods for maternity or adoption leave

T2. Please give the start and end dates of the period of maternity or adoption-related absence that the applicant wishes to be excluded from the period of previous earnings being claimed (if the applicant is still absent from the workplace due to maternity or adoption-related leave, the end date should be left blank).

Start: __/__/____

End: __/__/____

T3. Please tick the relevant boxes below to confirm the documents being sent with the application as evidence of this period of maternity or adoption-related absence from the workplace:

Child's birth certificate or Certificate of Adoption, as appropriate (this should be provided wherever one has been issued)

Letter from employer confirming dates of maternity or adoption leave

Payslips or other payment/remittance advices covering the period of maternity or adoption-related absence including details of any statutory maternity/adoption payments to which the applicant may have been eligible.

Other alternative evidence of maternity or adoption leave

If the 'alternative evidence' box has been ticked, please provide a full explanation of why the specified documents cannot be provided, and details of the alternative documentation being supplied.

Section 3C Continued

Details of earnings claimed

Earnings table

T4. Please give start and end dates of the period(s) for which the applicant is claiming previous earnings:

Start _/_/____ End _/_/____

Start _/_/____ End _/_/____

Start _/_/____ End _/_/____

Start _/_/____ End _/_/____

T5. The applicant should complete the following table giving details of previous earnings being claimed. If earnings originated from more than one source, each source should be entered separately.

Source of Earnings (include details of employer, name of business etc. and start/end dates for this source of earning)	Country of earnings (this is the country where the work was physically carried out)	Currency in which earnings were paid	Earnings claimed (in original currency)	Exchange rate applied	Earnings in pounds sterling	Evidence of earnings provided
					£	
					£	
					£	

Please photocopy this page if additional space is required

Section 3C Continued

T6.

The applicant should input his/her earnings into the Tier 1 (General) points based calculator and provide his/her total earnings claimed in pounds sterling.

£ _____

T7. Please confirm points being claimed for total earnings

£40,000+	<input type="checkbox"/>	45 points	£23,000 - £25,999	<input type="checkbox"/>	20 points
£35,000 - £39,999	<input type="checkbox"/>	40 points	£20,000 - £22,999	<input type="checkbox"/>	15 points
£32,000 - £34,999	<input type="checkbox"/>	35 points	£18,000 - £19,999	<input type="checkbox"/>	10 points
£29,000 - £28,999	<input type="checkbox"/>	30 points	£16,000 - £17,999	<input type="checkbox"/>	5 points
£26,000 - £28,999	<input type="checkbox"/>	25 points			

Supporting evidence for previous earnings claimed

The applicant should be aware that at least **two types** of documentation for each source of earnings must be provided. If earnings from any one source have been paid in more than one way (for example, payment for a period of employment by means of a monthly salary and a dividend), two types of documentation must be provided in respect of **each part** of the payment claimed. The supporting evidence must be from separate sources and must corroborate with one another to clearly support the earnings claimed.

T8. Please tick the relevant boxes to confirm all documents being sent as evidence of previous earnings claimed:

Payslips	<input type="checkbox"/>	Dividend vouchers	<input type="checkbox"/>
Personal bank statements showing the payments made to the applicant	<input type="checkbox"/>	Invoice explanations/payment summaries from the applicant's managing agent/accountant	<input type="checkbox"/>
Letter from the applicant's (previous) employer(s) (or, in the case of winnings, the relevant awarding body) confirming that he/she has received the exact amount he/she is claiming	<input type="checkbox"/>	Company/business accounts which clearly show the net profit of the company	<input type="checkbox"/>
Official tax document generated by the tax authority or the applicant's employer, showing earnings upon which tax has been paid / is to be paid in a tax year (eg. P60 in the United Kingdom or T14 in the Isle Of Man)	<input type="checkbox"/>	Letter from the applicant's managing agent/accountant confirming that he/she received the exact amount that he/she is claiming, or the net profit to which he/she is entitled	<input type="checkbox"/>

Section 3C Continued

T9. Please provide full contact details that will allow each of the documents provided to be verified if necessary. Please also provide here any additional information or explanation of the documentation sent, that will assist us in our consideration of the earnings being claimed. If more space is required, please provide the required information in a covering letter.

U. Isle of Man Experience Assessment

Before filling in this section of the form, the applicant should refer to the Immigration Rules and the Tier 1 (General) of the points based system Policy Guidance

U1. The applicant should confirm whether he/she wishes to claim points for his/her Isle of Man experience:

Yes 5 points(If £16,000 or more of the previous earnings for which points are claimed were earned in the Isle of Man) - go to Section V

No go to Section V

Section 4 – English Language, Maintenance and Public Funds

V. English Language

The applicant must have a minimum standard of English language, and score 10 points or the application will be refused.

