



Immigration & Nationality

A Division of the Guernsey Border Agency

APPLICATION FOR INDEFINITE LEAVE TO REMAIN IN THE BAILIWICK OF GUERNSEY

Application for indefinite leave to remain in the Bailiwick of Guernsey in ANY category.

If you wish to apply for indefinite leave to remain you must have successfully taken the Citizenship Test to demonstrate you have sufficient knowledge of the English language and life in the United Kingdom and Bailiwick of Guernsey (unless the applicant is under the age of 18 or aged 65 or over at the time of application). If you cannot produce evidence that you have successfully passed the test, your application for indefinite leave to remain will be rejected. See appendices of this form for further information.

FEE PAYMENT

For applications on this form there is a statutory fee of £1,875 (see following notes)

If one or more dependants are applying with you the fee increases by £1,875 for each dependant.

You may include children under the age of 18 as dependants. Children aged 18 or over cannot be included. They must apply individually and pay the prescribed statutory fee in each case.

Payment is only accepted by one of the following methods:

- Cash (only if submitting the application in person)
- Debit card
- Credit card – please note payments made by credit card will attract a surcharge of 1.5%

FEE NOTES

Consideration process

If the payment submitted does not cover the full cost of your application, it will be an invalid application and the form, together with any documentation submitted, will be returned to you.

This statutory fee will be payable at the time of application and is charged regardless of the outcome of the application.

FOR OFFICIAL USE ONLY

FEE

CASH

DEBIT / CREDIT CARD

Guidance notes – please read before completing this application form:

- 1) Complete all sections of this form relevant to your application
- 2) Please write in BLOCK CAPITALS
- 3) Provide **all** documents as specified. All documents must be originals or photocopies certified as true copies.
- 4) Ensure all necessary declarations have been signed and dated

An incomplete application will be returned to you.

Please allow up to 6 weeks for your application to be processed. It may take longer if your application needs extensive and/or further enquiries (including, in some cases, visits by Immigration Officers). We will let you know if this is the case. Completed application forms should be submitted to this office, together with all the relevant supporting documents. It is recommended that you submit your application in person, wherever possible. Applications will not be accepted by fax or e-mail.

***Immigration & Nationality Division
Guernsey Border Agency
New Jetty
White Rock
St Peter Port
Guernsey
GY1 2LL***

Should you require any further information please contact the Immigration & Nationality Division:

Telephone: 01481 741420

Fax: 01481 723442

E-mail: immigration@gba.gov.gg

TYPE OF APPLICATION (TICK THE APPROPRIATE BOX TO INDICATE THE BASIS OF YOUR APPLICATION)

Completion of 2 years as the spouse of a person present and settled in the Bailiwick of Guernsey - for persons who arrived before 01 June 2015 (complete all sections, except section 7)

Completion of 2 years as the unmarried partner of a person present and settled in the Bailiwick of Guernsey – for persons who arrived before 01 June 2015 (for the purposes of this form an unmarried partner, in relation to any person, includes a partner of the same sex as that person even if the two are in a relationship registered or otherwise recognised by any country or territory as a civil partnership or marriage.

(complete all sections, except section 7)

Completion of 5 years United Kingdom Ancestry (complete all sections except sections 5 and 7)

Completion of 5 years as the holder of an approved work permit in the Bailiwick of Guernsey. Please ensure your employer completes section 7 and signs the relevant declaration at the end of this form. (complete all sections, except section 5).

OTHER (please specify) _____

(Please contact the Immigration & Nationality Division of the Guernsey Border Agency to verify the sections that you will be required to complete)

SECTION 1 – Applicant Details

Title (Mr, Mrs, Ms, Miss, Other): _____

Surname / family name (as it appears on your passport): _____

Forename(s) (as it appears on your passport): _____

Any other names by which you have been known: _____

Date of birth: Day _____ Month _____ Year _____

Gender: Male _____ / Female _____ (please tick)

Nationality: _____

Passport / ID card Number: _____

Date of issue: _____ Date of expiry: _____

Full address in the Bailiwick of Guernsey: _____

Telephone Numbers: Home _____ Work _____ Mobile _____

e-mail address: _____

SECTION 2 – Family Details

Your partner's details. Unless otherwise stated, the word 'partner' in this form means your spouse or unmarried partner (including same-sex partners)

Partner's surname / family name (as it appears in their passport): _____

Partner's forename(s) (as it appears in their passport): _____

Any other names by which they have been known: _____

Date of birth: Day _____ Month _____ Year _____

Gender: Male _____ Female _____ (please tick)

Nationality: _____

Do they live with you in the Bailiwick of Guernsey? Yes _____ No _____ (please tick)

If "No", please provide their current address: _____

Telephone numbers: Home _____ Work _____ Mobile _____

e-mail address: _____

This section is where you give details of any children under 18 included in this application.

