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| Immigration Fees Loan Request Form – Guidance Notes |

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| **General** |
| **Who can request the loan?**Visit our [Immigration Fee Assistance](https://www.ed.ac.uk/human-resources/international-staff/international-staff/after-1-january-2021/immigration-fee-assistance) web pages to see who can claim.Please note you must only request the amount you actually need and the money should be used for the payment of visa, healthcare surcharge, Secure English Language Tests (SELTS), UK ENIC fees (Skilled Worker only) and/or UK legal fees only.For audit purposes, you may be required to provide evidence of the actual amount paid to UKVI or legal firm and so should retain a copy of your payment receipts.The amount loaned will be capped at £10,000.**How is an application made?** Complete the form online by simply tabbing through and completing each field. Refer to the notes below for guidance on what should be entered. Please note that the form is set up to auto calculate certain fields.If you are a prospective employee, a task will be allocated to you through the People & Money system. This will ask you to read and confirm that you accept the Terms and conditions of the loan. Once you have done this you will be allocated a task which has the Immigration Fees Loan Request form attached.If you are a current employee, please visit our [Immigration Fee Assistance webpage](https://www.ed.ac.uk/human-resources/international-staff/international-staff/immigration-fee-assistance). Read and sign the terms and conditions and attach them along with the completed Immigration Fees Loan Request formOnce complete, email this form to the HR Helpline (e-mail: hrhelpline@ed.ac.uk).  |
| **Section 1 – to be completed by Applicant** |
| 1. **Applicant’s Details**
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| **Title, First Name(s) & Surname:** Please complete these fields in full. |
| **Employee Number: If you have not yet started at the University please leave this field blank.** If you are unsure of your staff number, this can be found on your staff card/payslip.  |
| 1. **Work Information**
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| **Job Title:** Enter your job title. |
| **Annual Salary:** Enter your annual salary. |
| **Department/School:** Enter the name of your Department or School.  |
| **Employment Start Date:** Enter your start date of employment at the University. |
| **Contract End Date:** Enter the end of your fixed-term contract or open-ended for permanent roles. **How long does my contract need to be? Your contract must be for a minimum duration of the length of the loan and if you are applying for an extension you must have at least 12 months remaining on your contract.** |
| 1. **Visa Details**
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| **Visa Type:** Please select the type of visa you are applying for. |
| **Visa Length:** Please insert the length of your visa. |
| **Fees Cover:** Please select whose visa fees are included in the application; the applicant only, the applicant plus dependants; or just dependants. If you are including dependants, please list their name(s) in full plus their relation to the applicant.You can request a separate loan if your dependant(s) will enter/have entered the UK later than yourself. You can only apply for a loan to cover dependants as defined by UK Visas and Immigration (UKVI), i.e. your husband, wife or partner; your child under 18; your child over 18 if they’re currently in the UK as a dependant. More information can be found at the UK Government webpages:[Global Talent Visa: Your partner and children](https://www.gov.uk/global-talent/your-partner-and-children)[Skilled Worker visa: Your partner and children](https://www.gov.uk/skilled-worker-visa/your-partner-and-children)[Indefinite Leave to Remain: Your partner and children](https://www.gov.uk/guidance/indefinite-leave-to-remain-in-the-uk#family-members-who-want-to-live-with-you-in-the-uk)[British National Overseas: Your partner and children](https://www.gov.uk/british-national-overseas-bno-visa/your-family-members)[Ancestry: Your partner and children](https://www.gov.uk/ancestry-visa/your-partner-and-children) |
| 1. **Contact information – Only requires completion if you are a not yet employed by the University**
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| Enter your current contact information |
| 1. **Bank Details– Only requires completion if you are a not yet employed by the University**
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| Enter Bank details as follows-Payment to be made into a UK Bank account: enter details into the boxes in Option 1.Payment to be made into an overseas Bank account, eg if you have recently been offered employment and are applying from outside the UK: complete the boxes in Option 2. Please contact your bank for details. **Current member of staff: there is no need to complete this section and payment will be made through Payroll.**The University will not pass on any bank charges involved in making your payment. However, some recipient and corresponding banks abroad may charge a fee for receiving payment and you should be aware that you will be liable for these charges. We encourage individuals to consult with their bank about these charges in advance of requesting a loan. |
| **Section 2** |
