

### APPENDIX 2 (VAF 4A DECEMBER 2013) FINANCIAL REQUIREMENT FORM

This form is for use outside the UK only. This form is provided free of charge.

#### **▶ READ THIS FIRST**

This form must be completed in English. You may use blue or black ink.

#### YOU SHOULD COMPLETE THIS FORM IF YOU WISH TO COME TO THE UK AS:

- The spouse or civil partner of someone settled in the UK; or
- The child of a parent who is applying for entry clearance as a partner or the child who is applying to join their parent who is already in the UK and has been granted limited leave as partner granted under the Immigration Rules in force on 09 July 2012; **or**
- The fiancé(e) or proposed civil partner of someone settled in the UK; or
- The unmarried or same sex partner of someone settled in the UK; or
- The Post Flight family member (spouse or civil partner, unmarried or same-sex partner, fiancé(e) or proposed civil partner) of someone with limited leave to enter or remain in the UK as refugee or is the beneficiary of humanitarian protection; or
- The Post Flight family member (spouse or civil partner, unmarried or same-sex partner, fiancé(e) or proposed civil partner or child) of someone with limited leave to enter or remain in the UK as a refugee or is the beneficiary of humanitarian protection.

IF YOU ARE NOT COMING TO THE UK UNDER ONE OF THESE CATEGORIES, YOU ARE COMPLETING THE WRONG APPENDIX.

Please follow the guidance notes carefully and complete all questions unless indicated to the contrary. The guidance notes are available on the Home Office website and at the end of this form. If you run out of space on any section of the form please use the Continuation/Additional Information section at **Part 5**.

The Home Office may take a decision on your application based on the information contained here without interviewing you. Therefore please ensure you submit all the relevant original documents that you want the Entry Clearance Officer to see when considering your application. It is your decision how you satisfy the Entry Clearance Officer that your intentions are as you state in your application. Further guidance on supporting documents can be found on our website. It is better to explain why you do not have a document than to submit a false document. Your application may be refused if you use a false document, lie or withhold relevant information.

You MUST also complete and submit the main Personal Details Form (VAF4A). Failure to do so will delay your application.

On what basis are you going to the UK? Put a cross (x) in the	ne relevant box
As the spouse or civil partner of someone settled in the UK.  As the fiancé(e) or proposed civil partner of someone settled in the UK.  As the unmarried or same sex partner of someone settled in the UK.	As the child of a parent who is applying for entry clearance as a partner or the child who is applying to join their parent who is already in the UK and has been granted limited leave as partner granted under the Immigration Rules in force on 09 July 2012.  As the Post Flight family member (spouse or civil partner,
	unmarried or same-sex partner, fiancé(e) or proposed civil partner or child) of someone with limited leave to enter or remain in the UK as a refugee or is the beneficiary of humanitarian protection.
Part 1 Your Relationship To The Sponsor	Read Guidance Notes, Part 1
1.1 Please specify your relationship to your UK Sponsor: Put a	cross (x) in the relevant box
Spouse	I am under 18 and the sponsor is my parent
Civil Partner	I am under 18 and the sponsor is in a relationship with my parent
Fiancé(e)	I am under 18 and the sponsor is a relative who I will live with in the UK
Unmarried Partner	Other - Please specify:
Proposed Civil Partner	
Same sex partner	

Put a cross (x) in the relevant box	Yes No If 'No' go to question 1.5
1.3 When did you first meet your sponsor in person? >>>>>	1.4 Where did you first meet in person?
D D M M Y Y Y	
1.5 When did your relationship begin?	1.6 How often do you meet?
D D M M Y Y Y	
1.7 When did you last see your sponsor? >>>>>>>>>	1.8 How do you keep in touch with your sponsor?
1.7 When did you last see your sponsor?	The state of your table in the special state of the
1.9 Are you seeking permission to come to the UK as a fiancé(e) of to take place in the UK? Put a cross (x) in the relevant box	or proposed civil partner to enable your marriage or civil partnership
Yes No If 'Yes' when and where do you plan to marry/enter in	nto a civil partnership?
1.10 Are you married/in a civil partnership with your sponsor?	Vo. No. 15 (No.) 10 4 1 4 0
Put a cross (x) in the relevant box	Yes No If 'No' go to 1.16
1.11 When and where did you marry/enter into a civil partnersh	ip?
1.12 What age were you when you married/entered into a civil partnership with your sponsor?	1.13 What age was your sponsor when he/she entered into marriage/civil partnership with you?
1.14 Is/was this an arranged marriage?	
Put a cross (x) in the relevant box	Yes No No
1.15 Are you and your sponsor related outside marriage?  Put a cross (x) in the relevant box	Yes No If 'Yes' please provide exact details of this relationship
Put a Cross (x) in the relevant box	Total or or inp
1.16 If you are an unmarried or same sex partner, have you been	living in a relationship akin to marriage or a civil partnership?
Put a cross (x) in the relevant box	
Yes No If 'No' go to 1.18	Not Applicable If 'Not applicable' go to 1.18
1.17 Provide details of how long you have been in a relationship	akin to marriage or a civil partnership with your sponsor
<b>1.18</b> Do you intend to live with your sponsor permanently?  Put a cross (x) in the relevant box	Yes No No
1.19 Have you lived with your sponsor in a relationship akin to ma	
wedding or civil partnership ceremony)? Put a cross (x) in the releva	
Yes No If 'Yes' please give full details. If 'No' please give reas	sons why you have never lived together.

