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| Immigration Fees Reimbursement Request Form Guidance Notes |

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| **General** |
| **Who can claim?** Full details of who and when a claim can be made are on the [Immigration FeeAssistance](https://www.ed.ac.uk/human-resources/international-staff/international-staff/after-1-january-2021/immigration-fee-assistance).  **When can I submit my visa reimbursement request form?**  The UK tax authorities classify the reimbursement of visa fees as earnings, so you have to be on the University’s payroll for payment to be made. If you’re **about to join the University,** you should submit the claim form when you take up your post, your fees will be reimbursed in your monthly pay. You should submit your claim within three months of taking up your post with the University. Note you must be employed for at least 60 (calendar) days after the payment of your fees for your dependants’ fees to be payable tax-free.  If you are a current member of staff, you can submit the claim form as soon as you can evidence payment of the fees. Once approved for payment, your fees will be reimbursed with your next monthly salary. You should submit your claim within three months of having paid for your visa extension or visa switch application.  **How is a claim made?** Download the [Immigration Fees Reimbursement Request form.](https://www.ed.ac.uk/human-resources/a-to-z-of-forms) We advise that you complete the form online. Simply tab through and complete each field. Refer to the notes below for guidance on what should be entered. Also note that the form is set up to auto calculate certain fields. Submit the form to your local School/Department Administrator or Line Manager. You must attach this form and scanned receipts/ evidence of payment to UKVI and UK ENIC (e.g. bank/credit card statement). Claims will not be processed without evidence of payment to UKVI/UK ENIC. |
| ***Before completing the form please confirm one of the following****:* Choose one of the dropdown choices.  *Please note the University will not reimburse claims where:*   * *the option is not given in the drop down menu.* * *an employee has resigned and is working out their notice period.* * *An employee has applied for Indefinite Leave to Remain (ILR) but does not have 6 months left on their contract.*   For further information please see the [Immigration Fee Financial Assistance Guidelines](https://www.ed.ac.uk/sites/default/files/atoms/files/immigration_fee_assistance_guidelines_v200723_final.docx) |
| **Section 1 – to be completed by Applicant** |
| 1. **Applicant’s Details** |
| **Title, First Name(s) & Surname -** Please complete this field in full. |
| **Employee Number:** If you are unsure of your staff number, this can be found on your staff card/payslip. |
| **Telephone number:** Enter your current contact number. |
| **Email address:** Enter your current email address. |
| 1. **Work Information** |
| **Job Title:** Enter your job title. |
| **Type of Contract:** Enter Fixed Term or Open Ended. |
| **Department/School:** Enter the name of your Department or School. |
| **Employment Start Date:** Enter your start date of employment at the University. |
| **Employment End Date (fixed term contracts only):** Enter your employment end date at the University. |
| 1. **Visa Details** |
| **Visa Type:** Please select the type of Visa you are applying for. |
| **Visa Length (does not apply to ILR (Indefinite Leave to Remain applications):** Please enter the length of your visa. |
| **Fees Covered:** 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 submit a separate claim if your dependant(s) will enter/have entered the UK later than yourself.  You can only claim for 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  [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) |
| **Date fees paid:** Enter the date your fees were paid as evidenced in your supporting documents. |
| **Visa expiry date (does not apply to ILR (Indefinite Leave to Remain applications):** Enter the expiration date of your new/extended visa. |
| 1. **Expense Details** |
| **General:** Please enter the appropriate amounts for each category. The amounts should be given in pounds sterling in accordance to the fees published on the [*UKVI website.*](https://www.gov.uk/government/publications/visa-regulations-revised-table) Expenses will be reimbursed in pound sterling. |
| **Visa fee:** Please enter the totals for the visa fees. BRP fees are included in the cost of obtaining a visa. Only the standard visa fees are eligible for reimbursement, enhanced UKVI service fees **will not** be reimbursed. |
| **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 UK ENIC as being equivalent to a UK bachelor’s degree, master’s degree or PhD. If doing so you will require an ‘English Language Assessment’ document and a ‘Statement of Comparability’. 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.ed.ac.uk/global/staff-visas/skilled-worker/application-information/english-language-requirements).   Please note only the standard UK ENIC fees will be reimbursement, enhanced UK ENIC fees **will not** be reimbursed. |
| **Test fee:**  **Skilled Worker visa:** You may have needed to evidence the English Language requirement by taking a [Secure English Language test (SELT](https://www.gov.uk/guidance/prove-your-english-language-abilities-with-a-secure-english-language-test-selt)) if you are unable to meet the requirement through ENIC documentation. Please note we will only reimburse the actual fee paid up to a maximum of £205.  **Indefinite Leave to Remain:** You will have taken the [‘Life in the UK’ test](https://www.gov.uk/life-in-the-uk-test) as part of your application. |
| **NHS fees: This does not apply to ILR (Indefinite Leave to Remain requests)** This is the healthcare surcharge that must be paid for each applicant and dependant. Further details about the fee can be found here: <https://www.gov.uk/healthcare-immigration-application/overview>. Please note Reimbursement of the NHS charge will be in-line with the duration of your employment. For example, if you have a 3 year contract of employment, but have applied for a 5 year visa, you will be reimbursed for 3 years of NHS charge. Should your contract later be extended for a further 2 years, you will be reimbursed for the remaining 2 years NHS charge. |
| **Grand Total:** The field will calculate the total based on the figures you enter. Please ensure that this total figure can be backed up by evidence of the payments to UKVI and UK ENIC details’. |
| 1. **UK tax assessment** |
| *For help identifying if you are a tax resident in the UK, please see* [Which tax year do you want to check your UK residence status for? – Guidance – GOV.UK](https://www.tax.service.gov.uk/guidance/check-your-UK-residence-status/start/choose-tax-year) |
| **1. Date you first arrived in the UK to work:** This is the date you passed through UK immigration control on your visa.. For visa extensions and visa switches, this is the start date given on the new visa. |
| **2. Were you present in the UK for any purpose in the 2 year period prior to the date you first came to the UK to work?** This is the 2 year period ending on the day before you passed through UK immigration control on your visa. Being ‘present’ for any reason means being in the UK on holiday, to attend an interview, conference, to study, train and/or to work. Tick the box as appropriate. |
| **3. Were you resident in the UK for tax purposes in either of the 2 tax years prior to the date you first came to the UK to work?** You would be considered a resident for tax purposes if you were in the UK for 183 days or more in the relevant tax year. To determine your relevant tax years, please use **the ready reckoner attached as Appendix 1.** Tick the box as appropriate. If yes, please enter the tax year information. Only enter the dates you were resident in the UK if they add up to 183 days or more in the relevant tax year. If you have any doubts about your residency status for tax purposes you should contact the UK tax authority, HMRC on 0300 200 3300. |
| 1. **Loan Facility** |
| **Has the University provided you with a loan to help you pay your fees?** If you have made use of the University’s interest free loan to help you pay for your fees at the time you had to apply for your visa, you will still be able to have eligible fees reimbursed. The amount approved for reimbursement will go against the loan and any loan payments already made. If the reimbursement is subject to tax, you will still be required to pay back the remainder of the loan. |
| 1. **Declaration** |
| Please enter your name to ‘sign’ and date the form. |
| **Next Step:** Check to ensure you have completed all parts of Section One then submit the form by email to your local School/Department Administrator or Line Manager, attaching scanned copies of receipts/evidence of payment.  **Receipts/evidence of payment to UKVI and UK ENIC. *What is acceptable ‘evidence’ for reimbursement?*** We will accept a scanned copy or on-line acknowledgement/confirmation of payment that you receive from UKVI and UK ENIC. If this was not provided or you do not have/did not retain a copy, we will require to see evidence of payment to UKVI or UK ENIC 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 and the sum paid. You are entitled to – and should - remove (e.g. by scoring out) all other personal information. |

