

HSMP GUIDANCE FOR APPLICANTS UNDER 28 YEARS OF AGE

Contents	Paragraph number
INTRODUCTION AND OVERVIEW	1 - 9
The Highly Skilled Migrant Programme (HSMP)	2 - 4
How do I apply?	5 - 9
STAGE 1: THE HSMP APPLICATION PROCESS	10 - 27
Supporting evidence and documentation	12 - 16
Verifying applications	17
Why do you need more than one form of evidence for salary and achievement?	18
Other evidence required	19
Your ability to continue to work in your chosen field in the United Kingdom	20 - 21
That you are willing and able to make the United Kingdom your main home	22
Process Times	23
Requesting a review of an HSMP Decision	24 - 26
Requesting reconsideration of an HSMP Decision with new supporting information	27
STAGE 2: APPLYING FOR ENTRY CLEARANCE OR LEAVE TO REMAIN	28 - 53
The application process for those currently living outside the United Kingdom	30 - 40
What will I generally need to do to make an application for entry clearance?	32
Maintaining yourself in the UK	33 - 35
Family members' application process for those overseas	36 - 37
What if your application for entry clearance is refused?	38 - 40
The application process for those currently living in the UK—applying for leave to remain	41 - 53
What will I need to make an application if I am in the United Kingdom?	47 - 49
Family members' application process	50 - 51
What if your application for leave to remain is refused?	52 - 53
EXTENSION APPLICATIONS	54 - 60

FURTHER INFORMATION

Guidance on Representatives and Agents	61 - 68
Return of information	69 - 72
Alternative routes of entry to the United Kingdom	73 - 75
Contact details	76

Glossary

Annex A	The Highly Skilled Migrant Programme Process
Annex B	Payment Guidance
Annex C	The Criteria Explained
Annex D	The Masters in Business Administration (MBA) Provision

INTRODUCTION AND OVERVIEW

1. This guidance explains the rules governing individuals wishing to come to, or remain in, the United Kingdom as Highly Skilled Migrants. The Programme was launched on 28 January 2002. The revised Programme and the new Young Persons Assessment were introduced on 31 October 2003. The Home Office may decide it is appropriate to make future changes to HSMP. Any such changes will be published on our website: www.workingintheuk.gov.uk

The Highly Skilled Migrant Programme (HSMP)

2. The UK government operates this programme to allow individuals with **exceptional skills and experience** to seek entry or stay to work in the United Kingdom without having a prior offer of employment, or to take up self-employment opportunities.
3. The current process involves two stages:
 - (i) **Stage 1:** an application to be considered under the Highly Skilled Migrant Programme (an HSMP application). If that application is approved, it does **not** confer permission to come to the UK or remain if already here;
 - (ii) **Stage 2:** If your HSMP application is approved, you must make a separate application to come to the UK if you are at present abroad or for further leave to remain as a Highly Skilled Migrant if you are already here in another category.
4. This two stage process is summarized in the diagram at Annex A.

How do I apply?

5. Any individual can apply. If you wish to make a HSMP application you must submit the following:
 - A fully completed Highly Skilled Migrant Programme application form. You should also supply original documentation required to support the statements on the application form. In addition to this please ensure that you fill in all the relevant sections of the application form. You should **not** send your passport at this stage.
 - The correct payment (for details of charges please refer to Annex B of this guidance)
6. **It is extremely important that you read carefully the guidance notes on completing the form, and the evidence that should accompany your application, before completing the form. It is essential that you fully complete all the relevant sections of the form and supply the appropriate evidence to support any statements you make. Failure to do so may lead to a delay in the consideration or refusal of your application.**
7. The application form you will need to complete will depend upon your age group. If you are 28 years of age or over, you should apply on form HSMP 1. If you are under 28 years of age, you should apply on form HSMP 1(28).
8. For those under 28 years of age, applying on form HSMP 1(28), a separate young person assessment applies. This is described in full at Annex C and involves separate criteria for work experience and past earnings from the standard HSMP assessment, plus the award of an age allowance of 5 points. It is important to be aware however that, to be eligible for consideration against the young person assessment, your application form must reach Work Permits (UK) before your 28 birthday. **Any application received on or after your 28 birthday can no longer be considered under the young person category.** As the office that receives the HSMP applications is only open Monday to Friday (8.30 am to 4.30 pm) you should ensure that the application is received on the last working day prior to your 28 birthday.
9. Applications should be submitted to:

Highly Skilled Migrant Programme (HSMP)
PO Box 551
Home Office
Doncaster
South Yorkshire
DN1 1XU

STAGE 1: THE HSMP APPLICATION PROCESS

10. A points based system of qualification is used to assess applications. You can score points in six areas. The HSMP application form allows you to self assess your score on this aspect of the application. A caseworker considering your application will only consider awarding points where appropriate evidence has been supplied.
11. To make a successful application you will need to provide evidence that you score **65 points or more** in the scoring categories and demonstrate that you will be able to continue a career or work lawfully in the United Kingdom. Please note that you do not have to score points in all categories to qualify under the programme. The criteria are explained in full in Annex C. **You should ensure you read Annex C fully before attempting to complete the relevant application form.**

If your application is being made under the MBA provision of HSMP, you will also need to ensure you read Annex D fully before attempting to complete the relevant application form.

Supporting evidence and documentation

12. Please be selective in the evidence you submit, as submitting large amounts of irrelevant or poor quality documentation may delay the consideration of your case.
13. Any documentary evidence you provide should be original. If all supporting evidence supplied consists of copies it is unlikely that the application will be approved, as we need to see the original documents.
14. Where a document is not in English the original must be accompanied by a fully certified **translation** by an officially recognised translator. An officially recognised translator is defined as one that is recognised by the local British High Commission or Embassy.
15. The amount and type of evidence required to support your application will depend on your personal background, previous experience and your future plans. It is important that you submit full documentary evidence to support any statements you make on the form if you wish us to count the points claimed. Please ensure that you only supply evidence relevant to the scoring areas. For example, if you have been awarded a degree, you will need to provide your degree certificate.
16. Evidence should be from a clear source and relevant to your application. Please do not submit evidence that is not directly appropriate to the scoring areas of the application form, as unrelated evidence cannot be considered. For example, we cannot award points for any qualification gained at school or college, so it is unnecessary to submit this evidence.

Verifying applications

17. The HSMP team may contact employers or the relevant High Commission or Embassy in order to verify any of the documentation provided as part of your application. The purpose of such checks is to verify that the information provided is a full and accurate description of the statements made in the application. Where there is doubt concerning any of the documents provided, we might be unable to consider that document as supporting evidence.

Why you need more than one form of evidence for salary and achievement

18. We ask for more than one piece of evidence in these scoring areas because it is important that we can clearly establish your salary and the level of achievement you have attained in your field. Having different forms of evidence helps us to do this quickly and efficiently. We understand that in some cases applicants will not find it easy to provide more than one form of evidence. We would urge you to think carefully about what else may help you to establish your case – for example, if you submit income tax returns and 12 months wage slips and these two pieces of evidence confirm the same amount earned they can be submitted as proof of earnings. In terms of achievement, testimonials from independent academics, or from senior individuals in your field would complement other forms of evidence.

Other evidence required

19. In addition to scoring at least 65 points in any of the 6 areas above you will **also** need to demonstrate:

Your ability to continue to work in a chosen field in the United Kingdom.

20. Even if you have the relevant overseas qualifications, you may not be able to pursue a profession in the UK for a number of reasons. For example UK legislation or industry regulations may require specific qualifications to work in your chosen field (e.g. doctors). Alternatively, you may need language skills at a specific level or be appropriately registered with a UK governing body. To make an accurate assessment of your ability to contribute to and benefit from coming to the UK we need to be confident that you will be able to continue to do the type of work that you do in your home country.
21. Suitable evidence for demonstrating that you will be able to continue your work successfully in the United Kingdom could include:
- English Language qualifications (This can include other qualifications such as a degree, that has been taught in English)
 - Membership of appropriate professional organisation (e.g. Association of Chartered Certified Accountants)
 - Relevant professional qualifications, with evidence of recognition of these in the United Kingdom
 - Potential employment offers/contracts/arranged interviews

That you are willing and able to make the United Kingdom your main home.