Do you, or your partner, have any children under 18 from your marriage or relationship, or from previous relationships, who are dependant on you or your partner?

Yes _____ No _____ (please tick)

If you have answered 'yes' and they are applying for an extension of stay as your dependants, please give details below. Continue on another sheet if necessary.

FIRST CHILD

Child's full name: _____

Date of birth: Day _____ Month _____ Year _____ Gender: M _____ F _____ (please tick)

Nationality _____

Do they live with you in the Bailiwick of Guernsey: Yes _____ No _____ (please tick)

Who pays for their support? _____

Relationship to you: _____ Relationship to your partner _____

SECOND CHILD

Child's full name: _____

Date of birth: Day_____ Month_____ Year_____ Gender: M____ F____ (please tick)

Nationality_____

Do they live with you in the Bailiwick of Guernsey: Yes____ No____ (please tick)

Who pays for their support?_____

Relationship to you:_____ Relationship to your partner_____

THIRD CHILD

Child's full name: _____

Date of birth: Day_____ Month_____ Year_____ Gender: M____ F____ (please tick)

Nationality_____

Do they live with you in the Bailiwick of Guernsey: Yes____ No____ (please tick)

Who pays for their support?_____

Relationship to you:_____ Relationship to your partner_____

SECTION 3 – Citizenship Test

3.1 Are you under the age of 18 or over 65? Yes_____ No_____ (please tick)

If you have answered Yes, go to section 4. If you have answered No, continue below.

3.2 Have you passed the Citizenship Test? Yes_____ No_____ (please tick)

If you have answered Yes, please go to section 4. If you have answered No, please continue below:

3.3 There are certain circumstances where an applicant may be exempt from the need to pass the Citizenship test. If you believe that you are exempt, please indicate below on what basis:

- Applicants who have significant physical and/ or mental health condition(s) or incapacity may be exempt if their condition would prevent them from studying for or taking the knowledge of life test, or attending a combined English Language and citizenship course run by the Guernsey College of Further Education. Exemption on these grounds will only be given in exceptional cases.
- Applicants who qualify for ILR under the domestic violence provisions of the rules.
- Foreign and commonwealth citizens on discharge from HM Forces (including Ghurkhas where the qualifying period has been met)
- Spouses of foreign and commonwealth citizens on discharge from HM Forces (including Ghurkhas)
- Bereaved Spouses/Bereaved Unmarried Partners
- Parents/Grandparents/Other Dependant Relatives - applications made under Paragraph 317 of the Immigration Rules.
- Retired Persons of Independent Means.
- Spouses / unmarried / same sex partners of British citizens or persons settled in the UK who are permanent members of HM Diplomatic Service; staff members of the British Council on a tour of duty abroad; and staff members of the Department for International Development

- European Economic Area (EEA) Nationals and family members of EEA nationals making an application for a notice in writing that they may remain in the Bailiwick of Guernsey for an indefinite period.

You will be asked to produce evidence to confirm that you are exempt. The type of evidence acceptable will vary depending on how you claim to be exempt. Please contact the Immigration & Nationality Division of the Guernsey Border Agency for further information.

Please note, however, that a person who goes on to apply for naturalisation as a British citizen will have to meet the knowledge of life and language requirements unless they are exempt for other reasons permitted under provisions of the British Nationality Act 1981.

Note: Please note that if you do not qualify for an exemption on one of the grounds above you MUST have successfully passed the Citizenship test to apply for indefinite leave to remain. If you have not, and you progress with this application, your application will be refused without any refund of the application fee.

SECTION 4 – Your arrival in the United Kingdom (UK) and Islands

Date and place of arrival in the UK and Islands:

Did you obtain an entry clearance before you entered the UK and Islands? (see note below)

Yes_____ No_____ (please tick)

If “Yes”, in what capacity (eg, fiancée, visitor, youth mobility scheme, UK Tier 1 etc)

NOTE: An entry clearance is a visa issued abroad for the purposes of entry into the UK and Channel Islands.

Have you had any individual absences of 3 months or more outside the UK and Channel Islands since you arrived?

Yes_____ No_____ (please tick) – if “Yes” please give details below:

Dates of absence(s)	Reason(s) for absences

SECTION 5 – Your relationship

This section is to be completed by those applying on the basis of their relationship with a person settled in the Bailiwick of Guernsey.