If the applicant is currently in the Isle of Man as a Tier 1 (General) migrant, as a Tier 1 (Entrepreneur) migrant or as a Highly Skilled Migrant Programme participant and has met the English Language requirement in an earlier application, they can claim 10 points for their level of English language.

Before filling in this section of the form, the applicant should refer to the Immigration Rules and the Tier 1 (General) of the points based system Policy Guidance

Select how the applicant would like to claim points for English language:

- National of a majority English speaking country Go to question V1
- English Language Test Go to question V3
- Degree taught in English Go to question V4
- Applicant is currently in the United Kingdom as a Tier 1 (General) migrant, a Tier 1 (Entrepreneur) migrant or as a Highly Skilled Migrant Programme participant and has previously satisfied the English Language requirement Go to question V7

National of a majority English speaking country

V1. If the applicant is a national of one of the countries listed below they can claim 10 points:

Antigua and Barbuda; Australia; The Bahamas; Barbados; Belize; Canada; Dominica; Grenada; Guyana; Jamaica; New Zealand; St Kitts and Nevis; St Lucia; St Vincent and the Grenadines; Trinidad and Tobago; The United States of America.

Give the applicant's nationality: _____

V2. Select which supporting evidence has been sent:

Current passport or travel document - go to question V7

If the applicant has confirmed at question C6 that they have not been able to provide their current passport or travel document they should provide one of the following documents:

Current national identity document

Original letter from applicant's home government or embassy confirming his/her nationality

Go to question V7

Section 4 Continued

English Language Test

V3. If the applicant has been awarded an approved English language test they can claim 10 points. Please provide details below of the test taken and tick to indicate that the original test certificate has been provided:

Awarding body: _____

Title of qualification: _____

Level of qualification: _____

Date of award: __/__/____ Award reference number: _____

Original certificate provided **Go to question V7**

Degree taught in English

V4. Applicants can claim 10 points for English language where:

- They hold a degree that was taught in English that is deemed by UK NARIC to be equivalent to at least a United Kingdom Bachelors degree; and
- Their qualification can be found on the points based calculator.

Give details of the applicant's degree:

Country of award: _____

State: (if applicable) _____

Institution: _____

Qualification: _____

Year of award: _____ Duration of study: Start: __/__/____ End __/__/____

Field of study: _____

Grade: _____

V5. Tick to confirm that the applicant's qualification can be found on UKBA points based calculator.

V6: Select what supporting evidence has been sent to confirm the applicant's degree:

Original Degree Certificate: Original Academic Transcript:

V7: Tick to confirm the applicant has claimed 10 points for English language:

Please go to section W

Section 4 Continued

W. Maintenance (Funds) Requirement

The applicant must have a minimum level of funds, and score 10 points, or the application will be refused.

Applicants should refer to the Immigration Rules and the Tier 1 (General) of the points based system - Policy Guidance.

W1. Does the applicant have access to £800 available funds to support himself/herself?

Yes

No

W2. Select what supporting evidence the applicant has sent in order to prove he/she has access to £800 available funds:

Building society pass book covering a three month period

Personal bank or building society statements covering a three month period

Letter from a financial institution regulated by the Financial Services Commission or by the appropriate home regulator, confirming funds and covering a three month period.

Letter from a bank or building society confirming funds and that they have been in bank for at least three months

W3. Tick to confirm that the applicant has claimed 10 points for their level of funds:

Please go to Section X

Section 4 Continued

X. Public Funds

It is mandatory to complete Section X. If it is not complete the application will be invalid and will be returned to the applicant.

Are you receiving any public funds? Yes No

If you have answered Yes to this question you must tick the boxes to show which public funds are being received. Please note that, under the Immigration Rules, public funds include:-

- | | |
|--|---|
| Housing and Homelessness Assistance <input type="checkbox"/> | Attendance Allowance <input type="checkbox"/> |
| Severe Disablement Allowance <input type="checkbox"/> | Carers Allowance <input type="checkbox"/> |
| Disability living Allowance <input type="checkbox"/> | Income Support <input type="checkbox"/> |
| Working Tax Credit <input type="checkbox"/> | Social fund Payment <input type="checkbox"/> |
| Council Tax Benefit <input type="checkbox"/> | Child Benefit <input type="checkbox"/> |
| Income Based Job Seekers <input type="checkbox"/> | Housing Benefit <input type="checkbox"/> |
| State Pension Credit <input type="checkbox"/> | Child Tax Credit <input type="checkbox"/> |

Section 5 - Declarations

Y. Applicant Declaration

It is mandatory to complete Section Y. If it is not complete the application will be invalid and will be returned to the applicant.