22. We will ask you to provide a written undertaking to that effect. You will be expected to make the UK your country of habitual residence. Secondments abroad that are an integral part of a job based in the UK are permitted by Work Permits (UK), however they will be considered as time outside of the UK for settlement eligibility purposes. To qualify for settlement in the UK you must have spent a continuous period of four years in the UK except for short holidays or business trips. Any secondment that requires you to be outside the UK for an unbroken period of over three months will make your previous stay in the UK ineligible as a continuous period in the UK. Further details on settlement can be found on www.ind.homeoffice.gov.uk

Process Times

23. Please refer to our website www.workingintheuk.gov.uk for full details of our service standards and current processing times where you will also find advice on when you can apply for urgent treatment and how to request it.

Requesting a Review of an HSMP Decision

24. If your HSMP application is refused and you wish to have the decision reviewed, you should send a request, in writing, stating your reasons for the request, within 28 days of the date of our letter. A maximum of two reviews may be requested in respect of any application

25. We can only review a decision on the evidence supplied with the initial application.

26. Any requests for reviews should be sent to:

Highly Skilled Migrant Programme (HSMP)
PO Box 3468
Sheffield
S3 8WA

Requesting reconsideration of an HSMP Decision with new supporting information

27. If your HSMP application is refused and you wish to submit further information for consideration, then you must make a fresh application. You should send a fully completed application form together with supporting evidence, and the associated fee to:

Highly Skilled Migrant Programme (HSMP)
Box 551
Home Office
Doncaster
DN1 1XU

STAGE 2: APPLYING FOR ENTRY CLEARANCE OR LEAVE TO REMAIN

28. If successful you will receive an HSMP approval letter and you can then move into the second stage of the application process. You will in this stage need to apply for either entry clearance to come to the UK, or for leave to remain to extend your stay, on the basis of the HSMP approval.

29. **Please note a successful HSMP application does not automatically guarantee approval of your entry clearance or leave to remain application.**

The application process for those currently living outside the UK – applying for entry clearance

30. The application for entry clearance must ordinarily be lodged within 3 months of the approval of the HSMP application.

31. The entry clearance application should be submitted to the British Embassy, High Commission or Consulate in either your country of origin or country of residence at the time you make your HSMP application. You will not normally be allowed to submit an application for entry clearance in a country where you are based as a visitor or other temporary basis. Where there is no UK mission in your country of residence or where the nearest mission does not issue entry clearances, another mission will have been designated to handle applications. If you are not sure where to apply, any UK mission will be able to advise you.

What will I generally need to do to make an application for entry clearance outside the UK?

32. You must supply the entry clearance officer with:

- A fully completed entry clearance application form (available on UK Visas web site and at British Missions overseas)
- Your HSMP approval letter from Work Permits (UK)
- Two passport sized photographs
- The appropriate fees

Maintaining Yourself in the UK

33. There is no set amount of money you need to bring with you; it will depend on your personal circumstances. However it should be sufficient to ensure that you and your family are able to find appropriate accommodation without the need to access UK public funds while you look for work. The Entry Clearance Officer will assess this for applications made abroad.

34. Costs of living vary between different parts of the UK, but it is worth remembering that compared to many countries, the UK is an expensive place to live. For applications made abroad the entry clearance officer will need to determine whether you will be able to maintain and accommodate yourself and your family. Therefore you will need to show that you have enough savings and/or potential income to be able to support yourself and your family. You will not be allowed any use of UK public funds (please see below for list of public funds) whilst in the United Kingdom with permission to stay under the Programme.

35. At time of publication, 'public funds' means Income support, Income-based Jobseekers' Allowance (JSA), Housing and Homelessness assistance, Housing Benefit and Council Tax Benefit, Child Benefit, Attendance Allowance, Severe Disablement Allowance, Carer's Allowance, Disability Living Allowance, Working Tax credit or a social fund payment. Child Tax Credit and State Pensions Credit.

Family Members' application process for those overseas

36. Your spouse or long term unmarried partner (see definition in paragraph below) and dependant children under the age of 18 may apply to accompany you or to join you in the UK. They must also seek entry clearance for this purpose before they travel to the United Kingdom. If entry clearance is approved your spouse or unmarried partner and dependant children will be granted leave to enter on the same conditions of stay as you. They will be able to work if they wish. However, any such employment must not be necessary to support you or any other dependants. Please note that any dependants continued stay in the United Kingdom is conditional on their remaining in the United Kingdom as your dependants.

37. To be eligible for entry and to stay in the UK as an unmarried partner, you and your partner must have been living together in a relationship akin to marriage. The relationship should have subsisted for the past 2 years or more, and you must intend to live together as partners during your stay in the UK. Moreover, any previous marriage or similar relationship by either partner must have permanently broken down. The complete requirements for entry as an unmarried partner can be found at Paragraph 295J of the Immigration Rules, which can be found in the Law and Policy section of the IND website at www.ind.homeoffice.gov.uk.

What if your application for entry clearance is refused?

38. As explained in paragraph 29 above, a successful HSMP application does not automatically guarantee approval of your entry clearance or leave to remain application.
39. There is no right of appeal through Work Permits (UK) for unsuccessful entry clearance applicants under Section 88(2)(b) of the National Immigration and Asylum Act 2002.
40. For any further information concerning entry clearance applications please visit www.ukvisas.gov.uk

The process for those currently living in the UK – applying for leave to remain

41. If you are currently resident in the United Kingdom and still have leave to remain in the UK under one of the following categories, you may make a HSMP application whilst in the UK. The categories are:
- Work Permit holders(which excludes Training and Work Experience and the Sectors Based Scheme)
 - Students who have obtained a degree qualification during their current period of leave in the UK
 - Postgraduate doctors, dentists and trainee general practitioners
 - Science and Engineering Graduate Scheme participants
 - Working Holiday Makers
 - Innovator
 - Applicants undertaking the PLAB test, a clinical attachment or dental observer post
42. If you are a government-sponsored graduate student you will need the government's written consent to extend your stay in the UK and should provide evidence of this as part of your HSMP application.
43. If you are in the UK within a category other than one of those listed at paragraph 41 above, you may still make an HSMP application. However, even if this is approved, your leave to remain application is likely to fall for refusal. Those in the UK who do not fall into one of the categories set out above, including those on temporary admission into the UK, should therefore return overseas and make an entry clearance application.
44. For applications made in the UK you will need to apply for your leave to remain on a FLR (IED) form.
45. **Please note: The application for HSMP is not treated as an in-time immigration application under Section 3 of the 1971 act. Therefore, although the FLR (IED) application will normally be made after your HSMP application has been approved, you should make sure to make your leave to remain application before your existing leave to remain expires.**
46. For further information on how to apply for leave to remain please visit the Work Permits UK website www.workingintheuk.gov.uk

What will I need to make an application if I am in the UK?

47. You should send separately to Work Permits (UK) at Cannock, the following:
- A completed FLR (IED) form which you can download from the IND website or can obtain by calling the applications form line on 0870 5210 224. Please note you should submit your leave to remain application before your leave expires. The FLR (IED) form and accompanying guidance is available from the 'all forms' section of our website www.workingintheuk.gov.uk

- If you already have your HSMP approval letter from Work Permits (UK) you should enclose it with your leave to remain application
 - The correct payment (For full details of the charges and documentation that you should submit with the FLR (IED) form, please read the guidance attached to the FLR (IED) form, which can be found on our website www.workingintheuk.gov.uk under the 'all forms' section)
48. You should send the completed FLR(IED) form and accompanying documentation to Work Permits (UK) at:
Work Permits (UK) - FLR(IED)
Home Office
Walsall Road
Cannock WS11 0JA
49. If you choose to submit both the HSMP application form and the FLR(IED) at the same time, you will not receive a refund if either part of the application is refused.