How did you meet your partner? _____

Where and when did you meet your partner? _____

When did your relationship begin? _____

When did you start living together? _____

Date of marriage (if applicable) _____

Place of marriage (if applicable) _____

SECTION 6 – Your home and finances

Are you working in the Bailiwick of Guernsey? Yes_____ No_____ (please tick)

What is your occupation?_____

Name of employer:_____

What is your net pay each month £_____

Is your partner working in the Bailiwick of Guernsey? Yes____No_____ (please tick)

What is his/her occupation?_____

Name of his/her employer:_____

What is his/her net pay each month £_____

Is your home in the Bailiwick of Guernsey (tick as appropriate):

- Owned by you and/or your partner
- Owned or rented by a relative or friend
- Privately rented by you and/or your partner
- Rented from a local authority by you and/or your partner
- Other (please give details)

Do you and/or your partner pay any rent or mortgage for your home?

Yes_____ No_____ (please tick)

If so, how much do you pay each month? £_____

Please list details of rooms in your home (eg, 3 bed, lounge etc) _____

How many people currently live in your property?_____

Are you receiving any public funds?

("public funds" means any benefit paid by the States of Guernsey or any committee thereof to any person who has not paid any contribution toward the receipt of such benefit)

YES _____ NO _____ (please tick)

If you have answered "Yes" to this question, you must tick the boxes to show which public funds are being received. Please give details of how much money is received and whether weekly or monthly.

- Attendance Allowance _____
- Benefits for Widows and Widowers _____
- Death Grant _____
- Family Allowance _____
- Health Benefit _____
- Industrial Disablement Benefit _____
- Invalid Care Allowance _____
- Invalidity Benefit _____
- Long-term Care Benefit _____
- Maternity Allowance _____
- Maternity Grant _____
- Old Age Pensions _____
- Pharmaceutical Benefit _____
- Sickness Benefit _____
- Specialist Medical Benefit _____
- Supplementary Benefit _____
- Unemployment Benefit _____

Does a relative or friend of you or your partner, or both of you, regularly give you money?

Yes _____ No _____ (please tick)

If Yes, how much do you receive each month? £ _____

Do you have a valid Housing Licence / Right to work document, issued by the States of Guernsey Housing Department?

Yes _____ No _____ (please tick)

If you have answered “Yes”, please provide a copy with your application.

Please note that applications CANNOT be fully processed without evidence that the States of Guernsey Housing Department has approved, or will approve the issue of a ‘housing licence’ or other ‘right to work’ document.

SECTION 7 – WORK PERMIT HOLDERS ONLY - to be completed by your employer

This section is to be completed by the employer of the person named in section 1 of this application form.

Your name: _____

Your position in the company: _____

Your telephone number: _____

Your e-mail address: _____

Date you employed the applicant: _____

Date you expect the applicant to cease employment with you: _____

Please ensure you sign the relevant declaration in section 10 of this application form.

SECTION 8 – Additional Questions

This section must be completed by all applicants. Information given may be checked with other agencies.

Do you, or any persons named on this form, have any Criminal Convictions in the Bailiwicks of Guernsey or Jersey, the Isle of Man, UK or any other country (including traffic offences) or any civil judgements made against you?

Yes _____ No _____ (please tick)

If you have answered “Yes”, you must give details in the following section. Continue on a separate sheet if necessary (see note below)

A conviction which is treated as “spent” under the provision of the Island’s Rehabilitation of Offender’s Bailiwick of Guernsey Law 2002, need not be disclosed in answer to these questions. For further information please refer to:

<http://www.guernseylegalresources.gg>

FIRST SENTENCE

Name of offender: _____

Nature of offence: _____

Date sentenced: _____

Sentence given: _____

Country where sentenced: _____

SECOND SENTENCE

Name of offender: _____

Nature of offence: _____

Date sentenced: _____

Sentence given: _____

Country where sentenced: _____

THIRD SENTENCE

Name of offender: _____

Nature of offence: _____

Date sentenced: _____

Sentence given: _____

Country where sentenced: _____

SECTION 9 – Documentary evidence

The documents needed in support of your application, as well as those of any dependants included in your application, are listed below. You only have to provide those which are relevant to your case.

DOCUMENTS REQUIRED FOR ALL APPLICATIONS:

- Your current passport. If you first entered the UK and Islands on a previous passport, please also provide that document.
- Current, and/or, previous passports (where relevant) of each dependant applying for an extension of stay in the Bailiwick of Guernsey with you.
- A full birth certificate (i.e. one which shows the parents names) for each dependant child of your present marriage, or relationship who is applying for an extension of stay with you in the Bailiwick of Guernsey.
- Documents showing that your partner is present and settled in the Bailiwick of Guernsey.

