



APPENDIX 1 (VAF 4A JULY 2012)
FAMILY SETTLEMENT & FAMILY REUNION

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 adult dependant relative of a person who is present and settled in the UK; **or**
- The adult dependant relative of a person with limited leave to enter or remain in the UK as a refugee or as the beneficiary of humanitarian protection; **or**
- The child of settled parents or with one parent who has limited leave as a partner or parent granted under the Rules in force before 9 July 2012.

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 UKBA 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 4**.

The UK Border Agency 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.

Please ensure that you also complete and submit the main Personal Details Form (VAF 4A). If you are applying for indefinite leave to enter your sponsor should complete the Sponsorship Undertaking Form and you must submit it with your application.

On what basis are you going to the UK? Put a cross (x) in the relevant box

- ☐ As the adult dependant relative of a person who is present and settled in the UK
- ☐ As the adult dependant relative of a person with limited leave to enter or remain in the UK as a refugee or as the beneficiary of humanitarian protection
- ☐ As the child of settled parents or with one parent who has limited leave as a partner or parent granted under the Rules in force before 9 July 2012.

Part 1 **Your Personal Circumstances** Read Guidance Notes, Part 1

Do not complete this part if you are applying as the child of settled parent(s) with limited leave

1.1 Do you live alone? Put a cross (x) in the relevant box >>>>>

Yes ☐ If 'Yes' go to 1.3 No ☐ If 'No' go to 1.2

1.2 Who do you live with at the moment and what is your relationship to them? >>>

1.3 Who owns your home and what is your relationship to them?

1.4 Who supports you financially and what is your relationship to them? >>>>>>>>

1.5 What other close relatives do you have and where do they live?

1.6 How often do you see these close relatives? >>>>>>>>>>

1.7 Do you have any medical conditions? >>>>>>>>>>>>>>>>
Put a cross (x) in the relevant box

Yes ☐ No ☐ If 'Yes' please give full details

1.8 Are you able to care for yourself on a daily basis, i.e. are you able to wash and dress yourself and prepare food for yourself?
Put a cross (x) in the relevant box

Yes ☐ If 'Yes' go to **Part 2** – Your sponsor's financial circumstances >

No ☐ If 'No' and you are incapable of performing everyday tasks for yourself please provide full details, including whether you require care owing to age, disability or a medical condition outlined in 1.7.

1.9 Who currently provides you with this care? Please include if care is from a privately funded arrangement or Government/local authority funded care.

Full name	Age	Relationship to you

1.10 Does your UK sponsor contribute financially to your current care? >>>>>>
Put a cross (x) in the relevant box

Yes ☐ No ☐ If 'Yes', state how much and how often your sponsor contributes

1.11 How long have you needed care? Please provide full details including whether your condition is one that is likely to improve.

1.12 Please provide details of why your current care arrangements cannot continue to meet your needs.

1.13 Is the care you need still available in the country where you are living? >>>>>>>>>>>>>>>>
Put a cross (x) in the relevant box

Yes ☐ No ☐ If 'No' please explain why.

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

2.10 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

2.11 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

2.12 Does your sponsor receive any money from public funds and/or benefits? Put a cross (x) in the relevant box

Yes ☐ No ☐ If 'Yes' please provide full details below

2.13 How much of your sponsor's total monthly income is given to their family members and other dependants? >>

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

2.15 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

2.16 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 recourse to public funds for 5 years? See guidance notes for further details. Put a cross (x) in the relevant box

Yes ☐ No ☐

2.17 Have you submitted the Sponsorship Undertaking Form with your application? Put a cross (x) in the relevant box

Yes ☐ No ☐ If 'No' please give full reasons why this is not enclosed with your application below:

2.18 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

3.1 Where do you and your sponsor plan to live in the UK? >>

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3.2 Does your sponsor own this property?

Put a cross (x) in the relevant box

Yes ☐ No ☐ If 'No', on what basis does your sponsor occupy this property e.g. rented, owned by a parent.

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3.3 Does your sponsor live in a council owned property? >>>>

Put a cross (x) in the relevant box

3.4 Is your sponsor in receipt of Housing Benefit and/or >>>>

Council Tax Benefit? Put a cross (x) in the relevant box

3.5 How many bedrooms are there in the property? >>>>>

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

3.7 Does anyone, other than your sponsor, live in the property? >>>>>
Put a cross (x) in the relevant box

Put a cross (x) in the relevant box

Yes ☐ No ☐ If 'Yes' please provide full details of each other person living in the property

3.8 Do you intend to work in the UK? >>>>>>>>>>>>>>>>

Put a cross (x) in the relevant box

Yes ☐ No ☐ If 'Yes' please provide full details

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

If you run out of space please use additional sheets of paper to provide us with all the relevant information required as part of your application.