Family Members' Application Process

50. Your spouse or long term unmarried partner (see definition in paragraph 37 above) and dependant children under the age of 18 may apply to join you in the UK. If they are coming to join you from overseas they must seek entry clearance for this purpose before they travel to the United Kingdom. If entry clearance is approved your spouse or unmarried partner and dependant children will be granted leave to enter on the same conditions of stay as you. They will be able to work if they wish. However, any employment your dependants undertake must not be necessary to support you or any other dependants.
51. If your spouse/long-term unmarried partner and/or dependant children under the age of 18 already have leave to remain in the UK as your dependants, you may include application for leave to remain in respect of each of them on the FLR(IED) application you submit in respect of your own HSMP approval. If you and your dependants are granted leave to remain, your dependants will be able to work if they wish, although any employment they undertake must not be necessary to support you or any other dependants.

What if your application for leave to remain is refused?

52. As explained in paragraph 29 above, a successful HSMP application does not automatically guarantee approval of your leave to remain application.
53. If you wish to appeal against the decision on your application for leave to remain, please refer to the leave to remain guidance on our website www.workingintheuk.gov.uk

EXTENSION APPLICATIONS

54. Under the HSMP arrangements, initial applications may be approved for a period of 12 months.
55. If you are a Highly Skilled Migrant you will, in the last month before the end of that period, be able to apply for permission to stay for an additional three years under HSMP.
56. You should apply to Work Permits UK at Cannock using the form FLR (IED) available from the IND website.
57. You will be asked to provide evidence of your economic activity during your period of stay in the UK and evidence of your personal earnings during the period, if you are employed. If you are self-employed, a business plan and evidence that you have established a business bank account will suffice. If you have been active both in employment and self-employment then you should submit evidence of both. You will also need to declare that you and your family have not had access to public funds and have not received a criminal conviction. If your application is approved you will normally be given permission to remain for a further three year period.
58. If you have been granted permission to stay in the United Kingdom as a Highly Skilled Migrant for a total of four years and wish to remain in the United Kingdom on a permanent basis you can apply at the end of the four-year period for permanent residence. This is otherwise known as indefinite leave or settlement. The main criteria for settlement will be that you have spent a continuous period of four years in the UK (except for trips abroad of three months or less, totaling less than six months in the four year period) in a category leading to settlement. You must also be able to demonstrate that you can continue to be economically active in the UK as a highly skilled migrant.

59. In addition those applicants who have been approved under HSMP and are applying for permanent residence as a highly skilled migrant will be able to amalgamate leave to remain under HSMP with previous leave from other categories **that lead to settlement**. For example if you had previously stayed in the UK with 2 years leave for work permit employment and then switched to the HSMP you would be eligible to apply for settlement after a further 2 years in the UK as a highly skilled migrant.
60. Further information on whether an immigration route leads to settlement can be found on the IND website at www.ind.homeoffice.gov.uk. If you meet the requirements for settlement your spouse or unmarried partner and children under the age of 18 will also be able to obtain permanent residence with you.

SECTION 5 – FURTHER INFORMATION

Guidance on Representatives/Agents

61. You may make an application through a representative/agent to process your application. The representative must fill in and sign the representative's declaration page of the form.
62. UK representatives acting on behalf of the applicant who are offering advice and services provided in connection with an immigration employment document application will need to be registered with the Office of Immigration Services Commissioner (OISC), unless they are exempt from the requirements to do so. This is a requirement of Section 84 of the Immigration and Asylum Act 1999. The representative should indicate whether they are registered or the basis on which they are exempt from the registration requirement.
63. If the representative is not required to register due to being regulated by a designated legal professional body (as defined by the Immigration and Asylum Act 1999, for example the Law Society); or if you work under the supervision of such a person; you will need to provide Work Permits (UK) with supporting evidence to accompany the application.
64. Members of a designated legal professional body that are not regulated by them for Immigration purposes (for example some registered foreign lawyers or non-practicing barristers) should ensure that they abide by the OISC codes of practice and seek regulation with the OISC if they wish to continue to provide immigration advice or services.
65. If a representative makes an application on behalf of an individual, and that representative is not permitted to provide advice and immigration services (by section 84 of the Immigration and Asylum Act 1999), Work Permits (UK) will inform both the representative and the individual of the new requirements of the Act and send all further correspondence to the individual stated on the application.
66. Anyone unsure of their status should contact the OISC.

Contact details for the OISC:

67. Queries about OISC requirements should be addressed to:

OISC
5th Floor
Counting House
53 Tooley Street
London SE1 2QN

Tel: 0207 211 1500
Fax: 0207 211 1553

E-mail: info@oisc.gov.uk
Website: www.oisc.gov.uk

Representatives based outside the UK

68. The OISC regulations do not apply for representatives from overseas. Therefore an applicant can appoint the representative of his/her choice. The HSMP team can deal with them without the need for registration on condition that the representative's declaration page has been completed and signed.

Return of information

69. Once the HSMP Team has considered your application, a decision letter will be sent to you along with the original documents that you submitted to support your application.
70. Decision letters and original documents can only be returned to the applicant's current address, declared on the front of the application form, or the address stated on the representative's declaration page, if one has been appointed.
71. For applications made within the UK, all documents will be dispatched using Recorded Delivery. For applications made from outside of the UK, this information will be sent by airmail.
72. If you wish to arrange for a courier to collect your documents you may do so. However, all costs for a courier will need to be borne by the individual. If you arrange for a courier to collect your documents, please contact us on 0114 259 3827 to make the necessary arrangements. If however at the end of one week your documents have not been collected we will post them out by the appropriate postal method as above. **Please note** - HSMP staff will be unable to sign any documentation when couriers pick up your documents. Therefore, you should check with the Courier Company you instruct that there are no papers to be signed when they collect the parcel from our office.

Alternative routes of entry to the United Kingdom

73. The Highly Skilled Migrant Programme is only one of a variety of legal routes open to individuals wishing to move to the United Kingdom. You will be best placed to judge if this route is for you, but the programme is designed for those who wish to seek work or self-employment in the UK on an individual, flexible basis, and who are at the top of their chosen profession.
74. Those specifically wanting to establish a business may wish to look to enter as an Innovator or under the Business Rules. Writers, composers and artists may also enter under the immigration category specific to them.
75. If an UK employer wants to employ you for a specific post, your prospective employer may wish to seek a work permit for you. This must be obtained before you travel to the United Kingdom to take up that post. Those who wish to make the UK their main home but not to work, and who have significant capital, should consider the Investor or Retired Person of Independent Means categories of the Immigration rules. Further information about these routes of entry to the UK can be found on the IND website at www.ind.homeoffice.gov.uk or www.workingintheuk.gov.uk

Contact details

76. If you have any general enquiries regarding the HSMP scheme, you can contact our Customer Relations team at:
Customer Relations
Work Permits (UK)
Home Office
PO Box 3468
Sheffield
S3 8WA

Telephone 0114 2594074
Fax: 0114 259 3776
Email: Customrel.workpermits@wpuk.gov.uk

Glossary

Accredited Institution – A place of study that is recognised as an institution of higher education by NARIC. Professional bodies must be recognised by the equivalent UK regulatory authority.

Certified translations – Translations that have been made and endorsed by an officially registered translator. An officially recognised translator is defined as one that is recognised by the local British High Commission or Embassy

Declared Earnings – Earned income that has been declared to the appropriate tax authorities.

Entry Clearance Application – An application for a visa to allow the individual to enter the UK. An entry clearance application must be made after an HSMP application, which was made from outside the UK, has been approved. Entry clearance applications are administered by UK Visas and further information about making such applications can be found on the UK Visas website at www.ukvisas.gov.uk

Entry Clearance Officer – a UK government official who works at a British Embassy or High Commission overseas. Entry Clearance Officers consider entry clearance/ visa applications from individuals wishing to enter the UK.