NOTE: The documents must be either: Your partner's current passport or travel document, or if your partner is a British Citizen without a passport, his or her full birth certificate together with at least one other formal document as evidence of ordinary residence in the Bailiwick of Guernsey for the last three years.

List any documents in this box (continue on another sheet if necessary)

- Evidence that you have the funds to maintain and accommodate yourself and any dependants without recourse to public funds. The evidence must be formal documents such as bank statements (for the last three months), a building society passbook, and wage slips for you and/or your partner. If a relative or friend is supporting you, the evidence should be a letter from him/her confirming this, together with formal documents showing their financial situation.
- Evidence that you and your partner have suitable accommodation, which you own or occupy exclusively. This should take the form of a tenancy agreement or deeds to a property.
- Evidence that you have successfully passed the Citizenship Test.

In addition to the above:

If you are applying as a spouse:

- A marriage certificate

If you applying as an unmarried or same sex partner:

- You must provide documents showing that you have been in a relationship akin to marriage for at least two years (see note below)

Note: Ideally, this evidence should indicate joint commitments in your finances, other responsibilities and social activities spread across the past 2 years.

Items of correspondence or other documentary evidence from sources of the kind listed below would be acceptable. These should be divided fairly equally between each of the two years and be addressed jointly in both your names wherever possible. If you do not have any or enough in your joint names, items addressed to each of you

individually may be acceptable, provided they show the same address and you provide roughly the same number of items in each of your names.

Please provide as many items of evidence of correspondence / evidence as possible for the preceding 2 years.

Please give an explanation if you are unable to provide any documents and/or if the evidence is not in your joint names and/or it is not spread over the 2 year period as indicated. An explanation must also be provided for any periods where you did not live together, as well as evidence in support of the explanation and evidence so show how you maintained contact with each other during this time.

Below are examples of acceptable documentation:

- Telephone bills or statements
- Gas bills or statements
- Electricity bills or statements
- Water rate bills or statements
- Cadastre bills or statements
- Mortgage statements or agreement
- Banks or building society statements/passbooks
- Tenancy agreements
- Insurance policies/certificates or other correspondence
- Loan agreements
- Membership of sports or social clubs
- Income Tax
- Correspondence from GP / Dentist

Your application could be delayed or even refused if you do not provide enough evidence of this kind.

If you are applying on the basis of UK ancestry

- Evidence that you are in employment or intend to seek employment in the Bailiwick of Guernsey – this could be a letter from your employer confirming your employment, evidence that you have applied for jobs or that you are registered with a recruitment agency.

If you are applying on the basis of 5 years work permit employment

- Please ensure that your employer has completed section 7 of this application form and signed the relevant declaration in section 10 of this application form.

If applying in another category not specifically covered by this form please contact the Immigration & Nationality Division for further information regarding supporting documents.

SECTION 10 – Declaration(s) – COMPLETE ONE SECTION ONLY

1. If you are applying as a spouse

You and your spouse must now read the declarations below and sign them. They must be signed by you (the applicant) and your spouse and not by a representative or other person acting on your behalf.

By the Applicant:

I hereby apply for indefinite leave to remain in the Bailiwick of Guernsey for myself and any dependant children listed in this form on the basis of my marriage with the person who has signed the declaration below. I declare that we are married, that we are living together as husband and wife and intend to do so permanently. The information I have given is complete and is true to the best of my knowledge.

I confirm that if, before this application is decided, there is material change in my circumstances or new information relevant to this application becomes available I will inform the Immigration and Nationality Division of the Guernsey Border Agency.

I understand that all information given by me will be treated in confidence but may be disclosed to other government departments, agencies and the police where necessary for immigration or nationality purposes or to enable them to carry out their functions.

I am aware that it is an offence under the Immigration Act 1971 (the Act), as extended to the Bailiwick of Guernsey, to make to a person acting in execution of the Act a statement or representation which the maker knows to be false or does not believe to be true, or to obtain, or seek to obtain, leave to remain in the Bailiwick of Guernsey by means which include deception.

Signed: _____ Date: _____

Print name: _____

By the applicant's spouse

I confirm that I am the spouse of the applicant. I declare that we are married and that we are living together as husband and wife and intend to do so permanently.

