

DOCUMENT CHECKLIST FOR PBS DEPENDANT CHILD VISA INSIDE THE UK

KEEP A COPY OF YOUR FORM AND ALL DOCUMENTS SUBMITTED

NB: A Student dependent child will be granted leave in line with the parent whose leave expires first.

Valid Passport(s)

Your current passport (plus previous passport if your current visa is in your previous passport).
A copy of the main applicant's passport

Biometric Residence Permit, if issued.

Police Registration Certificate(s) if applicable. Children over 16 only.

It is very important that any changes of address are reported and recorded on the certificate otherwise you could be in breach of immigration rules.

Evidence of Finances for Living Costs and Fees (Not required if you have been in the UK for 12 months or more with valid leave from the date of application, unless you have been absent from the UK for more than 3 months within that 12 month period)

You will need to show you have **£845** per month (for the duration of the main applicants leave, up to a maximum of 9 months) - **£7,605**. If funds are in overseas currency then you will need to do a currency conversion from <https://www1.oanda.com/currency/converter/>

The bank account must be in **your name, the main applicant's name or your other parent's name**. The bank statements should be **not more than 31 days old**. You must show that the money has been held in the account(s) for a minimum of **28 consecutive days**. The account balance must not drop below the relevant amount during the whole of the 28 day period.

If you have any other financial documents e.g. a loan letter or a certificate of deposit then please read the UKCISA guidance very clearly (link below at the bottom of the page) and/or speak with an adviser.

The bank statement needs to show the following information: - the name of the main applicant and/or your name, or (for children only) the name of your other parent who is also legally present in the United Kingdom; the account number, the date of the statement; the financial institution's name and logo; transactions covering the 28 day period; the amount of money available.

Official Financial Sponsor Letter

If the main Student applicant has official financial sponsorship (i.e. being given money to cover their course fees and living costs), this sponsorship may also be intended to cover costs of you as a dependant and any other family members. If you are sponsored by your Government, UCL Scholarship or other Official Sponsor you will need a letter from the scholarship body confirming continued support. The letter must be on official letter-headed paper or stationery of the organisation of the official financial sponsor and have the official stamp of that organisation on it. It must show: both the main applicant's name and your name; the name and contact details of the official financial sponsor; the date of the letter; the length of the sponsorship and the amount of money they are providing or a statement that they will cover your full maintenance.

Birth certificate showing both parents names.

If you are applying as a child of a PBS migrant and your last grant of leave was not as their dependant or you are a child born in the UK, you will need to demonstrate your relationship.

Consent letter signed by both parents

The letter must confirm that both named parents have sole and legal custody of you (the child dependant), that they give consent for this application and for your biometric information to be taken, and that the main applicant will be present with you at the time. They also need to consent to your accommodation arrangements in the UK.

Documents to show your child is not living an independent life (children aged over 16 only)

If you are over the age of 16, you should submit two documents from the list confirming your residential address: bank statements; credit card bills; driving licence; NHS Registration document; letter from your current school, college or university confirming your address. You should use documents from two separate sources and dated no more than a month prior to the date of application. See paragraph 126 to 129 of the [Dependant Policy Guidance](#) for further information.

Payment: Student and Student dependants – Leave to remain (visa) applications made inside the UK:

Standard -	£494.20 (8 week service standard)
Priority -	£994.20 (5 day service standard)
Super Priority -	£1294.20 (24 hour service standard)

Payment is made via your bank card at the time the application is submitted on-line. Changes cannot be made to your application once the payment has been accepted.

You'll also have to pay the **Immigration Health Surcharge** at the end of your application. The cost is **£470** for students and any dependants unless an exemption applies. This sum is an annual amount. If your period of leave includes part of a year that is 6 months or less, the amount payable for that part of a year is half the specified amount, i.e. **£235** for students and dependants. If the period of leave includes part of a year that is more than 6 months, the full annual amount is payable.

After you have paid for your application you will need to **enrol your biometrics and upload your documents**. You will be redirected to the 'Sopra Steria' website to book an appointment at your nearest location and upload your documents. You will have the choice of a free service at one of the 6 CORE CENTRES or for an additional fee you may wish to travel to one of the 50 Enhanced Service Points. Optional added-value services will also be available. If your application includes family members, you will all need to attend an appointment at the same time.

You will leave the Service Point with all your evidence including your travel document – **Please do not leave the UK until a decision is made on your application otherwise it will lead to your application being withdrawn!**

You can download detailed the dependant policy guidance from:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923750/student-route-casework-guidance.pdf

Where a **document is not in English** the original must be accompanied by a fully certified translation by a professional translator. This translation must include details of the translator's credentials and confirmation that it is an accurate translation of the original document. It must also be dated and include the original signature of the translator.