FLR (IED) – the application form for leave to remain as a Highly Skilled Migrant. All HSMP applicants who are making applications from inside the UK must complete this application form, in order to stay and work under the HSMP category. Out of country applicants do not need to complete this form.

Graduate Level Experience – Work experience in a position that normally requires education to at least the equivalent of a UK bachelor degree level. The individual need not necessarily have a bachelor degree in order to score points for graduate level experience. However, the applicant must supply satisfactory evidence that the job in question would usually only be offered to candidates who had at least a bachelor level degree.

In Country Application – An application submitted by an individual who is living in the UK.

Leave to Remain – The period of time for which an individual has been granted permission to stay once they have entered the UK. An applicant's leave to remain is valid until the expiry date stamped in the applicant's passport.

NARIC – The National Academic Recognition Information Centre. A private company that specialises in the evaluation of overseas academic and professional qualifications.

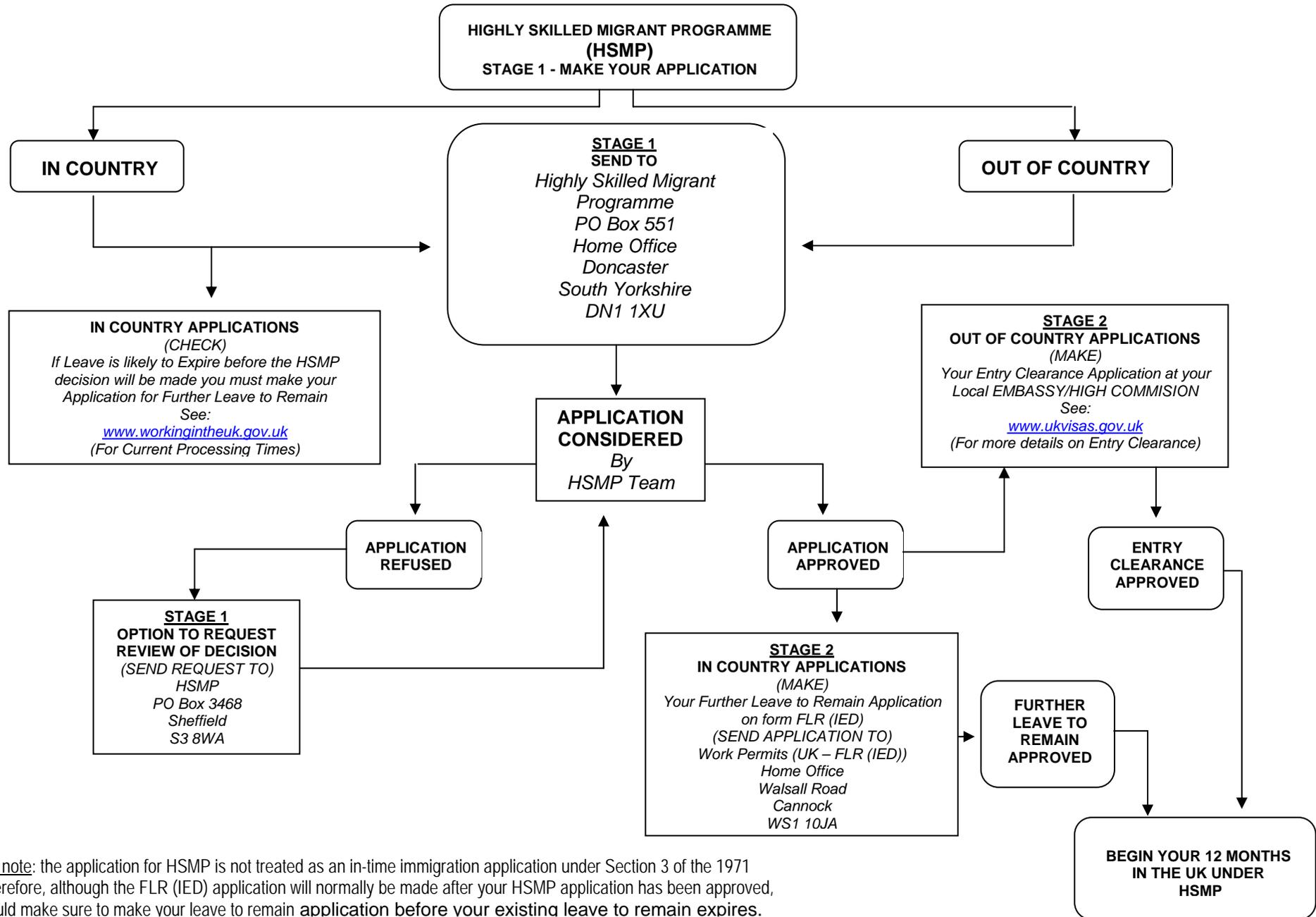
Out of Country Application – An application submitted by an individual who is currently residing outside the UK.

Senior Level Experience – Work experience in a senior capacity within a company. In a large company, a senior position will be one requiring extensive responsibility for the management of other staff and/or large-scale projects. In a small company, senior level experience will be indicated by active involvement in the running of the company at board level.

Specialist Level Experience – A position recognised as specialised within the individual's field of employment. Work experience gained in jobs that normally require specialist skills or in shortage occupations does not in itself count as specialist level work experience. For example, a dentist would have to demonstrate specialised expert knowledge of a particular area within the field of dentistry in order to score points for specialist level work experience.

Annex A

THE HIGHLY SKILLED MIGRANT PROGRAMME PROCESS



* Please note: the application for HSMP is not treated as an in-time immigration application under Section 3 of the 1971 act. Therefore, although the FLR (IED) application will normally be made after your HSMP application has been approved, you should make sure to make your leave to remain application before your existing leave to remain expires.

Annex B: Payment Guidance

This Annex gives information and advice about payments for the consideration of applications for Highly Skilled Migrant status under the Highly Skilled Migrant Programme (HSMP). Please read these notes before filling in the payment section at the front of the HSMP application form

Contents	Paragraph
Introduction	1
How much will it cost?	3
Consideration procedure	5
Exemptions	7
How do I pay?	10
Procedure for applications received	20
Withdrawn applications	25
Duplicate Applications	26
Reviews	27
Guidance for completion of the payment slip.	28
Other details	33

Introduction

1. Applications for Highly Skilled Migrant status under the **Highly Skilled Migrant Programme (HSMP)** are **subject to a charge**.
2. The purpose of these guidance notes is to provide details of the charge and the payment procedures to follow when making applications under the HSMP arrangements. Guidance on the general arrangements for the scheme is available on the Immigration and Nationality Directorate (IND) website at www.ind.homeoffice.gov.uk or may be requested by telephone from our distribution centre on +44 (0) 8705 210224.

How much will it cost?

3. From 1 April 2005, the fee for the consideration of an HSMP application is £315 per application. This fee will apply for **initial HSMP applications** made under the HSMP arrangements and further applications where new information is supplied.
4. All leave to remain applications for HSMP and Extension leave to remain HSMP applications, which require an application for an extension of stay (limited leave to remain), should be submitted separately on a FLR (IED) form along with the fee of £335 (for a postal application). Please note that Leave to Remain applications for HSMP cannot be dealt with at the Public Enquiry Office.

Consideration Procedure

5. The fee charged is for the consideration of the application and not for the issue of a decision. A valid fee if applicable, **must** accompany the application form otherwise the case cannot be considered.
6. We cannot begin the consideration process until the payment has cleared. Payments made by cheque will take 5 working days, credit/debit cards will take 1 working day and postal orders will clear immediately.

Exemptions

7. In accordance with our International obligations under the 1961 Council of Europe Charter or the 1996 European Social Charter (revised), nationals of countries who have signed and ratified the charter are exempt from a charge. Therefore, nationals of Albania, Armenia, Bulgaria, Croatia, Moldova, Romania and Turkey will be exempt.
8. Details of further countries who sign and ratify the Council of Europe Charter or the European Social Charter (revised) and subsequently become exempt, will be included in the Work Permits (UK) website at www.workpermits.gov.uk. There are no other exemptions to the charge.