| 1. **Loan Request Details**
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| The amount requested must be for the actual costs for you and your dependants (if relevant), up to a maximum of £10,000.The following link shows up-to-date ‘fee’ information:[UK visa fees - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/visa-regulations-revised-table)The following spreadsheet can be used as a tool to help calculate your expected visa costs, based on your personal circumstances: [UKVI cost calculator](https://www.ed.ac.uk/sites/default/files/atoms/files/ukvi_cost_calculator_v010823.docx). |
| **Visa fee:** Please enter the visa fee(s) for yourself as the applicant and/or any dependents. BRP fees are included in the cost of obtaining a visa. Please note that if you later request reimbursement only the standard visa fees are eligible for reimbursement, enhanced UKVI service fees **will not** be reimbursed.  |
| **NHS fees:** This is the healthcare surcharge that must be paid for each applicant and dependant for each year the visa is valid. Further details about the fee can be found here: <https://www.gov.uk/healthcare-immigration-application/overview>. |
| **UK ENIC fee: (Skilled Worker only)** These are the fees charged by the United Kingdom national agency for international qualifications and skills (UK ENIC). You will only need to use UK ENIC if you want to demonstrate your English language ability using an academic qualification that was taught in English and is recognised by [UK ENIC](http://www.naric.org.uk/visasandnationality) as being equivalent to a UK bachelor’s degree, master’s degree or PhD. More information can be found at:* UK ENIC website: [https://www.enic.org.uk](https://www.enic.org.uk/).
* UKVI English Language requirements: [Skilled Worker visa: Knowledge of English](https://www.gov.uk/skilled-worker-visa/knowledge-of-english).

Please note that if you later request reimbursement only the standard UK ENIC fees will be reimbursement, enhanced UK ENIC fees **will not** be reimbursed.  |
| **UK legal fees:** This loan facility can also be used to help spread the cost of the legal advice (with regards to immigration) provided by the University’s panel of advisers or any other legal firm of an employee’s choosing. Please enter the amount required for legal fees. This sum must match either the actual fee note from the legal firm or a letter of engagement detailing the cost of the advice to be provided. |
| **Test fee, eg English Language or Life in the UK.** These are the fees charged when you complete [a Secure English Language Test (SELT)](https://www.gov.uk/guidance/prove-your-english-language-abilities-with-a-secure-english-language-test-selt) or a [Life in the UK test](https://www.gov.uk/life-in-the-uk-test).  |
| **Grand Total:** The field will calculate the total based on the figures you enter above.  |
| **Repayment period:** Loans to support fees may be repaid over a period of between 12 and 48 months. Please note the University will check the remaining length of your contract. If you have specified to repay the loan over a period of time beyond your contract end date, the University will automatically reduce the repayment period to end in line with the expiry of your contract.Repayments will start in the month following the payment of the loan lump sum. If you are new to the University, they will begin with your first monthly salary.The University acknowledges that due to certain life events, ie maternity leave, long-term sickness, it may be necessary to re-negotiate the repayment amount and the period of the loan. |
| **Do you currently have any other loans with the University?** Please select Yes or No. If you have selected ‘Yes’, please give information on the purpose of the loan, the date this was given and the amount. |
| **Section 3** |
| 1. **Declaration**
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| Please enter your name to ‘sign’ and date the form. Ensure you attach any supporting documents. |
| **Next Step:** Please e-mail your form to the HR Helpline. If your loan includes an amount for legal advice/fees, please attach a scanned copy of remittance/invoice/letter of engagement.Once your loan payment has been approved your application will be forwarded on to Finance for payment. If you are a new member of staff, a payment will be made into the bank account you have given in Section E of this form. If you are an existing member of staff, payment will be made with your monthly pay. Please ensure you keep receipts of payments when you make your visa application, you will need these if you intend to apply for reimbursement of these transactions.**Receipts/evidence of payment to UKVI, UK ENIC and/or UK legal firms.** We will accept any hard-copy or on-line acknowledgement/ confirmation of payment that you receive from UKVI and UK ENIC. For evidence of legal advice, you will need to provide either the actual fee note from the legal firm or a letter of engagement detailing the cost of the advice to be provided. If this was not provided or you do not have/did not retain a copy, we may require to see evidence of payment to UKVI, UK ENIC or a UK legal firm by an appropriate copy of your bank or credit card statement. The bank/credit card statement must clearly show your name, date of payment to UKVI/UK ENIC/ UK legal firm and the sum paid. You are entitled to – and should - remove (e.g. by scoring out) all other personal information.  |