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| Immigration Fees Loan Request Form |

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| **Guidance** | | | | | | |
| This form should be completed by eligible current or prospective members of staff, who wish to apply for an interest free loan to cover their visa/ Indefinite Leave to Remain fees and associated costs, to secure their visa.  The loan is subject to the Terms and Conditions set out in our [Immigration Fee Assistance | The University of Edinburgh](https://www.ed.ac.uk/human-resources/international-staff/international-staff/after-1-january-2021/immigration-fee-assistance) web pages. Please make sure you read this information to ensure you meet the eligibility criteria, understand and accept the terms and conditions of the loan prior to completing the form.  Please complete all parts of Sections One, Two and Three then submit the form by email to the [HR Helpline](mailto:HRHelpline@ed.ac.uk)  For help in completing the form, please refer to the [Immigration Fees Loan Request Form Guidance Notes](https://www.ed.ac.uk/human-resources/a-to-z-of-forms)  If you require this document in an alternative format please contact HR via email [HRHelpline@ed.ac.uk](mailto:HRHelpline@ed.ac.uk) or by telephone on 0131 651 5151.  **Privacy Statement -** For information on how we use your data, how long we keep it for and if we share it with third parties, please refer to the [Privacy Notice for Staff](https://edin.ac/2KLLOGK) and [Finance Privacy Notice](https://www.ed.ac.uk/finance/about/privacy). | | | | | | |
| **Section 1: To be completed by Applicant** | | | | | | |
| **A. Applicant’s Details** | | | | | | |
| Title, First Name(s) & Surname: | | Click or tap here to enter text. | | | | |
| Employee Number: | | Click or tap here to enter text. | | | | |
| 1. **Work Information** | | | | | | |
| Job Title: | | Click or tap here to enter text. | | | | |
| Annual salary: | | Click or tap here to enter text. | | | | |
| Department/ School: | | Click or tap here to enter text. | | | | |
| Employment Start date (dd/mm/yyyy): | | Click or tap to enter a date. | | | | |
| Contract End Date (dd/mm/yyyy): | | Click or tap to enter a date. | | | | |
| 1. **Visa Details - please tick the appropriate box in each line** | | | | | | |
| Visa Type: Choose an item. | | | | | | |
| Visa Length (does not apply to ILR (Indefinite Leave to Remain requests): Click or tap here to enter text. | | | | | | |
| Fees Cover: Choose an item. | | | | | | |
| **\* Full name of dependant**  **(use an additional sheet if necessary)** | | **Relationship (i.e. spouse/partner or child under 18)** | | | | |
| Click or tap here to enter text. | | Click or tap here to enter text. | | | | |
| Click or tap here to enter text. | | Click or tap here to enter text. | | | | |
| Click or tap here to enter text. | | Click or tap here to enter text. | | | | |
| Click or tap here to enter text. | | Click or tap here to enter text. | | | | |
| **The following sections should only be completed if you are not yet employed with the University, if you are a current member of staff, please proceed to section two.** | | | | | | |
| **D. Contact Information** | | | | | | |
| Street address: Click or tap here to enter text. | | | | | | |
| City or town: Click or tap here to enter text. | | | | | | |
| County, area, district or province: Click or tap here to enter text. | | | | | | |
| Country: Click or tap here to enter text. | | Postcode or zip code: Click or tap here to enter text. | | | | |
| Email address: Click or tap here to enter text. | | Telephone number: Click or tap here to enter text. | | | | |
| 1. **Bank Details – Please choose one option only** | | | | | | |
| **Option 1 - Payment to UK Bank or Building Society**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Name(s) of Account Holder(s): | Click or tap here to enter text. | | | | | | | | | | | | | | | | | | Name of Bank/ Building Society: | Click or tap here to enter text. | | | | | | | | | | | | | | | | | |  | Click or tap here to enter text. | | | | | | | | | | | | | | | | | | Branch Sort Code: |  |  | - |  |  | - |  |  | Account  Number: |  |  |  |  |  |  |  |  | | Roll Number  (Building Society): | Click or tap here to enter text. | | | | | | | | | | | | | | | | | | | | | | | |