9. If you are making an HSMP application and you are a citizen of one of the exempt countries listed above, please complete Sections 1 and 2 of the payment slip ensuring you have ticked the 'exempt' box. You should also tick the 'exempt' box on the top left corner of the first page of the HSMP1 or HSMP1 (28) form.

How Do I Pay?

10. If your application does not meet the exempt rules, the payment **must** accompany the application and the payment slip must be fully and accurately completed.

11. Payment can be made by:-

Cheques drawn in sterling on a UK bank account;

UK postal order:

Credit or debit card.

Payment by any other method will **not** be accepted.

12. If the payment submitted does not cover the total cost of the application (£315), it will not be possible to consider the application. **Work Permits (UK) will return it to you without consideration including the part payment.**

Paying by Cheque and Postal Order

13. UK Cheques and Postal Orders should be made payable to 'Home Office, Work Permits (UK).'

14. All the relevant information must be completed including the payer details, the date, the amount, and the signature.

15. The cheque or postal order must be attached to the front of the payment slip to avoid them being 'missed' amongst the documents that are sent with the application. You should also make sure you complete Section 3 of the payment slip.

Credit or Debit Card Payments

16. Applications paid for by credit or debit card should include the card number, the expiry date, the payer details and signature at Section 3.

Completing the payment page

17. In all cases, whether paid for or exempt applications, the following instructions should be followed.

18. Please complete the whole of Section 1 and Section 2.

19. For paid applications, you should tick the 'paid' box on the top left corner of the first page of the HSMP1 or HSMP1 (28) form. For exempt applications, you should tick the 'exempt' box on the top left corner of the first page of the HSMP1 or HSMP1 (28) form.

More detailed guidance for the completion of the payment slip can be found in paragraphs 30-34

Procedure for Applications Received

20. Completed applications for **HSMP initial applications** should be sent to:-

Highly Skilled Migrant Programme (HSMP)
PO Box 551
Home Office
Doncaster
South Yorkshire
DN1 1XU

21. This is the address of a Government approved Payment Handling Service which will check the following:

- i) If payment is applicable.
- ii) The payment slip is completed correctly.
- iii) The payment method is acceptable.
- iv) The application has been identified correctly as paid or exempt.
- v) The payment has cleared.

22. Please note that the payment handling service are independent from Work Permits (UK) and do not process **any** applications. Furthermore, they do not have the capacity to deal with public callers.

In country applications

23. All in-country applicants, as soon as possible within the six months after approval, will also need to submit a leave to remain application separately on an FLR (IED) form to Work Permits (UK) at:

Work Permits (UK) – FLR (IED)
Home Office
Walsall Road
Cannock
WS11 0JA

Please note: Although the FLR (IED) application will normally be made after your HSMP application has been approved, you must always make sure that your leave to remain application is made your existing leave to remain expires.

Extensions of HSMP leave to remain

24. Applications for HSMP extensions should be submitted, on an FLR (IED), one month prior to the leave to remain as a Highly Skilled Migrant expires to the Cannock address given above.

Please note if you send the FLR (IED) form to the Doncaster address or the HSMP initial application form to the Cannock address, your application will be delayed.

Withdrawn Applications

25. Once an application has been received by the payment handling service, the appropriate fee will be charged. If a request to withdraw the application is received at any time during the consideration process, the fee will not be refunded. It is therefore the full responsibility of the person submitting the application to ensure that they wish to enter into the application process.

Duplicate Applications

26. In the event of more than one application being received for the same individual, each application will be subject to the standard charge of £315.

Reviews

27. You may ask for your case to be reviewed if you think the original decision was wrong. You should send your request for a review to:-

Highly Skilled Migrant Programme (HSMP)
PO Box 3468
Sheffield
S3 8WA

However if you submit further information in support of your application you will be required to submit a new application accompanied by the fee of £315. You should send it to:

Highly Skilled Migrant Programme (HSMP)
PO Box 551
Home Office
Doncaster
South Yorkshire
DN1 1XU

Guidance for completion of the Payment Slip

28. Correct completion of the payment slip is very important. Any errors may prevent the payment from being processed and will delay the consideration process. It is therefore imperative to complete the payment slip in accordance with these guidance notes.

29. You must complete the whole of Section 1 and Section 2. You will need to complete Section 3 only if the application is to be paid for.

30. Section 1: Contact Details

Please enter the details of where you can be contacted if we have a payment enquiry.

31. Section 2: Application Details

Please ensure that you complete the paid for and exempt boxes correctly and that the information provided here matches the details given on page 1 of the HSMP form.

32. Section 3: Payment Details

Please complete this section if you have indicated in Section 2 that you are paying for the application. You need only complete the relevant sections. If you have indicated that the application is exempt there is no need to complete this section.

Other Details

Submission of Application Forms

33. In order to simplify the validation procedure, please ensure that the application is packaged in the following order:

- i) Application form with cheque or postal order (if applicable) secured to page one.**
- ii) Covering letter.**
- iii) Passport(s).**
- iv) Supporting documents.**

Postal Applications

If your application is sent to our Moorfoot address, this will delay the processing of your application.

Address for Extensions of HSMP leave to remain

34. If the application is to extend your existing HSMP leave to remain, you should send form FLR (IED) along with the fee £335 to:-

Work Permits (UK) - FLR (IED)
Home Office
Walsall Road
Cannock
WS11 0JA

Applications sent by Courier

35. If you wish, you may send your application by courier. If you wish to use a courier please contact the HSMP Team on 0114 259 1894 or the WP (UK) Customer Relations Team on 0114 259 4074.

36. Applications delivered by courier must arrive during normal business hours (8.30am to 4.30pm on weekdays). Acceptance of the form after these hours cannot be guaranteed.

37. If your application is sent by courier to our Moorfoot address it cannot be accepted. This will delay the processing of your application.

Annex C: THE CRITERIA EXPLAINED

The following Annex details the criteria of the HSMP arrangements, as they apply to applicants under the age of 28.

If you are aged under 28, you should make your HSMP application using form HSMP 1 (28).

Contents	Paragraph
The Young Person Assessment	1-5
Educational Background	6-9
Work Experience	10-20
Past Earnings	21-34
Achievement in your chosen field	35-43
HSMP Priority Applications for General Practitioners	44-47
Partner's Achievements	48-56

Scoring Areas for those persons aged under 28 years applying on the standard HSMP application form

The Young Person Assessment (under 28 year olds only)

1. **Applicants under 28 years of age must complete the HSMP 1(28) form**
2. A Young Person assessment was introduced into HSMP for applicants who are under 28 years of age. It recognises that it is more difficult for a highly skilled young graduate to meet the lowest thresholds in the work experience and past earnings categories, compared to an older counterpart with the same level of skills. Furthermore, there is a greater potential for young highly skilled individuals to be active in the labour market for longer. The designated young person assessment involves separate criteria for work experience and past earnings from the standard HSMP assessment, plus the award of an age allowance of 5 points. All applicants under 28 years of age should complete the under 28 (HSMP 1(28)) for them to be considered under the young person criteria
3. This will apply only to applicants who have yet to reach their 28th birthday when their HSMP application is received by WP(UK). **You should ensure that your application form reaches us before your 28th birthday as any application received on or after your birthday can no longer be considered under the young person category.** As the office that receives the HSMP applications is only open Monday to Friday (8.30am to 4.30pm) you should ensure that the application is received on the last working day prior to the applicants 28th birthday.
4. Any application received on or after your 28th Birthday will not be assessed under the young person assessment. It will be assessed according to the standard criteria for those who are 28 years and over.
5. You should provide evidence of your age, in the form of an official document such as, birth certificate, copy of the personal details page of your passport or your driving licence. (Please do not send your original passport with this application form)

Educational background

6. In this category you can score the following according to the educational qualifications you hold:

PhD	Master's (e.g. MBA)	Graduate degree (e.g. BA or BSc)
30	25	15

7. Qualifications have to be to the recognised British standard of Bachelors, Masters or PhD (as validated by the National Academic Recognition Information Centre (NARIC) current database) to be awarded the respective points for each level of qualification.
8. Vocational and professional qualifications can also score points in this area if satisfactory independent evidence is produced to show that the qualification is equivalent to an applicable level British academic qualification. This will be validated, where possible, by reference to the NARIC current database. It is the responsibility of the applicant to demonstrate that the qualification equates to a UK academic qualification. However, NARIC are not always able to verify professional qualifications, so if you already have evidence from NARIC that the qualification equates to an appropriate British level academic qualification please submit it with your application.
9. Points will only be scored where evidence is provided that the individual has been awarded the relevant academic or professional qualification from an accredited institution (See the glossary for definition).