**Appendix 1**

**Ready reckoner for assessing relevant tax years**

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| This table can be used to help you assess if you were resident in the UK in the two relevant tax years before your arrival in the UK to work. |

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| **If you passed through immigration control for the first time on your visa between:** | **First relevant tax year** | **Second relevant tax year** |
| 6 April 2023 and 6 April 2024, the relevant tax yers will be: | 6 April 2021 – 5 April 2022 | 6 April 2022 – 5 April 2023 |
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| 6 April 2022 and 5 April 2023, the relevant tax years will be: | 6 April 2020 – 5 April 2021 | 6 April 2021 – 5 April 2022 |
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| 6 April 2021 and 5 April 2022, the relevant tax years will be: | 6 April 2019 – 5 April 2020 | 6 April 2020 – 5 April 2021 |
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| 6 April 2020 and 5 April 2021, the relevant tax years will be: | 6 April 2018 – 5 April 2019 | 6 April 2019 – 5 April 2020 |
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| 6 April 2019 and 5 April 2020, the relevant tax years will be: | 6 April 2017 – 5 April 2018 | 6 April 2018 – 5 April 2019 |
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| 6 April 2018 and 5 April 2019, the relevant tax years will be: | 6 April 2016 – 5 April 2017 | 6 April 2017 – 5 April 2018 |
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| Note: if you passed through UK immigration control for the first time on your visa more than 5 years ago, reimbursement of your visa fees by the University will be subject to UK tax and national insurance contributions. |