1.20 Are either you or your sponsor cur civil partnership with another person?  Put a cross (x) in the relevant box	-	Yes No	If 'Yes' please give full details
1.21 Have you or your sponsor previo entered into a civil partnership? >> Put a cross (x) in the relevant box	usly been married/or >>>>>>>>  You (if applicable)	Yes No	If 'Yes' please give full details  Your Sponsor (if applicable)
Name of other/former partner:			The special Company
Date of Birth:			
Nationality of other/former partner:			
Date of marriage/civil partnership:			
Place of marriage/civil partnership:			
Date of divorce/dissolution of Civil Partnership			
If there has been more than one relat	ionship, please provide det	ails in Part 6.	
1.22 What languages do you speak v	vell? >>>>>>>>		
1.23 What languages does your spor	nsor speak well? >>>>>		
1.24 What language(s) do you and yo communicate with each other?			
1.25 Do you and your sponsor have at responsibilities? Put a cross (x) in the re-		Yes No	If 'Yes' please give full details
1.26 Do you, or your sponsor, have an at home, or have learning difficulties?			ntly requires personal care or medical assistance
Yes No If 'Yes' please give fu	III details		
1.27 Does your sponsor have any chill Put a cross (x) in the relevant box		Yes No	If 'Yes' please provide full details of your sponsor's children
Name	Nationality	/	Date of Birth

1.28 Is your sponsor responsible for supporting any financially, including any children listed above?  Put a cross (x) in the relevant box >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>		Yes	No	If 'Yes' please give full de much is spent.	tails below including how
Full Name	Date of B	Birth		How much is sp	pent per month.
Part 2 Your Accommodation & C	ther Deta	ils Read	Guidar	nce Notes, Part 2	
2.1 Where do you and your sponsor plan to live in	the UK? >>			nsor own this property? e relevant box  If 'No', on what basis doe this property e.g. rented,	es your sponsor occupy
<b>2.3</b> Does your sponsor live in a council owned proper Put a cross (x) in the relevant box	erty?	Yes	No		
2.4 Is you sponsor in receipt of Housing Benefit and Council Tax Benefit? Put a cross (x) in the relevant bo		Yes	No	If 'Yes' please provide full	details
2.5 How many bedrooms are there in the property?	' >>>>>				
2.6 How many other rooms are there in the propert (NOT including kitchens, bathrooms and toilets)?	y >>>>>				
2.7 Does anyone, other than your sponsor, live in the property? Put a cross (x) in the relevant box	ne >>>>>	Yes	No	If 'Yes' please provide full person living in the prope	
Full name Age	Relations	hip to Spons	sor	Nationality	Passport number
2.8 Do you intend to work in the UK? >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>	Yes	No	If 'Yes' please provide full	details
Part 3 Financial Requirement R	ead Guida	ince Note	es, Part	: 3	
You must meet the financial requirement to qualify for Office website and must be read when completing this specified, to demonstrate that together, as a couple, yell for you need to provide details of more sources of it	s section. You you have the fi	and your sp nancial reso	onsor sho urces you	uld provide the relevant eclaim under this section.	
EVEMPTION EDOM MEETING THE FINANCIAL D	EOI IIDEMENT	т			
3.1 Is your sponsor in receipt of a disability related			vithin the	quidance notes? If you	have claimed to be
exempt from meeting the financial requirement you mus  Put a cross (x) in the relevant box					
Yes If 'Yes' go to Part 4		No			

#### CALCULATING THE RELEVANT FINANCIAL REQUIREMENT

The financial requirement that you must meet will vary according to the number of child dependents under the age of 18 being sponsored for entry to the UK as part of this application, and taking account of any child dependents under the age of 18 your sponsor is already financially responsible for in the UK.

- Children who are British Citizens or not subject to UK Immigration Control do not need to be considered when calculating the financial requirement.
- Full details of which children the financial requirement applies to can be found within the policy guidance notes which can be found on the Home Office website. The financial requirement you need to meet may include children already sponsored who are not part of this application and you should include those children where relevant at 3.2
- Some applicants including children will need to meet a different maintenance requirement and if that applies they will need to complete Part 4 instead of this section. Full guidance can be found on the Home Office website.

3.2 What is the financial requirement you are required to meet? $Pu$	at a cross (x) in the relevant box
Applying with no child dependents under 18 >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	- an income before tax of at least £18,600 a year
Applying with one child dependent under 18 >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	- an income before tax of at least £22,400 a year
Applying with two child dependents under 18 >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	- an income before tax of at least £24,800 a year
Applying with three child dependents under 18 >>>>>>>>>>>>	- an income before tax of at least £27,200 a year
If applying with more than three dependent children under >>>>> 18 please indicate the number of children	
If you are applying with more than three child dependents under 18 $\mathfrak{L}27,200$ a year plus $\mathfrak{L}2,400$ for each additional child.	s, you must demonstrate an income before tax of at least
Indicate the financial requirement you must meet here: >>>>>>>	£
If you are an applicant under the age of 18 applying on your own to information on the financial requirement you are required to meet.	join a sponsor, read the policy guidance note for further
MEETING THE FINANCIAL REQUIREMENT You must indicate how you meet the financial requirement. The policy group way use and the relevant evidence you must submit with your applicash savings required to show you meet the financial requirement. See for how you can meet the financial requirement. Some Categories can be should complete all sections you need to rely on to meet the financial recommendation.	cation. You only need to provide evidence of the income and/or Category A-G in the policy guidance note setting out the options be combined with others to meet the financial requirement. You
3.3 From the list below, please indicate the main method of meetin	or the financial requirement
Income from salaried employment in the UK	ig the illiancial requirement.
Indicate which option you are relying on >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	category A category B
Income from salaried employment >>> overseas (with job offer in the UK) - Complete Part 3B	
Indicate which option you are relying on >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	category A category B
Income from self employment >>>>> - Complete Part 3C	
Indicate which option you are relying on >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	category F category G
Income from other non-employment sources	
Indicate which option you are relying on >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	category C
Income from pension and permitted benefits - Complete Part 3E	
Indicate which option you are relying on >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	category E
Cash savings >>>>>>>>> - Complete Part 3F	
Indicate which ontion you are relying on	category D

For each financial source you rely on to meet the financial requirement you should submit the relevant evidence with your application as specified in the Immigration Rules and policy guidance notes.