Guidance for Part 1: Your Personal Circumstances

1.1 Do you live alone?

Put a cross in the relevant box. If 'Yes' go to question 1.3, if 'No' go to question 1.2

1.2 Who do you live with at the moment and what is your relationship to them?

State the full name and relationship of all the people you currently live with.

1.3 Who owns your home and what is your relationship to them?

State the full name and relationship to you of the person who owns the home you live in. If you own your home then please state this.

1.4 Who supports you financially and what is your relationship to them?

State the full name and relationship to you of the person who provides your financial support. If you support yourself then please state this.

1.5 What other close relatives do you have and where do they live?

State the full name and relationship to you of any other close relatives (Close relatives include: Son, Daughter, Brother, Sister, Parent, Grandchild and/or Grandparent) and state where they live. If you do not have any other close relatives then state this.

1.6 How often do you see these close relatives?

If relevant, state how often you see these other close relatives. For example, daily, weekly monthly etc.

1.7 Do you have any medical conditions?

Put a cross in the relevant box. If 'Yes' please give details of your medical condition(s)

1.8 Are you able to care for yourself on a daily basis, i.e. are you able to wash and dress yourself and prepare food for yourself?

Put a cross in the relevant box. If 'Yes' please go to Part 2. If 'No' please provide details of why you are unable to care for yourself, for example because of your age or a disability or a physical/mental condition (outlined in question 1.7)

1.9 Who currently provides you with this care?

State who provides you with your daily care and how this care is funded. For example, is the care funded by your sponsor, other relatives, insurance, government or local authority etc

1.10 Does your UK sponsor contribute financially to your current care?

Put a cross in the relevant box. If 'Yes' please state how much money your sponsor contributes and how often you receive these contributions.

1.11 How long have you needed care?

State when you first started receiving this care and whether your condition is likely to improve.

1.12 Please provide details of why your current care arrangements cannot continue to meet your needs.

Explain why your care arrangements can not continue as they are now and why your sponsor is now required to meet your care requirements.

1.13 Is the care you need still available in the country where you are living?

Put a cross in the relevant box. If 'No' please explain why you can no longer be cared for in the country in which you are currently living.

1.14 Please provide reasons why no other person in your country can reasonably provide the care you require?

State why no one else can provide the care that you need in the country in which you live.

1.15 Is the care you need affordable in the country where you are living?

Put a cross in the relevant box. If 'No' please provide full details of the cost of your care and why it is not affordable.

1.16 Could your UK sponsor or another close relative/person pay for your care arrangements in the country where you are living?

Put a cross in the relevant box. Explain why it is not possible for your UK sponsor (or another close relative) to pay for your care arrangements in your home country/the country you are currently living in.

1.17 Please provide details of how your UK sponsor intends to satisfy your care needs in the UK.

Explain what arrangements your sponsor intends to put in place to meet your care needs in the UK. Include details of who will be providing the care and how much it will cost.

Guidance for Part 2: Your Sponsor's Financial Circumstances

2.1 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 2.10

2.2 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.

2.3 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.

2.4 When did your sponsor start this job?

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

2.5 – 2.7 What is your sponsor's work address, phone number, email address?

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

2.8 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.

2.9 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.

2.10 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 by anyone, please state why this is the case.

2.11 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.

2.12 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 and how often they receive it (e.g. monthly)

2.13 How much of your sponsor's total monthly income is given to their family members and other dependants?

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

2.14 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.

2.15 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. Include the name, address and relationship of that person to your sponsor as well as the amount of financial support they give and the reason why they give it.

2.16 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 recourse 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 UKBA website.

2.17 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.

2.18 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' please provide full details, including the amount, account details and whether these funds are under your sole control.

Guidance for Part 3: Your Accommodation And Other Details

3.1 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

3.2 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

3.3 Does your sponsor live in a council owned property?

Put a cross in the relevant box

3.4 Is your 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 benefit started and how much is received per month.

3.5 How many bedrooms are there in the property?

Please provide details as requested.

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

Please provide details as requested.

3.7 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/age, relationship to sponsor, nationality and passport number.

3.8 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 4: Continuation And Additional Information

4.1 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.