

INFORMATION BOOKLET

INDEFINITE LEAVE TO REMAIN AS A SPOUSE/PARTNER OF A BRITISH CITIZEN OR A SETTLED PERSON



WEST LONDON IMMIGRATION SERVICES LTD.

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ABOUT US:

West London Immigration Services (WLIS) specialises in providing UK immigration advice and representing clients towards visa success. Whether it is in applying for Entry Clearance, Further Leave to Remain, Settlement in the UK or as a citizen of the European Union, our experienced advisor will guide you through the process representing you for immigration purposes. West London Immigration Services are authorised and regulated by the Office for Immigration Services Commissioner (OISC[registration number F201400882]) to provide immigration advice and represent clients for UK immigration purposes.

OUR HISTORY:

West London Immigration Services (WLIS) started its immigration advisory practice in 2013 in Ealing, West London, United Kingdom. Now based in Durham in the North East of England, WLIS serves clients throughout the United Kingdom and rest of the world using modern technology to provide flexible service conducive to supporting clients' convenience.



How Do We Work ?

Following relocation from London to Durham and changes in the UKVI application process we require that approaching clients work with us on the following arrangement:

01

INITIAL CONTACT

Kindly contact us by our website, telephone or other social media channels requesting our advice/services and outlining your preferred contact time.

02

IDENTIFICATION

We need a copy of the client's passport/ID, email and current address prior to providing the appointed advice or service. We therefore request this information be sent to us by email or post as soon as possible.

03

CALL BACK

We would be pleased to respond to a request for a call back happily contacting you to discuss your query via telephone (including mobile, WhatsApp, Viber, Skype) depending on your stipulated choice of communication.

04

INITIAL DOCUMENT ASSESSMENT

Initial documentation to support assessment can be sent to the advisor directly on WhatsApp, Viber or iMessage for initial advice purposes. N.B. Documents sent to us through this medium will not be used for the official application to the authorities and are only used for the purposes of providing quick advice to clients remotely.

05

CONTRACT OF ENGAGEMENT

We will issue you with a client care letter by email which is a legally binding contract confirming your instruction for WLIS to represent you for immigration purposes.

06

RETURNING A SIGNED CONTRACT

We ask that you kindly return a signed copy of a client care letter to us via email or post. To help save paper and the environment, just the signature page and GDPR consent page of the client care letter are necessary.

07

RECEIPT OF DOCUMENTATION

We will further assess all documents received at our offices via email or post. N.B. For documents you intend to post, kindly include a prepaid return envelope to avoid us charging a £15 admin fee plus postal cost.

We advise that clients send colour scan copies of documentation.



08

HOME OFFICE APPLICATION

We will complete the application on your behalf using communication channels such as WhatsApp and Viber in order to obtain the appropriate level of details from yourself enabling us to represent you for immigration purposes. These communication channels provide you with the flexibility of responding at your own convenience enabling speedy communication for when such requested information is available to you. Please be assured, we may send you multiple drafts for your confirmation and review prior to making the final submission.

Note: Once the client confirms details on a partially completed application, only then will we proceed towards submission of the application to the authorities.

09

APPLICATION SUBMISSION

We will submit your application on the Access UK site at gov.uk for both UK and overseas-based applicants. As payment to the authorities must be made directly and at this point, the payer must be available at the time the application is submitted.

10

DOCUMENTS SUBMISSION

For the purposes of having a record of successful submissions, we prefer to submit supporting documentation online ourselves to the Home Office authority through its chosen contractors' portals (VFS, Teleperformance or Sopra Steria (UKVCAS)). Note: We will therefore request from you your login details and consent prior to accessing the submission portal.

11

BIOMETRIC ENROLMENT

We will book an appointment on your behalf for biometric enrolment with the Home Office at the Visa Application Centre (VAC) aimed at being as convenient for you as possible in terms of location and time.

**IN COUNTRY:**

1. Usually, the UKVI will write to us with the outcome of your visa application.
2. Decision received by us:
 - We will provide you with an update via email
 - BRP card received at our address (We will post it to your address £15 admin and postal cost applies)

OVERSEAS APPLICATION:

1. An email of the outcome is generally sent in many countries however some countries only find an outcome once the passport is collected at the VAC where the application was made.
2. Upon receiving a decision, you agree to send us a copy of the decision (visa or refusal).
3. Upon arrival in the UK and on collection of BRP you agree to send us a copy for our compliance and record purposes.

FILE CLOSURE

When all above twelve steps are concluded we will close your file providing you with confirmation of file closure by email.