### Part 3A Your sponsor's income from salaried employment in the UK

Only complete this section if your sponsor is working in the Uk or B ways to meet the financial requirement as set out in the p	K. This section contains information relevant to the Category A solicy guidance notes.
3.4 Is your sponsor currently employed in the UK? >>>>>>> Put a cross (x) in the relevant box	Yes No No If 'No' go to Part 3B
3.5 What is your sponsor's job title? >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	3.6 What is the name of your sponsor's employer?
3.7 On what date did your sponsor commence this >>>>> employment?  MMMYYYYYYY	3.8 What is your sponsor's National Insurance (NI) number?
3.9 What type of employment is this? Put a cross (x) in the relevant	ant box
Temporary employment	Permanent employment
<b>3.10</b> What is the address, phone number and email address of Full postal address including Post/ZIP code >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	f your sponsor's employer?  Landline telephone number
	Mobile/cellular number
	Email address
3.11 What is your sponsor's annual income from this employm	nent before tax? >>>>>>>
3.12 Has your sponsor been in employment with the same em	ployer and earning the amount, as detailed in 3.11 above,
continuously for 6 months prior to the date of the application?	
Yes If 'Yes' go to 3.21	No If 'No' go to 3.13
3.13 Has your sponsor had other salaried employment, in the (Category B) Put a cross (x) in the relevant box	JK, in the 12 months prior to the date of application?
Yes	No If 'No' go to 3.20
3.14 What was your sponsor's previous/other job title? >>>>	
3.15 What was the name of your sponsor's previous/other	
employer?	
3.16 On what date did your sponsor commence this >>>>> employment?	D D M M Y Y Y
3.17 On what date did your sponsor finish this employment? >	D D M M Y Y Y
3.18 What type of employment was this? Put a cross (x) in the re	elevant box
Temporary employment	Permanent employment
<b>3.19 What is the address, phone number and email address of yellopostal address including Post/ZIP code</b>	your sponsor's previous/other employer?  Landline telephone number
	Mobile/cellular number
	Email address

3.20 What was your sponsor's total income (before tax) from sa months prior to the application?			
If your sponsor has or had more than one previous/other job, you must provide full details for each job held at Part 5. You must also submit the specified evidence for each job detailed with your application.			
3.21 Does your sponsor's annual income (before tax) from their current salaried employment meet or exceed the financial requirement you must meet?			
3.22 If your sponsor has not been employed by the same emplo application does their total income (before tax) from salaried em 12 months prior to your application meet or exceed the financial	ployment received in the		
Part 3B Your sponsor's income from salaried employment outside the UK			
Only complete this section if your sponsor is not permanently resection contains information relevant to the Category A or B was guidance notes.			
3.23 Is your sponsor currently employed overseas? >>>>>> Put a cross (x) in the relevant box	Yes No If 'No' go to Part 3.31		
3.24 What is your sponsor's job title? >>>>>>>>>>>	3.25 What is the name of your sponsor's employer?		
3.26 On what date did your sponsor commence this >>>>> employment?	D D M M Y Y Y		
3.27 What type of employment is this? Put a cross (x) in the relevant			
Temporary employment	Permanent employment		
<b>3.28</b> What is the address, phone number and email address of y Full postal address including Post/ZIP code >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	your sponsor's employer?  Landline telephone number		
	Mobile/cellular number		
	Email address		
3.29 What is your sponsor's annual income from this employme	ent before tax? >>>>>>>		
3.30 Has your sponsor been in employment with the same employment detailed in 3.29 above, continuously for 6 months prior to the data			
<b>3.31</b> Has your sponsor had other salaried employment overseas <i>Put a cross (x) in the relevant box</i>	s in the 12 months prior to the date of application? (Category B)		
Yes	No If 'No' go to 3.39		
3.32 What was your sponsor's previous/other job title? >>>>			
3.33 What was the name of your sponsor's previous/other employer?			
3.34 On what date did your sponsor commence this >>>>> employment?	D D M M Y Y Y		
3.35 On what date did your sponsor finish this employment? >	D D M M Y Y Y		

3.36 What type of employment was your sponsor's previous/	
Temporary employment	Permanent employment
<b>3.37 What is the address, phone number and email address</b> Full postal address including Post/ZIP code >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
	Mobile/cellular number
	Email address
3.38 What was your sponsor's total income from salaried em 12 months prior to the application?	
If your sponsor has or had more than one previous/other job must also submit the specified evidence for each job detaile	o, you must provide full details for each job held at Part 5. You d with your application.
3.39 Has your sponsor been offered a job in the UK which is return to the UK?	
3.40 When is this job due to start? >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	D D M M Y Y Y
3.41 What will your sponsor's new job title be? >>>>>>>>	
3.42 What is the name your sponsor's new employer? >>>>	>
3.43 What type of employment is this? Put a cross (x) in the re	elevant box
Temporary employment	Permanent employment
<b>3.44 What is the address, phone number and email address</b> Full postal address including Post/ZIP code >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
	Mobile/cellular number
	Email address
3.45 What will your sponsor's annual income be (before tax)	in this new job? >>>>>>>> £
3.46 Does your sponsor's annual income (before tax) from the overseas meet or exceed the financial requirement you must	
3.47 If your sponsor has not been employed by the same em the application, does their total income from salaried employ months prior to application meet or exceed the financial requ	ment overseas received in the 12
3.48 Does your sponsor's annual income (before tax) from the meet or exceed the financial requirement you must meet?	neir future employment in the UK

### This section contains information relevant to the Category F and G ways to meet the financial requirement as set out in the policy guidance notes. 3.49 Was your sponsor self employed on the date of this Yes No 3.50 How long has your sponsor been self employed? >>>> 3.51 What is the name of your sponsor's company? 3.52 What is the address, phone number and email address of your sponsor's company? Landline telephone number Mobile/cellular number **Fmail address** 3.53 Is your sponsor's company based in the UK or outside UK Outside the UK the UK? Put a cross (x) in the relevant box 3.54 Is your sponsor registered as self employed in the UK with HM Revenue & Customs (HMRC)? Yes No 3.55 What is your sponsor's National Insurance (NI) 3.56 Please indicate what type of company your sponsor owns/runs: Put a cross (x) in the relevant box Sole trader Franchise agreement In partnership Limited company based in the UK 3.57 What is the nature of your sponsor's self-employed Complete either section 3.58 Category F or 3.59 Category G depending on how you intend to meet the financial requirement. 3.58 Category F i) How much income did your sponsor earn (before tax) from self employment in the last full financial year?> ii) Does your sponsor's self employment earnings (before tax) in the last full financial year meet or exceed the financial requirement you must meet? Put a cross (x) in the relevant box Yes No If 'Yes' go to Part 3D 3.59 Category G i) How much income did your sponsor earn (before tax) from self employment in the last full financial £ ii) How much income did your sponsor earn (before tax) from self-employment in the previous full financial £ iii) Do your sponsor's average self employment earnings (before tax) from the last two full financial years meet or exceed the financial requirement you must meet? Put a cross (x) in the relevant box Yes No 3.60 Does your sponsor's self employment income meet or exceed the financial requirement when combined with other specified income for the relevant financial year or years? Put a cross (x) in the relevant box

