

Information booklet

Bringing your parents to the United Kingdom



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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:

Step 1: Initial contact

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

Step 2: 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.

Step 3: 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.

Step 4: 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.

Step 5: 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.

Step 6: 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.



Step 7. Document receipt

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.

Step 8: 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.

Step 9: 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.

Step 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.

Step 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.

Step 12: Visa decision

In Country:	Overseas Application:
<ol style="list-style-type: none">1. Usually, the UKVI will write to us with the outcome of your visa application.2. Decision received by us:<ul style="list-style-type: none">- 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)	<ol style="list-style-type: none">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.

Step 13: 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 upon the UKVI decision of the initial instruction would be treated as a new case thereby incurring a fee and repeat of the above process.

Bringing your parents to the United Kingdom

Bringing your parents to the United Kingdom is a complex process. It is however, possible under the right circumstances and in fulfilment of the requirements.

The only way to sponsor and bring your parents over to the UK is if they require daily care and you plan to provide it whilst they remain with you in the UK.

If you are able to meet the requirements, your parents can apply for a UK visa that if granted would allow them to reside permanently with you in the UK.

Meeting the requirements

1. Have Indefinite Leave to Remain (ILR) or British Citizenship.

For your parents to come to the UK on a permanent basis, you must be a settled resident of the United Kingdom. This means you either need to be a British citizen or have permanent leave i.e. Indefinite Leave to Remain (ILR), No Time Limit (NTL), Permanent Residency (EU) or settled status (EU), refugee status, or humanitarian protection.

2. Your parents need long-term care.

The main way you can successfully apply for your parents for UK visa is if they need assistance with daily care tasks, including household tasks, personal hygiene tasks, and/or medical tasks.

Your parents must need this care because of illness, disability or age.

- Also, they must not be able to get this care where they are live at present; this may be because of not having any relatives who can provide them that support. Exceptions may be made if care is not affordable.
- Both parents must apply at the same time if they are still married and alive. If one parent could depend on the other for care, the Home Office will refuse the application on grounds that just the one parent needs care. Hence both parents must need care to apply.

3. Save enough money to support your parents for 5 years.

You will need to show you have enough income to provide continuing support for your parents. You must not use public funds to provide this support.

- You must prove you can meet the threshold of making a minimum £18,600 per year, and a further £3,800 for a second parent. Kindly note, this is the amount where you are not dependent on the state for things like housing or tax credits.
- If you have savings it will help. Required savings for sponsorship if the salary threshold is not met would be a minimum of £62,500 (conditions apply so please contact us for clarification).

Applying for a Dependent Relative Visa

1. Basic Mandatory Documents

1. Current passports
2. Previous passports
3. Proof of legal residence if not applying from a country where they are a citizen.

2. Provide proof of your relationship.

For proof of relationship, you will need your birth certificate or adoption certificate to show they are your parents.

3. Health certifications from your parents' doctor or health professional.

- Your parents must not be able to live on their own i.e. require care, and a doctor or other health care professional must certify this. You will need to submit this certification with your parents' application.
- If your parents live in a country where there is tuberculosis, they will also need to provide recent test results confirming they don't have the disease.

4. Fill in the application online with biographical information.

Typically we would complete the form on the applicant's behalf upon instruction, ensuring checks and confirmation of details with the sponsor and the applicant prior to submitting the application.

5. Add more details to your application in the Appendix form.

1. The Appendix goes into greater depth into the type of care your parents' need, what kind of care they are getting now, and why they need care from you. They will also need to add information about your financial status and how you will be able to provide for them.
 - This form also asks questions about where they will plan to live once they move to the UK.

Finalising the Application

1. Submitting the required documents:

WLIS submits:

- Your WLIS advisor will submit the documents provided to us via an online portal to VFS/Teleperformance.

Self-Submission

- Applicants are also able to submit the documents at the application centre for a fee.

Note: Upon instruction we prefer to submit and upload the documents ourselves, so we have a record of successful submission.

2. Pay the visa application fee

The fee for overseas applications for dependent relatives varies by country. Kindly note you must be ready to pay the application fee in full.

3. File an appeal if your parents are denied entrance

Your parents have a right to appeal the decision if their visa application is refused. Your parents must appeal within 28 days of receiving a refusal letter using the IAF-6 appeal form, which you can find at <https://immigrationappealonline.justice.gov.uk/IACFees/>.

- You can find a paper form at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/688323/iaft-6-eng.pdf
 - As of 2017, the fees for an appeal are £80 for a paper hearing or £140 for an oral hearing. For a paper hearing, the appeal is decided on the documents you and your parents provide. For an oral hearing, you or your parents can go and argue the case.
 - The fees can be waived if you're receiving Legal Aid from a United Kingdom-based legal representative.
- fee in full.

Current Fees:

Visa application fee - £3,250 per applicant

Immigration Health Surcharge (IHS) Fee - £624/Year for Adult (charged upfront for the duration of the visa hence £1560 plus charges).

Note: Visa fees are automatically calculated by the gov.uk application portal upon application and are charged in the local currency where the applicant is making the application from or in USD; hence the fee advised might vary depending on the exchange rate or increment/decrement by the Home Office.

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 Standard UK Visitor visa applications are **£1,200** per applicant.

Note: Our fees are non-refundable upon completion of instruction and we do not guarantee success on the visa outcome as 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 077 3986 4487 for a free initial assessment of your requirements and more details.