NOTE : Any new instruction to us upon the UKVI decision is treated as a new case, thereby requiring a repeat of the above process as necessary and incurring corresponding fees.

INDEFINITE LEAVE TO REMAIN (ILR) AS A SPOUSE OR A PARTNER OF A BRITISH CITIZEN OR A SETTLED PERSON

If you are married to or the partner of a British Citizen or a person present and settled in the UK (Indefinite Leave to Remain holder), you may be eligible to apply for Indefinite leave to remain (ILR) as a spouse under section Appendix FM of the Immigration Rules following five or ten years of residence in the UK under the appendix FM visa category. The applicant applying for ILR as a spouse/partner of a British Citizen or a person settled must meet the following requirements:



1. Fit the suitability criteria as set out in the Immigration Rules.
2. Be in a genuine and subsisting relationship as a spouse of a person present and settled in the UK.
3. Meet the financial requirement whereby the UK spouse of the applicant must earn at least £18,600 gross per year (from employment, self-employment or other means) or otherwise have savings of £62,500.
4. Have adequate accommodation enabling both the applicant and the UK spouse to be accommodated in the UK without recourse to public funds.
5. Demonstrate their ability in English at CEFR level B1 as required by the UK Immigration Rules.
6. Must have passed their Life in the UK test.

The applicant must provide evidence that the applicant's or the sponsor's gross annual income is at least:

1. £18,600; with an additional £3,800 for the first Non-EEA child; and £2,400 for each Non-EEA additional child; alone or in combination with specified savings of (i) £16,000; and (ii) additional savings of an amount equivalent to two and a half times the amount which is the difference between the gross annual income and the total amount required.

When determining whether the financial requirement is met only the following sources will be considered:

1. The income of the applicant and/or partner from specified employment or self-employment in the UK.
2. Specified pension income of the applicant and/or partner.
3. Any specified maternity allowance or bereavement benefit received by the partner in the UK.
4. Other specified income of the applicant and/or partner; and
5. Specified savings of the applicant and/or partner.

FINANCIAL REQUIREMENT EXEMPTION

1. Savings:

If you have savings of £62,500 or more maintained in yours or spouse's account for a continuous 6 months prior to the application date.

2. Adequate Maintenance

If the sponsor receives the following benefits in the UK. • **Carer's Allowance**

- Carer's Allowance
- Disability Living Allowance
- Severe Disablement Allowance
- Industrial Injuries Disablement Benefit
- Attendance Allowance
- Personal Independence Payment
- Armed Forces Independence Payment or Guaranteed Income Payment under the Armed Forces Compensation Scheme
- Constant Attendance Allowance, Mobility Supplement or War Disablement Pension under the War Pensions Scheme
- Police Injury Pension

If the applicant meets the requirements, the applicant will be granted Indefinite Leave to Remain in the UK.

In the event that the application for Indefinite leave to remain in this category is **refused** by a Home Office, a refusal of immigration application appeal can be filed with the First Tier Tribunal within 14 days of the date of receipt of the **refusal** letter.

HERE'S HOW WEST LONDON IMMIGRATION SERVICES CAN HELP YOU.

Our expert Immigration Advisor working upon your instruction is experienced in dealing with applications for ILR as a spouse or partner (unmarried/civil) of a British Citizen or a person present and settled in the UK. Our background and knowledge base enables us to flag any issues and provides you with representation to ensure your application has the best chance of success. Contact our OISC (Office of the Immigration Services Commissioner) regulator-approved advisor for fast, friendly, reliable, honest and professional immigration services.

UPON APPOINTMENT OUR IMMIGRATION ADVISOR WOULD DO THE FOLLOWING THROUGHOUT THE REPRESENTATION PROCESS:

1. Take detailed instructions from you and advise you of the relevant immigration laws and procedures to which compliance must be demonstrated to the Home Office who will assess your visa application.
2. Discuss your application for Indefinite Leave to Remain (ILR) as a spouse/partner in detail with you advising of the weaknesses and strengths of your application.
3. Advise what documentary evidence must be submitted in support of your visa application.
4. Carefully consider the contents of the documentary evidence to be submitted in support of your visa application and engage in a supportive discussion of this with you.
5. Complete the relevant immigration form for your UK spouse visa application and discuss the same with you.
6. If relevant to your case, our advisor will prepare a sponsorship declaration for you.
7. Provide a cover letter to represent and support your visa application.
8. Liaise and follow up with the Entry Clearance Officer for an expeditious decision on your visa application.
9. Advise you of the Home Office's decision and of any implications.