Part 3C Your sponsor's income from self employment

Yes

No

### Part 3D Income from other non-employment sources

This section contains information relevant to the Category C way to meet the financial requirement as set out in the policy guidance notes. Do not include pension income here. Please only include income from assets that you and your sponsor continue to own at the date of application.

3.6	1 Additional sources of income				
		In sponsor's name	In your name	In joint names	
a)	Source of income				
b)	Contact details for source of income				
c)	Account/reference details				
d)	Amount of income in the last 12 months. (before tax)				
e)	Amount of income in the last financial year if self employed. (before tax)				
f)	Amount of income in the last two financial years if self employed. (before tax)				
3.62 What is your/your sponsor's total annual income from non-employment sources? >  3.63 If the total annual income from non-employment sources is taken together with your sponsor's income from employment (Part 3A or Part 3B and/or Part 3C) does this meet or exceed the financial requirement you must meet?  Put a cross (x) in the relevant box  Yes No					
P	Part 3E Income from pension and permitted benefits				
Refer to the policy guidance notes for the UK/foreign state pension or private pension received by you or your sponsor and for the UK maternity and bereavement benefits received by your sponsor which can count towards meeting the financial requirement. This section contains information relevant to the Category E way to meet the financial requirement as set out in the policy guidance notes.					
3.6	4 What pension/benefit do you	ı/your sponsor receive? >>	3.65 On what date was the pe	nsion/benefit first paid?	
3.6	6 What is your sponsor's DWP	reference number? >>>>>	3.67 What is your sponsor's N	lational Insurance (NI) number?	
3.6	8 What is your annual pension/	benefit received? >>>>>>>	·>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	£	
3.6	9 What is your sponsor's annua	al pension/benefit received? >>	·>>>>>>>>>>>	£	
3.7	0 What is the total amount of the	nese pensions and benefits rec	eived in the last 12 months? >>	£	

received in the last full financial year?				
3.72 If your sponsor is self employed, what is the total amount of these pensions and benefits received in the last two full financial years?				
If your sponsor received more than one permitted benefit, you must provide full details at Part 5 and submit the specified evidence for each benefit.				
3.73 If the total annual income if from non employment sources and Put a cross (x) in the relevant box  Yes No If 'No' go to the content of t	and pension/benefits, does this	nt (Part 3A, Part 3B and/or Part 3 meet or exceed the financial requ		
Part 3F Cash savings				
Relevant cash savings are thos and/or your sponsor for at leas are under the control and availmeet all the criteria above. This	se which you and/or your spons at 6 months prior to the date of the able to be used by your and/or was section contains the Category	you can use relevant cash savings or hold which (i) exceed £16,000, his application, (iii) are held at the your sponsor. Only complete this of D way to meet the financial requ£16,000 can enable you to meet	(ii) have been held by you e date of application and (iv) section if your cash savings irement. Refer to the policy	
3.74 What option are you relying	g on? Put a cross (x) in the releva	nt box		
Category D alone		Category D combined with ot	ner income except self employment	
3.75 Cash savings:	In your sponsor's name	In your name	In joint names	
Name of financial institution where funds are held.				
-,				
where funds are held.				
<ul><li>where funds are held.</li><li>b) Source of funds.</li><li>c) If applicable, detail the name, address and relationship of any third party who is the source of</li></ul>	f			
<ul> <li>where funds are held.</li> <li>b) Source of funds.</li> <li>c) If applicable, detail the name, address and relationship of any third party who is the source of all or part of the funds.</li> <li>d) Please state in what form these</li> </ul>	e E	Yes No	Yes No	
<ul> <li>where funds are held.</li> <li>b) Source of funds.</li> <li>c) If applicable, detail the name, address and relationship of any third party who is the source of all or part of the funds.</li> <li>d) Please state in what form these funds are held.</li> <li>e) Are the cash savings under the</li> </ul>	9	Yes No	Yes No	
<ul> <li>where funds are held.</li> <li>b) Source of funds.</li> <li>c) If applicable, detail the name, address and relationship of any third party who is the source of all or part of the funds.</li> <li>d) Please state in what form these funds are held.</li> <li>e) Are the cash savings under the control of the account holder?</li> <li>f) How long has the account</li> </ul>	9	Yes No	Yes No	
<ul> <li>where funds are held.</li> <li>b) Source of funds.</li> <li>c) If applicable, detail the name, address and relationship of any third party who is the source of all or part of the funds.</li> <li>d) Please state in what form these funds are held.</li> <li>e) Are the cash savings under the control of the account holder?</li> <li>f) How long has the account been held?</li> </ul>	Yes No	Yes No	Yes No	