The applicant must sign below to show that he/she has read and understood the following declaration. It must be authorised by the applicant and not by a representative or other person acting on his/her behalf. If the applicant is under 18, his/her parent or guardian may sign.

The information I have given in this application is complete and is true to the best of my knowledge. The photographs I have submitted with this application are a true likeness of myself and have my name on the back of each.

If there is a material change in my circumstances or any new information relevant to my application becomes available before it is decided, I will inform the Isle of Man Immigration Office.

I agree to co-operate with Isle of Man Immigration officials, or any other officials charged by the Lieutenant Governor, with conducting pre-issue and post-issue checks on compliance with points based system applications.

I agree to the Isle of Man Immigration Office updating my representative on the progress of my application including whether the application has been granted or refused.

I understand that if I knowingly submit any document or documents which are forged, fraudulent or not genuine, and the Lieutenant Governor has sought to verify the documents using processes specified by him, and has been unable to verify conclusively that they are genuine, the application will be refused.

I understand that if the Isle of Man Immigration Office has reasonable cause to believe that any document or documents I have submitted with this application are forged, fraudulent or not genuine, and the Isle of Man Immigration Office has sought to verify the documents using processes specified by it but has not been able to verify them, no points will be awarded for these documents even if the Isle of Man Immigration Office cannot prove that they are not genuine.

I am aware that the rules and regulations governing points based system applications may change in the future and do not assume that the requirements covering any future applications will be the same.

I understand that my details may, in certain circumstances, be passed to fraud prevention agencies to prevent fraud and money laundering. I also understand that such agencies may provide the Isle of Man Immigration Office with information about me.

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 these 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 Isle of Man by means which include deception.

DECLARATION CONTINUED OVERLEAF

APPLICANT DECLARATION – CONTINUED

Information I provide to the Isle of Man Immigration Office will be treated in confidence but it may be disclosed to other law enforcement agencies, government departments, agencies, local authorities, foreign governments and other bodies for immigration or research purposes or to enable them to perform their functions.

The Isle of Man Immigration Office may request information from other law enforcement agencies, Government departments or Agencies, local authorities, the Police, foreign governments and other bodies for immigration or research purposes to enable them to perform their functions.

The Isle of Man Immigration Office may use the information I provide for training and research purposes.

Name: (Please Print) _____

Signature: _____

Date: __/__/____

Section 6 – Summary Sheet.

Fill in this part of the form to help us make sure that we have received the applicant’s documents and to keep a record of them while they are with us. At “A”, tell us how many of each of the listed documents the applicant has sent with this application. This is a standard list, applicants should only send in the documents from this list that are required for their application. At “B”, list any other documents and state how many in each case. Continue on a separate sheet if necessary.

A. Type of Document	How Many?	B. Listed Items	How Many?
Passports, Identity Card for Foreign Nationals and/or travel documents			
Police registration certificates			
Marriage or civil partnership certificate			
Birth certificate			
Driving Licence			

Fill in the summary sheet below listing the points the applicant has claimed and the supporting evidence (documents) sent. Applicants must send the required evidence as specified in this application form and the Tier 1 (General) of the points based system Policy Guidance. Failure to submit required evidence is likely to lead to refusal of the application.

Points Scoring Area	Points Claimed	Documents Provided (please list)
Age		
Qualifications		
Previous earnings		
Isle of Man experience		
English Language requirement		
Maintenance		
Total		

Finally, please ensure you application is submitted/addressed correctly as follows:

Isle of Man Immigration Office
 Government Office
 Bucks Road
 Douglas
 Isle of Man
 IM1 3PN

Tier 1 (General) - Application Form Help Text

Introduction

This document provides information to help applicants to complete the Tier 1 (General) application form.

For further information on Tier 1 (General) of the points based system policy please see Part 6A of the Immigration Rules and the Tier 1 (General) policy guidance notes.

Who should apply using this form?