Work Experience

10. The following points can be scored:

At least 2 years full time graduate level work experience	At least 4 years full time graduate level	At least 4 years full time graduate level work experience including at least 1
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	work experience	year in a senior or specialist role
25	35	50

These criteria acknowledge that those under 28 may be highly skilled but will have had limited time in the labour market

11. Points will only be awarded for this section where sufficient original evidence has been provided to satisfy the HSMP team that the post(s) has clearly demonstrated either graduate, senior or specialist level experience. The evidence should also demonstrate that the applicant has worked in the post(s) on a **full time** basis for the required length of time.
12. Graduate level work experience would normally be a role within a company or institution that would require you to have a minimum educational standard of a degree level qualification. You do not necessarily have to hold a degree; rather, that the post held would normally require one. It is important that the references you supply include a job description with a detailed breakdown of duties and responsibilities, in order to illustrate that the post is at the appropriate level.
13. Senior level work experience would normally be a role at board level in a small company, whereas in a larger business it could equate to a department head or leader of project management team. Those working in an academic field may have run a department or headed a research team.
14. In order that points are awarded the evidence should demonstrate the size of the company, department or project team/research team. It is not sufficient evidence to state the job title of 'Head of Department' or 'Head of Project Team', as this alone does not define the seniority of the post. We will usually consider those who run their own businesses and employ a number of staff to have demonstrated senior level work experience. The evidence supplied for this section should clearly demonstrate a high level of responsibility within an organization. To clearly demonstrate the level of your position in the company you should be providing with the references, a hierarchy chart showing your position and the number of staff in the company. Therefore, it is important that the references you supply include a job description with a detailed breakdown of duties and responsibilities to illustrate that the post is at the appropriate level.
15. If your previous post does not match this type of structure then you should supply similar evidence to demonstrate the level of work you do and what level of seniority/responsibility you hold within your industry or profession.
16. A specialist position is normally one that may not have any particular managerial role but requires a very high level of technical or artistic expertise. Although some professions are by definition a specialized area of employment, the evidence provided for specialist work needs to demonstrate that the work undertaken is of a higher complexity than the general everyday duties of that profession. You will need to supply evidence, giving details and duration of any specialist training you have undertaken.
17. If an applicant has been self employed /established their own business, evidence should be provided to illustrate how long the business has been trading and that the applicant is actively involved in the day to day running of the business. Evidence of self-employment should be a combination of the evidence listed below.
18. The type of evidence required to demonstrate work experience is:

For those in salaried employment:

- Employer references on their letter headed paper, clearly showing:
- the start and end dates of each position held during their employment
- job title
- a description of duties and responsibilities held.

For those who have been self-employed provide (where relevant):

- Official Company registration documentation
- Annual business accounts – these should clearly show what involvement the applicant has in the company and illustrate the size of the company

- Tax returns for the business/corporation tax returns with verification stamp from the relevant tax office
- Signed client contracts
- Number of staff employed – this could be shown in a hierarchy chart or company publications, payroll details
- Number of shareholders in the company
- Evidence of your role within the company

Personal references will not be accepted as evidence

Please note – A C.V cannot be assessed as part of the supporting evidence. It can only be used as a guide to the applicant’s personal profile

19. For self-employed applicants a combination of as many of the above items will be required in order to illustrate your work experience status.
20. This list is not exhaustive and we may need to request additional information in order to award the correct number of points. However, we will not automatically request information that has not been supplied. Therefore you should ensure that all the relevant documentation you wish us to consider has been supplied with the application form.

Past Earnings

21. The past earnings requirements for under 28s assessment are broadly equivalent to the top ten percent earnings of all full time workers in this age group. In order to score points in this category you need to demonstrate a minimum earned income in your country of residence over the 12 months prior to the application being made. In order to reflect differences in income levels across the world, the level required to qualify varies depending on where you live. The country you have been residing and working in over this period, rather than your nationality determines the income band.
22. For example a Chinese National residing and working in the United States of America would be required to demonstrate a minimum annual income level over the past 12 months of £27,000 in order to score 25 points. However, a Canadian National working in South Africa would be required to demonstrate a minimum annual income level over the past 12 months of £8,450 to score 25 points
23. **Applicants should provide two forms of evidence for this section. Of the above types of evidence, the most suitable to demonstrate earnings are usually tax documents and pay slips. The other types of evidence can be considered but we may need further information for clarification, which will delay the consideration of your application.**
24. If you work in a country that does not have a tax system then you should provide further information to prove your earned income. You should provide wage slips and bank statements as evidence. If you are exempt from paying tax you should provide evidence of this from the appropriate authorities.
25. It is important to note that not all income will be considered. Unearned income such as dividends from investments (unless it is in a company in which you are active in day to day management), property rental income, and interest on savings or funds received through an inheritance are not used when calculating your income. We will not be able to consider any allowances paid to you that are not declared on your pay slips. If the company you work for pay part of you income in dividends then you should provide evidence that this has been declared as earnings. This should be in the form of either personal tax returns or the corporate tax voucher from the company.
26. The income levels you are required to demonstrate under the young person assessment are as follows:

Young Persons Minimum Income level (aged under 28 years)	Code	Countries requiring this income level. (highlighted in alphabetical order)
£27,000 per annum = 25 points £40,000 per annum = 35 points £60,000 = 50 points	A	Andorra, Aruba, Australia, Austria, Belgium , Bermuda, Canada , Cayman Islands, Channel Islands, Denmark , Finland , France, French Polynesia, Germany , Gibraltar, Guam, Hong Kong , Iceland, Ireland, Italy, Japan , Kuwait , Liechtenstein, Luxembourg, Monaco , Netherlands , Norway, Qatar , San Marino , Singapore, Sweden, Switzerland, UAE, United Kingdom, United States of America, Vatican
£11,800 per annum = 25 points £17,500 per annum = 35 points £26,250 per annum = 50 points	B	American Samoa, Antigua and Barbuda, Argentina, Bahamas , Bahrain, Barbados, Botswana, Brunei, Chile , Costa Rica, Croatia, Cyprus, Czech Republic, Estonia , Faeroe Islands, Greece , Greenland, Grenada, Hungary , Israel , Korea , Rep. of (South Korea), Latvia , Lebanon, Libya, Macao (China) , Malaysia, Malta, Mauritius, Mexico, Netherlands Antilles , New Caledonia, New Zealand, Northern Mariana Islands, Oman , Palau , Panama, Poland, Portugal, Puerto Rico, Saudi Arabia , Seychelles, Slovak Republic, Slovenia, Spain, St. Kitts and Nevis, St. Lucia, Taiwan (Territory of) ,Trinidad and Tobago, Uruguay , Venezuela , Virgin Islands,
£8,450 per annum = 25 points £12,500 per annum = 35 points £18,750 per annum = 50 points	C	Albania, Algeria, Belarus , Belize, Bolivia, Bosnia and Herzegovina, Brazil, Bulgaria, Cape Verde , China (excluding Hong Kong), Colombia, Dominica , Dominican Republic, Ecuador , Egypt, El Salvador, Fiji , Gabon , Guatemala, Honduras , Iran, Jamaica, Jordan, Kazakhstan , Lithuania, Macedonia , Maldives, Marshall Islands, Micronesia, Morocco, Namibia , Nauru, Paraguay , Peru, Philippines, Romania , Russian Federation, Samoa , South Africa, St. Vincent and the Grenadines, Suriname, Swaziland, Syrian Arab Republic, Thailand , Tonga, Tunisia, Turkey, Turkmenistan, Vanuatu , West Bank and Gaza , Yugoslavia
£5,000 per annum = 25 points £7,500 per annum = 35 points £11,250 per annum = 50 points	D	Angola, Armenia, Azerbaijan, Bangladesh , Benin, Bhutan, Cameroon , Comoros, Congo, Republic of the, Cote d'Ivoire, Cuba, Djibouti , Equatorial Guinea , Gambia, Georgia, Guinea, Guyana, Haiti , India, Indonesia, Iraq, Kenya , Kiribati, Lesotho , Mauritania , Moldova, Mongolia, Myanmar, Nicaragua , Pakistan , Papua New Guinea, Senegal , Solomon Islands, Sri Lanka, Sudan, Ukraine , Uzbekistan, Vietnam, Yemen , Zambia , Zimbabwe,
£2,350 per annum = 25 points £3,500 per annum = 35 points £5,250 per annum = 50 points	E	Afghanistan, Burkina Faso , Burundi, Cambodia , Central African Republic, Congo, Democratic Republic of the , Chad, Eritrea , Ethiopia, Ghana , Guinea-Bissau, Korea (N), Kyrgyz Republic , Lao PDR, Liberia, Madagascar , Malawi, Mali, Mayotte, Mozambique, Nepal , Niger, Nigeria, Rwanda , Sao Tome and Principe, Sierra Leone, Somalia, Tajikistan , Tanzania, Togo, Uganda ,