3.76 What is the total cash savings you/your sponsor hold? >>>	>>>>>>> <b>£</b>
3.77 Taking into account the cash saving you/your sponsor hole employment (Part 3A, 3B and/or 3C), the total income you and y and from pension/benefits (Part 3E), do you meet the financial respectively.	rour sponsor receive from non-employment sources (Part 3D)
If you do not meet the financial requirement applicable to your account, you can expect your application to be refused.	application, including when your cash savings are taken into
Part 4 Maintenance for those exempt from	the financial requirement
You should complete this maintenance section if you are not require includes those who answered 'Yes' to question 3.1 and children wh guidance notes who needs to complete this part instead of Part 3.	
<b>4.1 What is your sponsor's present work, job or occupation?</b> > If unemployed please state 'Unemployed' and <b>go to 4.10</b>	
4.2 What is your sponsor's National Insurance number? >>>	
4.3 What is the name of the company your sponsor works for? >	4.4 When did your sponsor start this job?  M M Y Y Y Y
4.5 What is your sponsor's work address? >>>>>>>>>>	4.6 What is the telephone number for his/her employer?
	4.7 What is the email address for his/her employer?
4.8 Does your sponsor have any additional job(s) or >>>>>>	Yes No If 'Yes' please provide full details below
occupations(s)? Put a cross (x) in the relevant box  Employers Name Full Address Telepi	hone Number Email Address Date they started Job
4.9 What is your sponsor's total monthly income from all >>> sources of employment or occupation after tax?	
4.10 Does your sponsor receive income from any other >>>> sources, including friends or family?  Put a cross (x) in the relevant box	Yes No If 'Yes' please provide full details below
4.11 Does your sponsor have any savings, property or other >> income, for example (from stocks and shares) and is this money under their control? Put a cross (x) in the relevant box	Yes No If 'Yes' please provide full details below

and/or benefits? Put a cross (x) in the relevant box	Yes No If 'Yes' please provide full details below
4.12. How much of your apapage's total monthly income is	4.14. How much does your energy apart and such month on
4.13 How much of your sponsor's total monthly income is >> given to their family members and other dependents?	4.14 How much does your sponsor spend each month on living costs?
4.15 Is your sponsor responsible for anyone else's financial >> support? Put a cross (x) in the relevant box	Yes No If 'Yes' please provide full details below
4.16 Do you have any income or savings that will still be available to you once you come to the UK?  Put a cross (x) in the relevant box	Yes No If 'Yes' provide please provide full details
Part 5 Continuation and Additional Information	ation
5.1 Is there any other information you wish to be considered as p	art of your application?
If you run out of space please use additional sheets of paper to provide u	s with all the relevant information required as part of your application.

### Guidance for Part 1: Your Relationship To The Sponsor

#### 1.1 Please specify your relationship to your UK sponsor.

Put a cross in the relevant box

#### 1.2 Have you met your sponsor?

Put a cross in the relevant box. If 'No' go to question 1.5

#### 1.3 When did you first meet your sponsor?

In DD/MM/YYYY format. Please be as precise as possible, preferably giving at least the month and year of your first meeting.

#### 1.4 Where did you first meet?

Please provide details as requested.

### 1.5 When did your relationship begin?

In DD/MM/YYYY format. Please be as precise as possible, preferably giving at least the month and year of the beginning of your relationship.

#### 1.6 How often do you meet?

Please provide details as requested. For example, weekly, monthly, three times a year.

#### 1.7 When did you last see your sponsor?

Please be as precise as possible.

#### 1.8 How do you keep in touch with your sponsor?

Please provide details of how you keep in touch and how often you have contact with your sponsor. For example, by phone, email, Skype, letters. Please also tell us when you were last in contact with your sponsor.

# 1.9 Are you seeking permission to come to the UK as a fiancé(e) or proposed civil partner to enable your marriage or civil partnership to take place in the UK?

Put a cross in the relevant box. If 'Yes' please tell us where and when you plan to marry/enter into a civil partnership.

### **1.10** Are you married/in a civil partnership with your sponsor? Put a cross in the relevant box. If 'No' go to question 1.16.

### 1.11 When and where did you marry/enter into a civil partnership?

Please give the date and location of the ceremony and provide documentary evidence of this e.g. marriage certificate. Please state if this was a religious or civil ceremony. If you are a fiancé(e)/proposed civil partner please provide details of any plans that are in place for your marriage/civil partnership ceremony.

### 1.12 What age were you when you married/entered into a civil partnership with your sponsor?

Please tell us in MM/YY format how old you were when you married/ entered into a civil partnership

### 1.13 What age was your sponsor when he/she married/entered into a civil partnership with you?

Please tell us in MM/YY format how old your sponsor was when they married/entered into a civil partnership with you.

### 1.14 Is/was this an arranged marriage?

Put a cross in the relevant box

#### 1.15 Are you and your sponsor related outside marriage?

Put a cross in the relevant box. If 'Yes', please give details of the exact relationship e.g. he is my mother's brother's son.

# 1.16 If you are unmarried or a same sex partner, have you been living in a relationship akin to marriage or a civil partnership?

Put a cross in the relevant box. If 'Yes', go to 1.17 or if 'No' or 'Not applicable' go to 1.18.

# 1.17 Provide details of how long you have been in a relationship akin to marriage or a civil partnership with your sponsor

You must provide details of when and where you lived together and for how long. Please provide documentary evidence to support this.

### **1.18** Do you intend to live with your sponsor permanently? Put a cross in the relevant box.

# 1.19 Have you lived with your sponsor in a relationship akin to marriage or a civil partnership at any time (including since your wedding/civil partnership ceremony)?

Put a cross in the relevant box. If 'Yes' please state the dates and at what address you lived to together. If 'No', please explain why you have never lived together.

### 1.20 Are either you or your sponsor currently married to or in a civil partnership with another person?

Put a cross in the relevant box. If 'Yes' please provide details of when this relationship began, who the person is and where they are now.

## 1.21 Have you or your sponsor previously been married/or entered into a civil partnership?

Put a cross in the relevant box. If 'yes' please complete the details requested for both you and your sponsor's former partner.

#### 1.22 What languages do you speak well?

Please tell us which language(s) you are fluent in.

### 1.23 What languages does your sponsor speak well?

Please tell us which language(s) your sponsor is fluent in

## 1.24 What language(s) do you and your sponsor use to communicate with each other?

Please tell us which language(s) you and your sponsor use to speak/write to each other in.

### 1.25 Do you and your sponsor have any shared financial responsibilities?

Put a cross in the relevant box. If 'yes' please tell us what these responsibilities are and how much you and your sponsor each contribute

# 1.26 Do you, or your sponsor, have any physical or mental condition(s) which currently requires personal care or medical assistance at home, or have learning difficulties?

Put a cross in the relevant box. If 'yes' please provide full details of the conditions and the type of care that is required.