1. This application form should only be completed by individuals who are already in the Isle of Man. Applicants should use the application form if they are:
 - Currently in the Isle of Man and wish to make an initial application under Tier 1 (General)
 - Currently in the Isle of Man as a main applicant under the Tier 1 (General) and seeking to extend their leave for a further period within their existing category;
 - Currently in the Isle of Man under the Highly Skilled Migrant Programme and seeking an extension under Tier 1 (General).

This application form should not be used by dependants of main applicants. A separate application form titled 'Points Based System - Dependants Application Form' is available for this purpose and can be obtained from the Isle of Man Immigration Office.

Submitting a valid application

2. The applicant will only be considered to have submitted a 'valid' application if the following has been complied with:
 - the correct application form must be completed and submitted
 - the correct application fee must be paid

- the applicant's current passport, Identity Card for Foreign Nationals (ICFN) if applicable or travel document must be provided, unless it is not available for one of the reasons specified on the application form
- the mandatory sections in the application form must be completed.
- Two identical passport-size photographs of the applicant with his/her full name written on the back of each one must be supplied.
- Two identical passport-size photographs of any dependants who are applying with the applicant with their full name written on the back of each one must be supplied. Please ensure that they are placed in a small sealed envelope attached to Section 2 of the form as instructed there - and without any staples, clips, pins or anything else which could mark or damage the photographs.

3. Applicants who are required to register with the Police must also include their Police Registration Certificate with their application.

Claiming points

5. When completing the application form, an applicant must clearly indicate the number of points he/she is claiming within each points scoring area, and detail how he/she meets the criteria for the award of these points.
6. We will only award points for the sections where the applicant has indicated that he/she wishes to claim them, and where the required supporting evidence has been supplied.

Supporting evidence

It is the applicant's responsibility to provide the evidence to support any statements made in his/her application. The applicant must satisfy us that the requirements for the category under which he/she has applied have been met. We must be satisfied, by

Tier 1 (General)

considering the evidence provided that the applicant meets the necessary criteria. Applicants must ensure that all of the necessary supporting documentation is provided at the time the application is submitted. Only those documents specified in the application form and set out in detail in the Tier 1 (General) Policy Guidance will be considered acceptable for the purposes of establishing that an applicant qualifies for the points claimed in any scoring area.

The applicant must be selective in submitting evidence, as sending large amounts of irrelevant or poor quality documentation may delay the consideration of the application. It is only necessary to submit evidence that is directly appropriate to the application as requested, as unrelated evidence cannot be considered for points scoring.

To assist us in considering the documentation provided, the applicant should highlight any relevant sections on the documentation provided. For example, in the 'Previous Earnings' points scoring area, if earnings have been claimed from more than one source, applicants should highlight the relevant payments and also mark the documents provided, to confirm which source of earnings the specific document relates to. Any documentary evidence that the applicant provides should be original (unless otherwise stated). Where a document is not in English, the original must be accompanied by a fully certified translation by a professional translator. This translation must include details of the translator's credentials and confirmation that it is an accurate translation of the original document. It must also be dated and include the original signature of the translator.

Application types

Applicants should complete different sections of the Tier 1 (General) application

form depending on the type of application they are submitting.

Please note that all applicants should complete Sections 1, 2, 4 and 5 of the form as well as the relevant part of Section 3 depending on the type of application.

Initial applications (please also complete Section 3A)

This should be completed by applicants who are currently in the Isle of Man under an immigration category other than Tier 1 (General) or the Highly Skilled Migrant Programme or the Writers, Composers and Artists provisions of the Immigration Rules, and who are seeking to 'switch' into Tier 1 (General).

Extension applications within Tier 1 (General) (please also complete Section 3B)

This should be completed by applicants who are currently in the Isle of Man under Tier 1 (General) and are seeking an extension of their leave or by applicants who are currently in the Isle of Man under the Writers, Composers and Artists provisions of the Immigration Rules, and are seeking leave under Tier 1 (General).

Extension applications - Highly Skilled Migrant Programme participants (please also complete Section 3C)

This should be completed by applicants who are currently in the Isle of Man under HSMP and wish to extend their leave under Tier 1 (General).

Transitional arrangements for applicants under Tier 1 (General) with a valid HSMP approval letter

An applicant with a valid HSMP approval letter can make an application for leave to remain under Tier 1 (General). Such an applicant will not need to complete the

Tier 1 (General)

Attributes or the English Language section of the application form. They will need to include their HSMP approval letter with their application. Points for Attributes and for English Language will be awarded automatically on the basis of a valid HSMP letter. All other requirements for a grant of leave under Tier 1 (General) will still need to be met, however. A lower fee will be payable for applications made under these arrangements