**Immigration Loan Application Form**

**Please refer to the UCL Immigration Loan Guidance to assist with your application.**

**Please complete this form electronically as far as possible, print it out, and sign it before emailing to** [**eustaffqueries@ucl.ac.uk**](mailto:eustaffqueries@ucl.ac.uk)

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| **SECTION ONE: (All sections must be completed by applicant)** | |
| **PERSONAL INFORMATION** | |
| **First Name:** |  |
| **Surname:** |  |
| **Employee Number:** |  |

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| **APPLICATION CATEGORY** | **NUMBER REQUIRED** | **APPLICANT & RELATIONSHIP TO UCL EMPLOYEE (where application)** |
| **Permanent Residence Card:** |  |  |
| **British Citizenship:** |  |  |
| **Indefinite Leave to Remain in the UK:** |  |  |
| **Healthcare Surcharge Costs:** |  |  |
| **Immigration law advice:** |  |  |

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| **CONTACT INFORMATION** | | | | | | |
| **Address:** | |  | | | | |
| **City or town:** | |  | | | | |
| **County:** | |  | | | | |
| **Postcode:** | |  | | | | |
| **Telephone no:** | |  | | | | |
| **Email address:** | |  | | | | |
| **UCL EMPLOYMENT  INFORMATION** | | | | | | |
| **Job title:** | | |  | | | |
| **Department/School:** | | |  | | | |
| **Employment start date:** | | |  | | | |
| **Annual Salary:** | | |  | | | |
| **SECTION TWO: IMMIGRATION LOAN DETAILS** | | | | | | |
| The amount of the Immigration Loan requested must be to cover the actual cost of any of the following:   1. immigration law advice to enable you and any Immediate Dependents (if relevant) to secure the right to work or to permanently live and work in the United Kingdom; and 2. fees for immigration applications and /or NHS surcharges for you and any Immediate Dependants (if relevant) related to point 1 above (together the “**Approved Purpose**”)   The Immigration Loan cannot be used for any other purpose.  The maximum amount of the Immigration Loan is £10,000 which includes the total outstanding amount of any other UCL loans including, for example, season ticket loans.  If you are requesting an Immigration Loan to cover visa and /or NHS surcharge costs for your Immediate Dependents you will need to complete the details below.  Information and up to date fees for indefinite leave to remain can be found at:  <https://www.gov.uk/settle-in-the-uk> | | | | | | |
| **COSTINGS** | | | | | | |
|  | | | | **Employee** | **Dependant(s)** | **Total** |
| **Amount of loan required  to cover application(s)** | | | | **£** | **£** | **£** |
| **Amount of loan required to cover immigration advice** | | | | **£** | **£** | **£** |
| **Amount of loan required to cover NHS surcharge fees** | | | | **£** | **£** | **£** |
| **Total amount of Immigration Loan requested** | | | | **£** | | |
| **If this loan will be used to pay visa fees/NHS surcharges or immigration advice for dependents please provide details** | | | | **Dependant name:** | **Relationship:** | **DoB** |
| **Repayment Terms**  *Please note that if you are employed on a fixed term basis, the repayment terms must not exceed the time remaining on your contract.* | | | | **12 months** | **24 months** | **36 months** |
| **ADDITIONAL INFORMATION** | | | | | | |
| **Do you intend to take any period of unpaid absence within  the next 12 months :** | | | | **Yes / No**  **If yes please provide details below:** | | |
| **SECTION THREE: SIGNED DECLARATION** | | | | | | |
| I accept and will comply with the terms of the Immigration Loan Agreement and confirm I meet the UCL eligibility requirements as outlined in the Immigration Loan Guidance.  I confirm the Immigration Loan will only be used for the Approved Purpose.  I agree and acknowledge that should my employment with the University terminate at any time before the Immigration Loan has been fully repaid, the outstanding balance of the Immigration Loan will immediately become repayable and will be recovered from any salary payments.  If the outstanding balance of the Immigration Loan is larger than any salary payments due to me before the termination of my employment, I agree to repay the total outstanding balance before the last day of my employment at UCL or, if I do not work any notice period, within 7 days of my last day of employment at UCL.  Should any immigration application made in my name be refused for any reason after the Immigration Loan has been paid to me, I will inform UCL’s HR Policy team ([eustaffqueries@ucl.ac.uk](mailto:eustaffqueries@ucl.ac.uk)) immediately in writing.  Should my UCL salary reduce for whatever reason, UCL is permitted to continue to deduct the Immigration Loan repayments as agreed.  In the event of any conflict between any terms in this application form and in the Loan Agreement, I accept that the terms of the Loan Agreement will take precedence.  I confirm the information I have provided is true and correct. | | | | | | |
| **Signature:** |  | | | | | |
| **Date:** |  | | | | | |
| **This form should be signed and emailed to** [**eustaffqueries@ucl.ac.uk**](mailto:eustaffqueries@ucl.ac.uk) | | | | | | |
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| **FOR INTERNAL USE** | |
| **Loan approved**  **Amount:**  **Date confirmation sent to employee:** | **Yes/No**  **£** |