#### 1.27 Does your sponsor have any children?

Put a cross in the relevant box. If 'yes' please ensure you enter details for all your sponsor's children. The details must include their full name, date and place of birth, sex and nationality. If there is insufficient space please complete the list in Part 5 Continuation and Additional Information section.

## 1.28 Is your sponsor responsible for supporting anyone financially, including any children listed above?

Put a cross in the relevant box. If 'yes' please provide full details, including full name and date of birth for each person your sponsor is financially responsible for, and state how much is spent per person per month.

### **Guidance for Part 2: Your Accommodation And Other Details**

#### 2.1 Where do you and your sponsor plan to live in the UK?

Please provide the full postal address of where you intend to live in the UK

#### 2.2 Does your sponsor own this property?

Put a cross in the relevant box. Please provide evidence of this e.g. Land Registry document or Mortgage statements. If the answer is 'No' then state on what basis your sponsor occupies this property. For example rented, owned by parents

**2.3 Does your sponsor live in a council owned property?** Put a cross in the relevant box

# 2.4 Is you sponsor in receipt of Housing Benefit and/or Council Tax Benefit?

Put a cross in the relevant box. If 'Yes' please provide full details of when this allowance started and how much is received per month.

### 2.5 How many bedrooms are there in the property?

Please provide details as requested.

# 2.6 How many other rooms are there in the property (NOT including kitchens, bathrooms and toilets)?

Please provide details as requested.

**2.7** Does anyone, other than your sponsor, live in the property? Put a cross in the relevant box. If yes please provide full details including full name, date of birth, relationship to sponsor

#### 2.8 Do you intend to work in the UK?

Put a cross in the relevant box. If 'Yes' please tell us what you intend to do and give details of any employment you have already arranged.

### **Guidance for Part 3: Financial Requirement**

You must meet the financial requirement to qualify for leave to enter in this category. The policy guidance notes are available on the Home Office website and must be read when completing this section. You and your sponsor should provide the relevant evidence, as specified, to demonstrate that together, as a couple, you have the financial resources you claim under this section. If you are an applicant(s) under the age of 18 applying on your own to join a sponsor, read the policy guidance for further information on the financial requirement.

You only need to provide evidence of the income and/or cash savings required to show you meet the financial requirement.

# 3.1 Is your sponsor in receipt of disability related or carers benefit listed within the policy guidance notes?

Put a cross in the relevant box. If you are claiming to be exempt from meeting the financial requirement you must submit the relevant specified evidence to show that you are exempt. If 'Yes' go to Part 4.

- **3.2 What is the financial requirement you are required to meet?** Indicate how many dependent children you are applying with by putting a cross in the relevant box. Calculate and add your total financial requirement in the box below.
- 3.3 From the list below, please indicate the financial source(s) and the amount of income you and/or your sponsor wish to rely on to meet the financial requirement.

Indicate the source of income that you and your sponsor are relying on to meet the financial requirement by putting a cross in the relevant box.

# PART 3A YOUR SPONSOR'S INCOME FROM SALARIED EMPLOYMENT IN THE UK

#### 3.4 Is your sponsor currently employed in the UK?

Answer Yes or No. If 'No' go to Part 3B

#### 3.5 What is your sponsor's job title?

Provide your sponsor's current job title.

#### 3.6 What is the name of your sponsor's employer?

Please provide name of your sponsor's current employer.

### 3.7 On what date did your sponsor commence this employment?

Please tell us in DD/MM/YYYY format the date that your sponsor started their current employment.

#### 3.8 What is your sponsor's National Insurance (NI) number?

The National Insurance number allows them to work in the UK. The National Insurance number format is as follows: XX 12 34 56 X.

The number is usually provided on a plastic card, which is issued automatically when they reached 16 (if in the UK at that time) or when they first apply for a National Insurance number.

#### 3.9 What type of employment is this?

Put a cross in the relevant box.

3.10 What is the address, phone number and email address of your sponsor's employer?

Please provide the requested details in full including Post/ZIP code.

## 3.11 What is your sponsor's annual income from this employment before tax?

State your sponsor's annual income from their current employment before tax

3.12 Has your sponsor been in employment with the same employer and earning the amount, as detailed in 3.11 above, continuously for 6 months prior to the date of the application? (Category A)

Answer Yes or No.

employer?

3.13 Has your sponsor had other salaried employment in the UK, during the last 12 months prior to the date of application? (Category B).

Answer Yes or No. If 'No', go to 3.2

**3.14 What was your sponsor's previous/other job title?** Provide your sponsor's previous/other job title.

3.15 What was the name of your sponsor's previous/other

Please provide name of your sponsor's previous/other employer.

### 3.16 On what date did your sponsor commence this employment?

Please tell us in DD/MM/YYYY format the date that your sponsor started their previous/other employment.

### 3.17 On what date did your sponsor finish this employment?

Please tell us in DD/MM/YYYY format the date that your sponsor finished their previous/other employment. Leave blank if your sponsor is still in this employment

#### 3.18 What type of employment is this?

Put a cross in the relevant box.

# 3.19 What is the address, phone number and email address of your sponsor's previous/other employer?

Please provide the requested details in full including Post/ZIP code.

- 3.20 What is your sponsor's annual income (before tax) from salaried employment in the last 12 months prior to application? State your sponsor's total income from their previous/other employment before tax.
- 3.21 Does your sponsor's annual income (before tax) from salaried employment meet or exceed the financial requirement you must meet?

Answer Yes or No.

3.22 If your sponsor has not been employed by the same employer for 6 months prior to the application does their total income from salaried employment received in the 12 months prior to your application meet or exceed the financial requirement you must meet?

Answer Yes or No.

### PART 3B YOUR SPONSOR'S INCOME FROM SALARIED EMPLOYMENT OUTSIDE THE UK

#### 3.23 Is your sponsor currently employed overseas?

Answer Yes or No. If 'No' go to Part 3C

#### 3.24 What is your sponsor's job title?

Provide your sponsor's current job title.

#### 3.25 What is the name of your sponsor's employer?

Please provide name of your sponsor's current employer.

# 3.26 On what date did your sponsor commence this employment?

Please tell us in DD/MM/YYYY format the date that your sponsor started their current employment.