| **Option 2 – Payment to an Overseas Bank Account**   |  |  | | --- | --- | | Name(s) of Account Holder(s): | Click or tap here to enter text. | | Name of Bank: | Click or tap here to enter text. | | Bank Address: | Click or tap here to enter text. | |  | Click or tap here to enter text. | | Account Number: | Click or tap here to enter text. | | IBAN: | Click or tap here to enter text. | | SWIFT/BIC No: | Click or tap here to enter text. | | **\*If the beneficiary address for this account is different than that in your contact details, please add it here:** | **Address account linked to**  Click or tap here to enter text. |   **To reduce the likelihood of delays in receiving your payment, we strongly advise you to check the specific details required by your bank to accept incoming international payments.** | | | | | | | |
| **Section 2: To be to be completed by the applicant** | | | | | | | |
| **F. Loan Request Details maximum of £10,000.** Only the standard visa and UK ENIC fees are eligible for reimbursement, enhanced UKVI service fees or UK ENIC Fast Track service fees will not be reimbursed. Please note BRP fees are included in the cost of obtaining a visa.If you have paid in a foreign currency, please enter the amount in pound sterling as stated on the [UKVI website](https://www.gov.uk/government/publications/visa-regulations-revised-table). | | | | | | | |
| **Expense** | | **Applicant** | | **Dependant(s) Total** | | **Total** | |
| **Visa/ILR fee** | | £ | | £ | | £0.00 | |
| **NHS fee** | | £ | | £ | | £0.00 | |
| **UK ENIC fee (Skilled worker only)** | | £ | | n/a | | £0.00 | |
| **Test fee, eg English Language or Life in the UK** | | £ | | n/a | | £0.00 | |
| **UK legal fees** | | £ | | n/a | | £0.00 | |
| **Grand Totals** | | £0.00 | | £0.00 | | **£0.00** | |
| **Repayment period: Choose between 12 and 48 months[[1]](#footnote-1)** | | Click or tap here to enter text. | | | | | |
| **Do you currently have any other loans with the University?** If Yes, please provide details below | | | | | | | Choose an item. |
| **Purpose of loan:** Click or tap here to enter text. | | | | | | | |
| **Date loan given (dd/mm/yyyy):** Click or tap to enter a date. | | | | | **Amount:** **£** | | |

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| **Section 3: To be completed by the applicant** | | | | | | | | | | | |
| **G: Declaration** | | | | | | | | | | | |
| 1. I accept and will comply with the Visa/ILR Costs Loan Terms and Conditions (set out in the task for prospective staff in the HR System or on the [Immigration Fee Assistance webpage](https://www.ed.ac.uk/human-resources/international-staff/international-staff/after-1-january-2021/immigration-fee-assistance) under ‘Pre-application interest free loan’), and confirm I meet the eligibility criteria therein. 2. I confirm the loan will only be used to assist with the payment of visa fees, NHS surcharge costs, Secure English Language Tests (SELT), UK ENIC Fees (Skilled Worker Only and/ or UK legal fees for myself and my dependants (where applicable), in relation to my employment at the University. 3. I confirm I have not submitted an application through the University’s Visa Fee Reimbursement procedure. 4. I agree and acknowledge that should my employment with the University terminate at any time before the full loan has been repaid, the balance of the loan will immediately become repayable and will be recovered from my final salary. 5. If the balance of the loan is larger than my final pay, I agree to repay the total outstanding balance before the last date of my employment at the University. 6. Should my visa application be refused, for any reason, after the loan has been paid, I will immediately repay the full amount of the loan. 7. Should my salary reduce, for whatever reason, I accept the University reserves the right to continue to deduct loan repayments and in exceptional circumstances, I may receive nil pay. 8. I confirm the information I have provided is a true and accurate reflection of my personal circumstances. 9. I understand, for audit purposes, the University reserves the right to request to see the UKVI payment receipt to confirm the actual amount paid to the UKVI and I must, therefore, keep a copy of the payment receipt for the duration of the loan agreement. | | | | | | | | | | | |
