



# UK Visas & Immigration

## POINTS BASED SYSTEM APPENDIX 5 (APRIL 2014)

### TIER 2 (SKILLED WORKER)

#### SELF-ASSESSMENT

This form is for use outside the UK only

This form is provided free of charge.

For official use only

#### ► READ THIS FIRST

This form must be completed in blue or black ink.

Only after you have obtained your points from the electronic Self-assessment points Calculator ([www.ukba.homeoffice.gov.uk/pointscalculator](http://www.ukba.homeoffice.gov.uk/pointscalculator)). Please follow the guidance notes carefully and complete all questions as indicated.

Please ensure you submit all relevant original documents as indicated in the sections. It is better to explain why you do not have a document than to submit a false document. Your application will be automatically refused and you may be banned from coming to the UK for 10 years if you use a false document, lie or withhold relevant information. You may also be banned if you have breached immigration laws in the UK.

Please ensure you also complete the main Personal Details form.

## Part 1 About You

### 1.1 Given name(s)

### 1.2 Family name

## Part 2 Sponsor contact details (Supply the full details of all your sponsors if you have more than one)

### 2.1 Give the full name of your sponsor

### 2.2 Give the full address of your sponsor including >>>>>>>> postal code

### 2.3 Give the full address of your place of employment in the UK, including postal code (if different to the address given in 2.2)

### 2.4 Do you hold shares in the United Kingdom company or connected business? Put a cross (x) in the relevant box

☐

Yes - Provide details in the box below and say what percentage of the company and/or its shares you own.

☐

No - Go to Part 3

**Part 3****Job details****3.1 Your job title (the job you wish to take up in the United Kingdom)**

**3.2 How much will you earn per year (before tax, or any other deductions and include guaranteed allowances where appropriate)?**

**3.3 If your contract is for less than one year please state the length of time you will be in the UK and how much you will earn.**

**Part 4****Application type****4.1 Confirm under which category you are applying. Put a cross (x) in the relevant box**

- |   |   |
|---|---|
| <input type="checkbox"/> Tier 2 (General)<br><b>Complete Parts 5, 8, 9 and Q. 10.1</b>    | <input type="checkbox"/> Tier 2 (Intra-Company Transfer)<br><b>Complete Parts 5, 8, 9 and Q. 10.2</b> |
| <input type="checkbox"/> Tier 2 (Sportsperson)<br><b>Complete Parts 6,8,9 and Q. 10.3</b> | <input type="checkbox"/> Tier 2 (Minister of Religion)<br><b>Complete Parts 7,8,9 and Q. 10.4</b>     |

**Attributes**

You need to obtain a minimum of 50 points in either Part 5, 6 or 7. You should refer to the Immigration Rules and the Tier 2 Policy Guidance

**Part 5****Tier 2 (General) and Tier 2 (Intra-Company Transfer)****5.1 Certificate of Sponsorship**

Select to confirm you are claiming points for having a valid Certificate of Sponsorship. Put a cross (x) in the box

☐
**5.2 What is your Certificate of Sponsorship reference number? >>>>>**

**5.3 Confirm which of the following options applies. Put a cross (x) in the relevant box**

- |  |  |
|--|--|
| <input type="checkbox"/> I have a job that was on the Agency's list of shortage occupations at the time the Certificate of Sponsorship was issued. <b>(30 points) – Go to Part 5.6</b> | <input type="checkbox"/> My sponsor has completed a resident labour market test. <b>(30 points) – Go to Question 5.6</b> |
| <input type="checkbox"/> I am an Intra-Company Transferee <b>(30 points) Go to Question 5.6</b>  | <input type="checkbox"/> I have a job offer with a salary of £153,500 or more. <b>(30 points) – Go to Question 5.6</b>   |

**5.4 Select which category of Intra-Company Transfer you are applying under. Put a cross (x) in the relevant box**

- |   |  |
|---|--|
| <input type="checkbox"/> Short Term Staff – <b>Go to Question 5.5</b> | <input type="checkbox"/> Skills Transfer – <b>Go to Question 5.6</b> |
| <input type="checkbox"/> Graduate Trainee – <b>Go to Question 5.5</b> | <input type="checkbox"/> Long Term Staff – <b>Go to Question 5.5</b> |

**5.5 Maternity, paternity, adoption or sick leave.**

If you are making an Intra-Company Transfer: Long term or Short Term Staff application and you have been absent from work on maternity, paternity, adoption or sick leave, that lasted for 1 month or longer, during the last 12 months (We will accept evidence that you have been working for any 12 months within the last 24 month period). Please give the start and end date of the period of maternity/ paternity, adoption or sick leave that you wish to be taken into consideration (if you are still absent from the work place due to this, the end date should be left blank)

Start date

End date

Select to confirm which of the documents you are sending as evidence of this period of maternity, paternity or adoption leave from the work place: Put a cross (x) in the relevant box

- |  |   |
|--|---|
| <input type="checkbox"/> Child's birth certificate or Certificate of Adoption                      | <input type="checkbox"/> Letter from your sponsor confirming start and end dates of leave           |
| <input type="checkbox"/> Payslips or other payment/remittance advices covering the period of leave | <input type="checkbox"/> Other alternative evidence of maternity, paternity, adoption or sick leave |

<input type="checkbox"/>	Intra-Company Transfer: Long Term Staff £41,000 and above <b>(20 points)</b>	<input type="checkbox"/>	Intra-Company Transfer: Short Term Staff, Graduate Trainee or Skills Transfer £24,500 and above <b>(20 points)</b>
<input type="checkbox"/>	General £20,500 and above <b>(20 points)</b>		

How much will you earn a year (before tax or any other deductions and including allowances where appropriate)? £

Part 6 Tier 2 (Sportsperson)

50 points

[illegible]

## Part 7 Tier 2 (Minister of Religion)

50 points

[illegible]

## English Language and Maintenance (Funds)

Part 8 English Language

You must have a minimum standard of English language, and 10 points or your application will be refused. Before completing this section of the form you should refer to the Immigration Rules and the Tier 2 Policy Guidance. The level on the Council of Europe scale is B1 for Tier 2 (General) and A1 for Tier 2 (Sportsperson) and B2 for Tier 2 (Minister of Religion). Tier 2 (Intra-Company Transfer) applicants only need to demonstrate English language ability when applying for extensions of stay in the UK beyond three years.