#### 3.27 What type of employment is this?

Put a cross in the relevant box.

### 3.28 What is the address, phone number and email address of your sponsor's employer?

Please provide the requested details in full including Post/ZIP code.

### 3.29 What is your sponsor's annual income from this employment before tax?

State your sponsor's annual income from their current employment before tax

- 3.30 Has your sponsor been in employment with the same employer and earning the amount, as detailed in 3.29 above, continuously for 6 months prior to the date of application? Answer Yes or No.
- **3.31** Has your sponsor had other salaried employment overseas in the 12 months prior to the date of application? (Category B) Answer Yes or No. If 'No', go to 3.39
- **3.32 What was your sponsor's previous/other job title?** Provide your sponsor's previous/other job title.

# 3.33 What was the name of your sponsor's previous/other employer?

Please provide name of your sponsor's previous/other employer.

## 3.34 On what date did your sponsor commence this employment?

Please tell us in DD/MM/YYYY format the date that your sponsor started their previous/other employment.

### 3.35 On what date did your sponsor finish this employment?

Please tell us in DD/MM/YYYY format the date that your sponsor finished their previous/other employment. Leave blank if your sponsor is still in this employment

### 3.36 What type of employment was your sponsor's previous/ other employment?

Put a cross in the relevant box.

### 3.37 What is the address, phone number and email address of your sponsor's previous/other employer?

Please provide the requested details in full including Post/ZIP code.

### 3.38 What is your sponsor's annual income from this employment before tax?

State your sponsor's annual income from their current employment before tax

# 3.39 Has your sponsor been offered a job in the UK which is due to start within 3 months of their return to the UK? Answer Yes or No.

#### 3.40 When is this job due to start?

Please tell us in DD/MM/YYYY format the date that your sponsor due to commence this employment.

### 3.41 What will your sponsor's new job title be?

State your sponsor's future job title.

### 3.42 What is the name of your sponsor's new employer?

State the name of your sponsor's new employer.

#### 3.43 What type of employment is this?

Put a cross in the relevant box.

### 3.44 What is the address, phone number and email address of your sponsor's new employer?

Please provide the requested details in full including Post/ZIP code.

## 3.45 What will your sponsor's annual salary be (before tax) in this new job?

State your sponsor's annual salary from their new employment before tax.

# 3.46 Does your sponsor's annual income (before tax) from their current salaried employment overseas meet or exceed the financial requirement you must meet?

Answer Yes or No.

3.47 If your sponsor has not been employed by the same employer for six months prior to the application, does their total income from salaried employment overseas received in the 12 months prior to application meet or exceed the financial requirement you must meet?

Answer Yes or No

3.48 Does your sponsor's annual income (before tax) from future employment in the UK meet or exceed the financial requirement you must meet?

Answer Yes or No.

# PART 3C YOUR SPONSOR'S INCOME FROM SELF EMPLOYMENT

3.49 Was your sponsor self employed on the date of this application?

Answer Yes or No.

### 3.50 How long has your sponsor been self employed?

Please tell us how long your sponsor has been self employed.

#### 3.51 What is the name of your sponsor's company?

State your sponsor's company name

### 3.52 What is the address, phone number and email address of your sponsor's company?

Please provide the requested details in full including Post/ZIP code.

### 3.53 Is your sponsor's company based in the UK or outside the UK?

Answer Yes or No.

### 3.54 Is your sponsor registered as self employed in the UK with HM Revenue & Customs (HMRC)?

Answer Yes or No.

#### 3.55 What is your sponsor's National Insurance (NI) number?

The National Insurance number allows them to work in the UK. The National Insurance number format is as follows: XX 12 34 56 X.

The number is usually provided on a plastic card, which is issued automatically when they reached 16 (if in the UK at that time) or when they first apply for a National Insurance number.

### 3.56 Please indicate what type of company your sponsor owns/runs.

Put a cross in the relevant box

# 3.57 What is the nature of your sponsor's self employed business?

State what kind of business your sponsor is engaged in.

#### 3.58 Category F

#### i) How much income did your sponsor earn (before tax) from self employment in the last full financial year?

State your sponsors' total income from self employment (before tax) in the last full financial year.

# ii) Does your sponsor's self employment earning (before tax) in the last full financial year meet or exceed the financial requirement you must meet?

Yes or No. If 'yes' go to Part 3D.

### 3.59 Category G

## i) How much income did your sponsor earn (before tax) from self employment in the last full financial year?

State your sponsor's total income from self employment (before tax) in the last financial year.

## ii) How much income did your sponsor earn (before tax) from self-employment in the previous full financial year?

State your sponsor's total income from self employment (before tax) in the previous full financial year.

#### iii) Do your sponsor's average self employment earnings from the last two financial years meet or exceed the financial requirement you must meet?

Answer Yes or No.

3.60 Does your sponsor's self employment income meet or exceed the financial requirement when combined with other specified income for the relevant financial year or years? Answer Yes or No.

## PART 3D YOUR SPONSOR'S INCOME FROM OTHER SOURCES

#### 3.61 Additional sources of income:

Complete the relevant boxes indicating whether this income is in yours, your sponsor's or both of your names. Calculate the total income and enter it in the box provided.

## 3.62 What is your/your sponsor's total annual income from other non-employment sources?

State your/your sponsor's total annual income from other non-employment source/s.

3.63 If the total annual income from other sources is taken together with your sponsor's income from employment (Part 3A or Part 3B and/or Part 3C) does this meet or exceed the financial requirement you must meet?

Answer Yes or No.

### PART 3E YOUR SPONSOR'S INCOME FROM PERMITTED BENEFITS

# **3.64 What pension/benefit do you/your sponsor receive?** State which benefit your sponsor is in receipt of

3.65 On what date was the pension/benefit first paid?

Please tell us in DD/MM/YYYY format the date that these benefits were first paid

### 3.66 What is your sponsor's DWP Reference Number?

This will be quoted on correspondence from the DWP (Department for Work and Pensions) to your sponsor

#### 3.67 What is your sponsor's National Insurance (NI) number?

The National Insurance number allows them to work in the UK. The National Insurance number format is as follows: XX 12 34 56 X.