GENERAL DOCUMENTATION AND INFORMATION REQUIRED

For us to assess your eligibility and proceed with your instruction, we require the following where applicable.

Note that we require 300 dpi or higher scans of A4 size either in JPG, PNG or PDF format and will not accept mobile snaps or mobile scanner copies.

IDENTITY REQUIREMENT

1. Passport scan/copies in colour.
 - Applicant,
 - Sponsor,
2. Valid national ID or citizenship card with English Translation (if applicable)
 - Applicant
3. Sponsor's British citizenship detail if a citizen or proof of Indefinite Leave to Remain (ILR).
 - Certificate of Registration/Naturalisation.
 - ILR Vignette on passport or NTL/ILR BRP card front and back
4. Applicant's Visa
 - a. Current BRP/Vignette
 - b. Entry Clearance Vignette

FINANCIAL REQUIREMENT

1. Sponsor's/applicant's employment letter on headed paper confirming, salary, start date, and position dated recently prior to the application.
2. Sponsor/Applicant's payslips for the last 6 months if in continuous employment or all payslips within the past 12 months if not in continuous employment with one employer.
3. Sponsor/Applicant's bank statements showing the last 6 months payslips showing the payslips net amount paid into an account or bank statements within the past 12 months if not in continuous employment with one employer.
4. P60 of the sponsor/applicant for the financial year relied upon (if applicable).
5. Sponsor/Applicant's contract of employment (optional).

APPLICATION REQUIREMENT

1. Sponsor/ application Consent (to be sent completed in application).
2. Declaration signed by both the sponsor spouse/partner (to be sent completed in application).

RESIDENCY REQUIREMENT (PAST 2 YEARS)

1. Property tenancy/ownership document (tenancy agreement, HM land registry document).
2. Council tax bill.
3. If you and the sponsor is living with parents or with relatives a letter from the property owner with ID in support of the application.
4. Copy of bank statement, HMRC Statement, NHS Letters, TV Licence, Credit card statement or any Utilities in the name of the sponsor and the applicant in the past 2 years before application.
5. Names, nationalities, dates of birth and passport numbers of everyone residing at the property.

RELATIONSHIP REQUIREMENT

1. Marriage certificate of the applicant and the sponsor.

EDUCATIONAL/ SECURE ENGLISH TEST REQUIREMENT (SELT)

1. Life in the UK test Pass reference number or original paper print out if it was a paper report.
2. B1 Level English language pass report of the applicant.
 - IELTS SELT Consortium - IELTS Life Skills – B1 Speaking & Listening
 - LanguageCert - International ESOL SELT B1 (Speaking & Listening – 60/100 required)
 - Pearson Education Ltd - PTE Home B1 – Pass Required
 - Trinity College London – B1 Graded Examinations in Spoken English (GESE) Grade 5

FOR DEPENDENT CHILDREN

1. Children's birth certificates.
2. Children's passport copies.
3. School attendance letter (if attending school).

FINANCIAL REQUIREMENT

To Sponsor

Salary Required (Annual)

Spouse or a child	£18,600
Spouse plus 1 child	£22,400
Spouse plus 2 children	£24,800
Spouse plus 3 children	£27,200
Spouse plus 4 children	£29,600

CURRENT FEES:

Visa Application Fee :

£2408.20 Standard service application fee per applicant

WHERE TO SEND YOUR DOCUMENTS

You may email or post all documents and information to the contact details provided below:

BY POST:

WLIS, c/o Rupak Paudyal, 19 North Terrace, DURHAM, DH1 5EF, United Kingdom
T: +44 (0) 191 386 2327 Mob: +447739864487.

BY EMAIL:

To Rupak Paudyal: E: rupak@wlisuk.com or to applications@wlisuk.com with your client reference number.

OUR FEES:

Our fees for Indefinite Leave to Remain as a Spouse/Partner -SET(M) visa application and representation are £800 per applicant.

NOTE : Our fees are non-refundable upon completion of instruction and we do not guarantee success on the visa outcome being as the final decision lies with the Home Office.

PAYMENT METHOD/INSTRUCTIONS

Payment method would be via bank transfer and WLIS do not accept cash payments or in person.

Payment instructions will be sent to you by the advisor, mentioned on client care and will also be available on the invoice of service upon agreement.

Call us on 0191 3862 327 for more information or contact Mr. Rupak Paudyal directly on 07739864487 for a free initial assessment of your requirements and more details.