☐ Intra-Company Transferee **Go to Part 9**

National of a majority English speaking country  
**Go to Question 8.2**

English language test **Go to Question 8.3**

☐ Degree taught in English **Go to Question 8.5**

If you are a national of one of the countries listed below you can claim 10 points:

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

Give your nationality *This should be the nationality shown in the passport/travel document you wish to use for this application.*

\_\_\_\_\_

[Go to Question 8.9](#)

Provide details of the test taken:

[illegible]

Title of qualification:

\_\_\_\_\_

\_\_\_\_\_

[illegible]

Date of Award:

\_\_\_\_\_

DD MM YY YY

Award reference number:

[illegible]

Original test certificate. **Go to Question 8.9**

Please provide details:

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Y Y Y Y

DD

M	M
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Y Y Y Y

DD

M	M
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Y Y Y Y

\_\_\_\_\_

\_\_\_\_\_

The points-based calculator shows the degree was taught in English; **Go to Question 8.9**

☐ The points-based calculator shows the qualification is equivalent to a United Kingdom degree but does not show the qualification was taught in English is only available to Tier 2 (sportsperson) applicants; **Go to Question 8.7**

☐ The points-based calculator does not show the qualification is equivalent to a United Kingdom degree but a UK NARIC letter and/or certificate is enclosed is only available to Tier 2 (sportsperson) applicants: **Go to Question 8.7**

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Original degree certificate;

Original academic transcript.

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## Maintenance (Funds)

In order for the application to be approved you must have a minimum level of funds for which you obtain 10 points. If you do not obtain 10 points your application will be refused. You must have £900 or £945 if applying on or after 1 July 2014 available funds held for a consecutive 90 day period (finishing on the date of the closing balance) ending no more than 1 month before your application. You will also need £600 or £630 if applying on or after 1 July 2014 for each dependant accompanying you, or a maintenance certification from your sponsor.

Own funds – **Go to Question 9.2**

Maintenance certified by sponsor - **Go to Question 9.3**

Building society pass book covering a consecutive 90 day period

Personal bank or building society statements covering a consecutive 90 day period

Letter from a bank or building society confirming funds and that they have been in your bank for a consecutive 90 day period

Letter from a regulated financial institution confirming funds and covering a consecutive 90 day period

**9.3 Maintenance certified by sponsor** Put a cross (x) in the box to confirm that your A-rated sponsor has confirmed this on your Certificate of Sponsorship.

An A-rated sponsor may confirm on a Certificate of Sponsorship that, where necessary, it will maintain and accommodate an applicant during his/her first month in the United Kingdom.

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Please complete the section of the summary sheet below which is appropriate to the sub-tier under which you are applying. Please list the points you have claimed and list the documentation you have provided, if applicable. You must provide the required evidence as specified in this application form and the Tier 2 Policy Guidance. All documents must be original unless otherwise stated. Failure to submit required evidence is likely to lead to refusal of the application.

**10.1 Tier 2 (General)****Points Claimed Area****Points Claimed****Documents Provided (please list)**

Certificate of Sponsorship Shortage  
Occupation (30 points) (Part 5)

Certificate of Sponsorship  
Resident Labour Market Test (30 points) (Part 5)

Certificate of Sponsorship – Job offer with  
salary of £153,500 or more (30 points) (Part 5)

Appropriate Salary (20 points) (Part 5)

English Language (10 points) (Part 8)

Maintenance (Funds) (10 points) (Part 9)

**Total**

**10.2 Tier 2 (Intra-Company Transfer)****Points Claimed Area****Points Claimed****Documents Provided (please list)**

Certificate of Sponsorship (30 points) (Part 5)

Appropriate salary – Long Term Staff  
£41,000 and above (20 points) (Part 5)

Appropriate Salary – Short Term Staff/  
Graduate Trainee/Skills transfer £24,500 and  
above (20 points) (Part 5)

**Total**

**10.3 Tier 2 (Sportsperson)****Points Claimed Area****Points Claimed****Documents Provided (please list)**

Certificate of Sponsorship (50 points) (Part 6)

English Language (10 points) (Part 8)

Maintenance (Funds) (10 points) (Part 9)

**Total**

Summary sheet is continued on the following page

## 10.4 Tier 2 (Minister of Religion)

## Points Claimed Area

## Points Claimed

## Documents Provided (please list)

Certificate of Sponsorship (50 points) (Part 7)

English Language (10 points) (Part 8)

Maintenance (Funds) (10 points) (Part 9)

Total

I confirm I have completed the Personal Details separate form and accept the contents of the declaration.

Applicant's signature

Date

D	D	M	M	Y	Y	Y	Y
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**YOU MUST SUBMIT A PAPER COPY OF THIS APPENDIX WITH YOUR SUPPORTING DOCUMENTS. ENSURE YOU ALSO COMPLETE THE PERSONAL DETAILS FORM EITHER ON PAPER OR ONLINE. YOU SHOULD SIGN THE DECLARATION AND SUBMIT THIS WITH YOUR OTHER DOCUMENTS.**