The number is usually provided on a plastic card, which is issued automatically when they reached 16 (if in the UK at that time) or when they first apply for a National Insurance number.

### 3.68 What is your annual pension/benefit received?

State the total amount of pension/benefit received in the past 12 months.

# **3.69 What is your sponsor's annual pension/benefit received?** State the total amount of pension/benefit your sponsor has received in the past 12 months.

# 3.70 What is the total amount of these pensions and benefits received in the last 12 months?

Calculate the total amount of pension/benefit received in the past 12 months and enter the total in the box.

# 3.71 If your sponsor is self employed, what is the total amount of these pensions and benefits received in the last two full financial year?

State the total amount of pension/benefit your sponsor has received in the last two full financial year.

# 3.72 If your sponsor is self employed, what is the total amount of these pensions and benefits received in the last two full financial year?

State the total amount of pension/benefit your sponsor has received in the last two full financial year.

3.73 If the total annual income from your sponsor's employment (Part 3A, Part 3B and/or Part 3C) is taken together with income from non employment sources and pension/benefits, does this meet or exceed the financial requirement you must meet? Answer Yes or No.

#### PART 3F CASH SAVINGS

#### 3.74 What option are you relying on?

Put a cross in the relevant box

### 3.75 Cash savings:

#### a) Name of financial institution where funds are held.

Provide the full name of the financial institution that holds cash savings in either your sponsor's, yours or both of your names.

#### b) Source of funds.

For example, regular savings from salary. You must declare any money which has been given to you by a third party or acquired though a bank/personal loan. State the amount of money given to your sponsor, you or jointly by any third parties or acquired through a bank/personal loan.

#### c) If applicable, detail the name, address and relationship of any third party who is the source of all or part of the funds.

State the full name, address (including Postal/Zip code) and relationship to any third party who has provided you with funds.

#### d) Please state in what form these funds are held.

For example bank account/cash/investments etc. State how these funds are held for your sponsor, you or jointly

### e) Are the cash savings under the control of the account holder?

Put a cross in the relevant box for your sponsor, you or jointly.

### f) How long has the account been held?

If these cash savings are held in an account, state when the account was opened for your sponsor, you or jointly.

#### g) Currency of funds in account

What currency one the funds in your account (e.g. UK Sterling, US Dollar, Euro)

#### h) Amount in account at the date of application?

State the balance in your account at the date of application.

### **3.76 What is the total cash savings you/your sponsor hold?** Calculate and detail the total cash savings you/your sponsor hold.

3.77 Taking into account the cash savings you/your sponsor hold (Part 3F), the total income your sponsor received from employment (Part 3A, 3B and/or 3C), the total income you and your sponsor receive from non-employment sources (part 3D) and from pension/benefits (Part 3E), do you meet the financial requirement?

Answer Yes or No

### Guidance for Part 4: Maintenance for those exempt from the financial requirement

### 4.1 What is your sponsor's present work, job or occupation?

Provide details of your sponsor's current job title in the UK. If they are unemployed then proceed to question 4.10

#### 4.2 What is your sponsor's National Insurance Number?

The National Insurance number allows them to work in the UK. The National Insurance number format is as follows: XX 12 34 56 X.

The number is usually provided on a plastic card, which is issued automatically when they reached 16 (if in the UK at that time) or when they first apply for a National Insurance number.

**4.3 What is the name of the company your sponsor works for?** State the full name of the company your sponsor works for or the name of their own company if applicable.

#### 4.4 When did your sponsor start this job?

Please tell us in DD/MM/YYYY format the date that your sponsor started this employment

### 4.5 – 4.7 What is your sponsor's work address, phone number, email address

Please provide the full address (including Post/Zip Code) of your sponsor's proposed employer as well as the telephone number and email address.

## 4.8 Does your sponsor have any additional job(s) or occupations(s)?

Put a cross in the relevant box. If 'Yes' please provide the full name, address, telephone number and email address of their other employer and the date on which they started this employment.

# 4.9 What is your sponsor's total monthly income from all sources of employment or occupation after tax?

Calculate your sponsor's total monthly employment income after tax deductions and enter the figure in the box.

### 4.10 Does your sponsor receive income from any other sources, including friends or family?

Put a cross in the relevant box. If 'Yes' please provide full details of how much and from whom this income comes. If your sponsor is given money from anyone, please state why this is the case.

# 4.11 Does your sponsor have any savings, property or other income (for example, from stocks and shares) and is this money under their control?

Put a cross in the relevant box. If 'Yes' please provide full details of how much income is received from these sources.

### 4.12 Does your sponsor receive any money from public funds and/or benefits?

Put a cross in the relevant box. If 'Yes' please provide full details of how much and what type of funds/benefits they are in receipt of.

# 4.13 How much of your sponsor's total monthly income is given to their family members and other dependents?

State how much of your sponsor's monthly income is given to family members or other dependents.

### 4.14 How much does your sponsor spend each month on living costs?

State how much of your sponsor's monthly income is spent on living costs.

## 4.15 Is your sponsor responsible for anyone else's financial support?

Put a cross in the relevant box. If 'Yes' please provide full details of anyone else they financially support. Including the name, address and relationship of that person as well as the amount of financial support they give and the reason why they give it.

# 4.16 If you are applying for indefinite leave to enter, has your sponsor completed and signed the Sponsorship Undertaking Form confirming that they will maintain and accommodate you without access to public funds for 5 years?

Put a cross in the relevant box. The Sponsorship Undertaking Form must be completed by your sponsor and submitted with your application. The form is available on the Home Office website.

## 4.17 Have you submitted the Sponsorship Undertaking Form with your application?

Put a cross in the relevant box. If 'No' please explain why you have not submitted it.

### 4.18 Do you have any income or savings that will still be available to you once you come to the UK?

Put a cross in the relevant box. If 'Yes' provide please provide full details'

### Guidance for Part 5: Continuation And Additional Information

### 5.1 Is there any other information you wish to be considered as part of your application?

Use this section to provide any other further information you wish to be considered as part of your application/where you have run out of space elsewhere on this form/where this form has directed you to provide additional information.