27. If you have lived in more than one country during the past twelve months we will normally assess your income against the country where you have spent the longest period, on a pro-rata basis. For example if you have spent 8 of the last 12 months in the United Kingdom and 4 in Nigeria, we will take your earned income in the United Kingdom, divide it by eight and multiply it by 12 to give an annual income figure. You will then be allocated points appropriate to that figure. **You need to submit two forms of evidence for consideration.**

28. If you have been seconded overseas during the last 12 months and your salary continues to be paid in the normal manner overseas, the country where you have been working would normally be considered. In order for us to establish which country code to consider your earnings against you will need to provide evidence of where you have been working and where your salary has been paid.
29. If you are living and working in a country but having your income paid into a bank account in another country your income will be considered against the country code where you are living and working.
30. Examples of the types of evidence we will require in order to award you points for your earnings include:
- 12 months wage slips - if your wage slips are not printed on company headed paper, they must be stamped and signed by your employer. Wage slips not printed on headed paper or endorsed by the employer will not be accepted as evidence of past earnings
 - Income Tax return
 - Letter from Accountants
 - Letter from employer detailing salary
 - Earnings from shares – if paid as part of your salary package (the shares must be in the company you are working for)
31. Examples of the types of evidence we require from applicants who are self-employed include:
- Individual tax return or tax compliance letter from your local tax office
 - Corporate tax returns – if part of your earnings are dividends
 - Company audited accounts
 - Shares – if they are for the company you are running
32. If shares or dividends are part of your earnings package they must be shares or dividends from the company you are working for or running. You must provide evidence of the earnings made on the shares or dividends and evidence that it is derived from shares or dividends in the company you work for or run.
33. If we need to clarify the evidence provided we may need to request additional information in order to award the correct number of points. However, we will not automatically request information that has not been supplied. Therefore you should ensure that all the relevant documentation you wish us to consider has been supplied with the application form.
34. If you have been unable to earn an income for the last 12 months, due to undertaking full time study, we will consider your earnings for the 12 months immediately prior to you becoming a full time student. Evidence of the period of study should be provided, including attendance requirements (hours per week)

Achievement in your chosen field

35. Points awarded for this section:

Significant Achievement	Exceptional Achievement
15	25

36. In order to score in this category you will need to produce three different pieces of evidence to demonstrate how your work has been acknowledged by your peers and how you have contributed significantly to the development of your field.
37. Examples of this could be:
- A breakthrough in your field of expertise, e.g. a piece of original published research that has been acknowledged by those in your field of work (evidence of this acknowledgement should be provided)
 - A recognised artistic achievement
 - A lifetime achievement award from an industry body

- An invention, which is likely to or has provided commercially successful.
38. Examples of the type of evidence to provide for the achievement in your chosen field
- Peer references – **these should not be personal or character references.** They should illustrate what you have achieved and why it is significant/exceptional in your field
 - Published work
 - Press articles
 - Scholarship/research awards
 - Industry awards/prizes
 - Ownership of intellectual property rights
 - Research output – this evidence should illustrate how the research has been acknowledged in your field of work
39. Those who can show **significant** achievement may not be known outside their field of expertise, or not yet be recognised on an international basis, but should have developed a body of work that is acknowledged by their peers as contributing significantly to the development of their field.
40. A copy of a thesis alone is not sufficient evidence to award the points in this section. You should also supply references from your peers or superiors to show how this area of research has been a breakthrough in your field of work.
41. A significant achievement will of course vary from industry to industry and the stage of a person's career. It is your responsibility to clearly demonstrate how your achievement has significantly effected your field or industry.
42. Your achievement has to be recognised as having made a significant contribution to the development of the industry you work in as a whole, therefore, internal recognition awards for performance from your company will be insufficient evidence to award the points in this section.
43. Those with an **exceptional** achievement in their chosen field will be at the top of their profession, be recognised beyond their field of expertise and have obtained international recognition.

HSMP Priority Applications for General Practitioners

44. This area provides a mechanism for the UK government to encourage people with a particular skill or profession to move to work in the United Kingdom. The decision to provide an avenue for General Practitioners in this area has been agreed with the Department of Health.
45. For further information on how to obtain the evidence required to qualify for this criterion please see section one of the "GP Registrar Scheme: Vocational Training for General Medical Practice: The UK guide" which can be found at www.doh.gov.uk/medicaltrainingintheuk/gptraining.htm.
46. In order to score points in this area you must hold full General Medical Council (GMC) registration and also one of the other three credentials listed below:
- Full GMC registration, **and** a vocational training certificate issued by the UK or another EEA member state;
 - **or** a certificate of acquired right issued by the UK or another EEA member state;
 - **or** a certificate of equivalent experience issued by the Joint Committee on Postgraduate Training for General Practice.
47. This scoring area is for General Practitioners (GPs) only and is not open to Veterinary Surgeons or Dentists. You must also intend to work as a GP in the UK.