| **Signature:** Click or tap here to enter text. | | | | | | **Date (dd/mm/yyyy):** Click or tap to enter a date. | | | | | |
| Ensure you have completed all sections of the form and included the following supporting documents:   * Signed Terms and Conditions (existing employees only, new employees will complete the task in People and Money. * Global Talent applicants – copy of confirmation of approved Endorsement. * Scanned copy of remittance/invoice/letter of engagement for legal advice (if applicable) | | | | | | | | | |  | |
| NEXT STEP: E-mail this form and supporting documents to the [HR Helpline](mailto:hrhelpline@ed.ac.uk) | | | | | | | | | | | |
| **Section 4: To be completed by HR Operations** | | | | | | | | | | | |
| On receipt of the form, the HR Operations team should complete the costing section below, update the Interest Free Loan spreadsheet and the form should be authorised by the HR Authorised Signatory. | | | | | | | | | | | |
| **School Costing - please confirm details of where the loan and subsequent repayments should be costed to by adding the relevant costing details below.**  **Please select the appropriate Analysis Code from the drop down.** For further guidance please refer to the new chart of accounts and mapping old finance codes tool available [here.](https://uoe.sharepoint.com/sites/FinanceSpecialistServices/SitePages/Payments-%26-Payroll-Forms.aspx?OR=Teams-HL&CT=1644494215452&sourceId=&params=%7B%22AppName%22%3A%22Teams-Desktop%22%2C%22AppVersion%22%3A%2227%2F22010300409%22%7D) | | | | | | | | | | | |
| **College/Support Group** | **Entity**  **(3 digits)** | **Fund**  **(6 digits)** | **Cost Centre**  **(8 digits)** | **Account** | | **Analysis**  **Please select from drop down** | **Portfolio**  **(8 digits** | **Product**  **(8 digits)** | | **Intercompany**  **(3 digits)** | |
| For CAHSS, SCE, Support Groups and MVM | 110 | 110002 | 11000000 | 7234 | | Choose an item. | 00000000 | 00000000 | | 000 | |
| I can confirm that an eligible visa has been applied for.I can confirm for Global Talent requests, endorsement has been approvedI can confirm a Certificate of Sponsorship (CoS) has been assigned under Skilled Worker of the Points Based System.  1. **I can confirm I have checked that the loan value requested is no more than £10,000.** | | | | | | | | | | | |
| **HR Authorisation** | | | | | | | | | | | |
| |  |  |  | | --- | --- | --- | | **Name:** | **Job Title:** | **Date:** Click or tap to enter a date. | | | | | | | | | | | | |
| NEXT STEP:  For staff already on the payroll, forward the form and relevant attachments by Service request to Payroll. Indicate if ‘Urgent’ and ‘Payroll Impacting Month’.  For staff not yet on the payroll, email the completed form FAO of Accounts Payable (marked urgent) to [finance.helpline@ed.ac.uk](mailto:finance.helpline@ed.ac.uk).  In the email, please also ask Accounts Payable to forward a copy of the form to Payroll to ensure that recovery of the loan can be set up. | | | | | | | | | | | |
| **Details recorded on tracking spreadsheet:** | | | | | | | | | | | |

1. Please note that if you later request reimbursement of your visa fees, this will be offset against the total loan amount.  If your monthly repayments have already started, they will be reimbursed in your next month’s salary after reimbursement has been approved.  If your loan application is only for standard fees eligible for reimbursement, your visa loan repayments will be cancelled.  [↑](#footnote-ref-1)