|  |
| --- |
| Immigration Fees Loan Request Form |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 webpages](https://human-resources.ed.ac.uk/international-staff/international-staff/after-1-january-2021/immigration-fee-assistance). 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://human-resources.ed.ac.uk/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://human-resources.ed.ac.uk/privacy-information-notice) and [Finance Privacy Notice](https://uoe-finance.ed.ac.uk/about/privacy) section. | | | | | | |
| **Before completing the form, please confirm one of the following:**  **I applied for my Visa/Residency to:** Choose an item. | | | | | | |
| **Section 1: To be completed by Applicant** | | | | | | |
| **A. Applicant’s Details** | | | | | | |
| Title, First Name(s) & Surname: | | | | |  | |
| Employee Number: | | | | |  | |
| 1. **Work Information** | | | | | | |
| Job Title: | | | | |  | |
| Annual salary: | | | | |  | |
| Department/ School: | | | | |  | |
| Employment Start date (dd/mm/yyyy): | | | | |  | |
| Contract End Date (dd/mm/yyyy): | | | | |  | |
| 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): | | | | | | |
| Fees Cover: | | | | | | |
| **\* Full name of dependant**  **(use an additional sheet if necessary)** | | | | | **Relationship (i.e. spouse/partner or child under 18)** | |
|  | | | | |  | |
|  | | | | |  | |
|  | | | | |  | |
|  | | | | |  | |
| **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: | | | | | | |
| City or town: | | | | | | |
| County, area, district or province: | | | | | | |
| Country: | | | | | Postcode or zip code: | |
| Email address: | | | | | Telephone number: | |
| 1. **Bank Details – Please choose one option only** | | | | | | |
| **Option 1 - Payment to UK Bank or Building Society**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Name on Account: |  | | | | | | | | | | | | | | | | | | Name of Bank/ Building Society: |  | | | | | | | | | | | | | | | | | |  |  | | | | | | | | | | | | | | | | | | Branch Sort Code: |  |  | - |  |  | - |  |  | Account  Number: |  |  |  |  |  |  |  |  | | Roll Number  (Building Society): |  | | | | | | | | | | | | | | | | | | | | | | | |
| **Option 2 – Payment to an Overseas Bank Account**   |  |  | | --- | --- | | Name on Account: |  | | Name of Bank: |  | | Bank Address: |  | |  |  | | Account Number: |  | | Sort Code: |  | | IBAN: |  | | SWIFT/BIC No: |  | | IFSC number or account type |  | | Routing or Transit number |  | | **\*If the beneficiary address for this account is different than that in your contact details, please add it here:** | **Address account linked to:** |   **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** | |
| Please select from the dropdown if Visa or Indefinite Leave to Remain Fee: | | £0.00 | |  | | £0.00 | |
| **NHS fee** | |  | |  | | £0.00 | |
| **UK ENIC fee (Skilled worker only)** | |  | | n/a | | £0.00 | |
| **Test fee, e.g. English Language or Life in the UK** | |  | |  | | £0.00 | |
| **UK Legal fees** | |  | | n/a | | £0.00 | |
| **Total\***  \*The Total Amount payable for the Loan will be capped at £10,000. | | **£0.00** | | **£0.00** | | **£0.00** | |
| **For Payroll Use Only — Total Amount of Loan:**   * **If amount is ‘uncapped’ use Total figure above, if amount is capped use £10,000.** * **If capping at £10,000 always pay the full Visa fee, and cap the NHS fee until the total is £10,000** | | | **Uncapped** | | | | |
| **Repayment period: Choose between 12 and 48 months[[1]](#footnote-2)** | | months | | | | | |
| **Do you currently have any other loans with the University?** If Yes, please provide details below | | | | | | |  |
| **Purpose of loan:** | | | | | | | |
| **Date loan given (dd/mm/yyyy):** | | | | | **Amount:** **£** | | |

|  |  |  |
| --- | --- | --- |
| **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:** | **Date (dd/mm/yyyy):** | |
| 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 [hrhelpline@ed.ac.uk](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.**  Payments requested through this form should **not** be charged to cost centre **30010003** (research salary control account). If these costs are to be charged to a project please charge them to a school non-restricted cost centre and liaise with your school research administration team to arrange for them to be loaded to the project.  **Please select the appropriate Analysis Code from the drop down.** For further guidance please refer to the chart of accounts available on the [Finance SharePoint](https://uoe.sharepoint.com/sites/FinanceHub/SitePages/Chart-of-Accounts.aspx). | | | | | | | | |
| **College/PSG** | **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, CSE, CMVM and PSG | 110 | 110002 | 11000000 | 7234 |  | 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 (dd/mm/yyyy):** | | | | | | | | | |
| **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 to Accounts Payable at [finance.helpline@ed.ac.uk](mailto:finance.helpline@ed.ac.uk). Please title the email ‘FAO of Service Assurance Team – Visa Loan’ (marked urgent).  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-2)