Partners' achievements

48. Points awarded for this section:

Spouse/unmarried partner educated to degree level or previously employed in a graduate level job and lived together for 2 years or more
10

49. This category has been created to recognise the contribution skilled spouses and long term partners of those successful under HSMP can make to the UK economy given the entitlement to work in the UK.
50. In order to score in this category, you must provide evidence that your spouse or unmarried partner is educated to degree level (e.g. BA or BSc) or an equivalent vocational or professional qualification. Alternatively, you can provide evidence that they are currently or have previously been employed in a graduate level job (for definition see work experience section). Your spouse or partner must accompany or join you in the UK. In addition your spouse or partner must not already have been granted settlement (permanent residence) in the UK.
51. In addition, you must provide evidence that you and your partner have been living in a relationship of either marriage, or a relationship akin to marriage, that has subsisted for the last two years or more before the points can be awarded. (see paragraph 37 of guidance notes for more details on partners)
52. You must provide three pieces of evidence, from the list below, addressed to you and your partner to demonstrate that you have lived in a partnership at the same address for the last two years.
53. If you are married, please supply your marriage certificate as one of the pieces of evidence to confirm your relationship.
54. For example, if you and your partner have been living together since March 2002 you should supply a piece of official evidence addressed to you both, at the same address from March 2002 (if married, this could be your marriage certificate to show when you started living together), a piece from 2003 and a piece from March 2004.
55. However, if you are unable to provide sufficient documents that are jointly addressed you should provide four pieces of evidence from the list below, in a combination of some addressed to you and some addressed to your partner to cover the two year period.
56. In order to provide evidence of your relationship you must supply documents of the type described below as evidence that you and your partner live together.
- * telephone bills or statements
 - * gas bills or statements
 - * electricity bills or statements
 - * water rates
 - * council tax documents
 - * local social services department correspondence
 - * local health authority correspondence
 - * government department or agency (e.g. Inland Revenue,) documents
 - * bank or building society letters or statements
 - * credit card statements
 - * insurance certificates complete with address
 - * mortgage statements or agreement
 - * tenancy agreement

Annex D: The Masters in Business Administration (MBA) Provision

Contents	Paragraph
Background	1–6
The MBA Criteria Explained	7–10
What supporting evidence is required for the MBA Provision?	11–13
What if I have graduated on an MBA programme from an institute not on the list?	14
What if I have graduated from one of the eligible institutions prior to the list being published?	15
What if I have graduated on another course at one of the eligible institutions?	16
What if the list has been updated and the institute I graduated from is no longer on the list?	17
MBA Eligible Programmes	

1. The 2004 Budget announced a new provision for graduates of some of the top business schools to work in the UK upon completing their MBAs. The MBA remains one of the most widely recognised and respected management qualifications. The MBA provision, launched on the 12 April 2005, is a provision within the Highly Skilled Migrant Programme (HSMP). It will enable the more highly qualified and talented managers to come to the UK.
2. The 'MBA Eligible Programmes' document, included at the end of this annex, lists the 50 eligible MBA programmes as compiled by the Treasury.
3. This is a list of some of the 'top' 50 MBA programmes in the world, and has been determined by the Treasury, based on new criteria, that meet the requirements of the UK economy.
4. The list of eligible institutions contains 10 UK institutions and 40 from the rest of the world. For more details of the list go to www.hm-treasury.gov.uk/pre_report/prebud_pbr04/assoc_docs/prebud_pbr04admba.cfm
5. The inclusion of 10 UK institutions reflects the commitment these graduates have already shown to the UK and the knowledge they have of UK society.
6. This list will be reviewed and re-published annually by the Treasury.

The MBA criteria explained

7. To meet the requirements of the MBA provision, and qualify for HSMP approval, you must
 - Have **graduated from an eligible MBA programme** (see list attached) at the time the MBA is on the list of eligible programmes. The first list was published on the 2 December 2004, so the earliest eligible graduation date will be 2 December 2004. The date of graduation will be taken as the date on the graduation certificate.
 - **Provide evidence** that clearly demonstrates you have graduated from an eligible MBA programme (see list attached). The MBA course must have been completed. You cannot apply for this provision whilst part way through their MBA programme.
8. You should complete the MBA Provision section on Page 4 of the HSMP application form, giving details of your qualification and the awarding institute. You are only entitled to apply for the MBA provision if the institute you have graduated from appears on the list of eligible institutions at the time you graduated.
9. You must also complete Part Two and Three of the HSMP application form. In these sections you will be required to show that you will be able to continue your career in the UK, intend to make the UK your main home and maintain and accommodate yourself and any dependents without recourse to public funds. (For further details on this see paragraphs 33 – 35 of the HSMP general guidance above.)
10. If you have provided sufficient evidence of your MBA qualification, the MBA was awarded at an eligible institution and the HSMP team is satisfied that you meet the requirements of the scheme, you will automatically be awarded 65 points, which is the minimum number of points required to meet the HSMP criteria.

What supporting evidence is required for the MBA Provision?

11. Points will only be awarded for the MBA Provision where sufficient original evidence is provided from the awarding institute to demonstrate the applicant has graduated from an eligible MBA programme.
12. You should provide an original genuine MBA certificate issued by an eligible institute. If you have only recently completed the MBA and the certificate has yet to be issued, you can provide an original academic reference, from your personal tutor, (on the institute's letter headed paper) confirming the details of your qualification. It should clearly demonstrate that an eligible MBA has been successfully completed and you are awaiting the graduation ceremony. If you are sending an academic reference as supporting evidence then the date of the letter will be the date considered as the graduation date.

No other form of evidence is acceptable for the MBA Provision.

13. The HSMP team aims to consider your application swiftly. Work Permits (UK) must also be confident that applications meet the HSMP criteria and that the statements in the application form, and information provided to support those statements are a true reflection of your profile and achievements as an applicant. The HSMP team may contact the awarding institution in order to verify the evidence supplied. The purpose of this check is to verify that the information provided is a full and accurate description of the statements

made in the application. Where there is doubt concerning any of the documents provided the HSMP team might be unable to consider that document as supporting evidence.

What if I have graduated on an MBA programme from an institute not on the list?

14. If you have graduated on an MBA programme but the institute is not on the list of eligible institutes at the time of graduation you will not be entitled to apply under the MBA provision. If you still wish to apply under HSMP then you should complete the standard sections of the HSMP application form.

What if I have graduated from one of the eligible institutions prior to the list being published?

15. If you have graduated on an MBA programme from an institute that is on the list of eligible institutes, but you graduated before the list was published, you will not be entitled to apply under the MBA provision. If you still wish to apply under HSMP then you should complete the standard sections of the HSMP application form.

What if I have graduated on another course at one of the eligible institutions?

16. The MBA provision within the HSMP scheme is only appropriate to MBA graduates. If you have graduated through any other course at one of the eligible institutions you are not entitled to apply under the MBA provision. If you still wish to apply under HSMP then you should complete the standard sections of the HSMP application form.

What if the list has been updated and the institute I graduated from is no longer on the list?

17. The list of the 50 eligible institutions will be reviewed and re-published by the Treasury annually. If you have graduated from an institution that was on the list at the time of your graduation but the institute has since been removed from the list you will still be entitled to apply for the MBA Provision.

MBA Eligible Programmes

The 50 eligible schools are listed below in alphabetical order:

Ashridge (UK)

Australian Graduate School of Management (AUS)

Babson College : Olin (USA)

Boston University School of Management (USA)

Bradford School Of Management/Nimbus (UK/NTH/GER)

Carnegie Mellon University (USA)

Ceibs (CHN)

City University: Cass (UK)

Columbia Business school (USA)

Cornell University: Johnson (USA)

Cranfield School of Management (UK)

Dartmouth College: Tuck (USA)

Duke University: Fuqua (USA)

Emory University: Goizueta (USA)

Georgetown University: McDonough (USA)

Harvard Business School (USA)

IMD (SWI)

Insead (FR/SING)

Instituto de Empresa (SP)

Lese Business School (SP)

London Business School (UK)

Manchester Business School (UK)

Melbourne Business School (AUS)

MIT:Sloane(USA)

New York University: Stern (USA)

North Western: Kellogg (USA)

Rice University: Jones (USA)

Rotterdam School of Management (Neath)

SDA Bocconi (IT)

Stanford University (USA)

UC Berkley: Hass (USA)

UCLA: Anderson (USA)

Universiteit Nyenrode (NTH)

University College Dublin: Smurfit (IRE)
University of Cambridge: Judge (UK)
University of Chicago (USA)
University of Maryland: Smith (USA)
University of Michigan (USA)
University of North Carolina: Kenan-Flagler (USA)
University of Oxford: Said (UK)
University of Pennsylvania: Wharton (USA)
University of Rochester: Simon (USA)
University of Southern California: Marshall (USA)
University of Strathclyde (UK)
University of Toronto: Rothman (CAN)
University of Virginia Darden (USA)
University of Western Ontario: Ivey (USA)
Vanderbilt University: Owen (USA)
Warwick Business School (UK)
Yale School of Management (USA)