

## DOCUMENT CHECKLIST FOR PBS DEPENDANT PARTNER VISA INSIDE THE UK

### KEEP A COPY OF YOUR FORM AND ALL DOCUMENTS SUBMITTED

**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.

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.

**Academic Technology Approval Scheme (ATAS)**

You may need an ATAS certificate if you are on a dependant partner of a Student visa holder and you decide to study a course in particular subjects.

If you are unsure whether this applies to the course of study you wish to take please go to:

[www.gov.uk/find-out-if-you-require-an-atas-certificate](http://www.gov.uk/find-out-if-you-require-an-atas-certificate)

To apply, and for a list of relevant courses, please see the Foreign & Commonwealth Office (FCO) website at

<https://www.academic-technology-approval.service.gov.uk/>

For guidance on how to apply see in the links below

<https://www.gov.uk/guidance/academic-technology-approval-scheme>

<https://www.gov.uk/guidance/guidance-on-how-to-apply-for-an-atas-certificate>

The certificate can take at least 20 working days to be processed.

Dependants who are going to study will need to apply to the FCO well in advance so that it can be submitted with the visa application form.

**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 the last 12 months)**

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 or the main applicant'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 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.

#### **Marriage/Civil Partnership Certificate**

If you are applying as a family member of a PBS migrant and your last grant of leave was not as their dependant you will need to demonstrate your relationship. A dependant is either a husband, wife or civil partner of the Student visa main applicant or you are an unmarried or same-sex partner and have been living together 'under the same roof' for at least 2 years.

#### **Genuine and Subsisting relationship evidence**

The Home office does not specifically ask for any particular documents when you are submitting the Student dependant application. We advise to put in a written statement with your application with details about your relationship including; how you met, your future plans, intentions, how you feel about each other, how you communicate with each other i.e. through phone calls, text, what's app, etc.

You should also submit at least 6 documents addressed to each of you showing you have lived together whilst in the UK and for unmarried partners your documents need to span the last 2 years.

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

Standard -	£494.20 (approx. 8 weeks from the date you provide your biometrics)
Priority -	£994.20 (approx. 5 days from the date you provide your biometrics)
Super Priority -	£1294.20 (approx. 24 hours from the date you provide your biometrics)

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](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.