I am aware that it is an offence under the Immigration Act 1971 (the Act), as extended to the Bailiwick of Guernsey, to make to a person acting in execution of the Act a statement or representation which the maker knows to be false or does not believe to be true, or to obtain, or seek to obtain, leave to remain in the Bailiwick of Guernsey by means which include deception.

Signed: _____ Date: _____

Print name: _____

2. If you are applying as an unmarried partner

You and your unmarried partner must now read the declarations below and sign them. They must be signed by you (the applicant) and your partner and not by a representative or other person acting on your behalf.

By the Applicant:

I hereby apply for indefinite leave to remain in the Bailiwick of Guernsey for myself and any dependant children listed in this form on the basis of my relationship with the person who has signed the declaration below. I declare that we are still living together in a relationship akin to marriage that has subsisted for 2 years or more, and that we intend to do so permanently. The information I have given is complete and is true to the best of my knowledge.

I confirm that if, before this application is decided, there is material change in my circumstances or new information relevant to this application becomes available I will inform the Immigration and Nationality Division of the Guernsey Border Agency.

I understand that all information given by me will be treated in confidence but may be disclosed to other government departments, agencies and the police where necessary for immigration or nationality purposes or to enable them to carry out their functions.

I am aware that it is an offence under the Immigration Act 1971 (the Act), as extended to the Bailiwick of Guernsey, to make to a person acting in execution of the Act a statement or representation which the maker knows to be false or does not believe to be true, or to obtain, or seek to obtain, leave to remain in the Bailiwick of Guernsey by means which include deception.

Signed: _____ Date: _____

Print name: _____

By the applicant's unmarried partner

I confirm that I am the unmarried partner of the applicant. I declare that we are still living together in a relationship akin to marriage that has subsisted for 2 years or more and intend to do so permanently.

I am aware that it is an offence under the Immigration Act 1971 (the Act), as extended to the Bailiwick of Guernsey, to make to a person acting in execution of the Act a statement or representation which the maker knows to be false or does not believe to be true, or to obtain, or seek to obtain, leave to remain in the Bailiwick of Guernsey by means which include deception.

Signed: _____ Date: _____

Print name: _____

3. If you are applying in one of the other categories

You must now read the declaration below and sign it. This must be signed by you (the applicant) and not by a representative or other person acting on your behalf.

By the Applicant:

I hereby apply for indefinite leave to remain in the Bailiwick of Guernsey for myself and any dependants listed in this form. The information I have given is complete and is true to the best of my knowledge.

I confirm that if, before this application is decided, there is material change in my circumstances or new information relevant to this application becomes available I will inform the Immigration and Nationality Division of the Guernsey Border Agency.

I understand that all information given by me will be treated in confidence but may be disclosed to other government departments, agencies and the police where necessary for immigration or nationality purposes or to enable them to carry out their functions.

I am aware that it is an offence under the Immigration Act 1971 (the Act), as extended to the Bailiwick of Guernsey, to make to a person acting in execution of the Act a statement or representation which the maker knows to be false or does not believe to be true, or to obtain, or seek to obtain, leave to remain in the Bailiwick of Guernsey by means which include deception.

Signed: _____ Date: _____

Print Name: _____

By the applicant's dependant (if applicable):

I confirm that I am the spouse/partner of the applicant and that I am in the Bailiwick of Guernsey as his/her dependant. I confirm that we are still living together as spouse/unmarried partner and that I am applying for an extension of stay in the Bailiwick of Guernsey as the dependant of the applicant.

I am aware that it is an offence under the Immigration Act 1971 (the Act), as extended to the Bailiwick of Guernsey, to make to a person acting in execution of the Act a statement or representation which the maker knows to be false or does not believe to be true, or to obtain, or seek to obtain, leave to remain in the Bailiwick of Guernsey by means which include deception.

Signed: _____ Date: _____

Print Name: _____

4. Declaration for employer (of persons holding an approved work permit)

You must now read the declaration below and sign it. This must be signed by you (the employer) and not by a representative or other person acting on your behalf.

Employer declaration:

I hereby declare that the information given in this form is true to the best of my knowledge and that the applicant will remain in employment with _____ (company name) until further notice. I confirm that should there be any material change in circumstances relevant to this application I will inform the Guernsey Immigration and Nationality Division

I understand that all information given by me will be treated in confidence but may be disclosed to other government departments, agencies and the police where necessary for immigration or nationality purposes or to enable them to carry out their functions.

I am aware that it is an offence under the Immigration Act 1971 (the Act), as extended to the Bailiwick of Guernsey, to make to a person acting in execution of the Act a statement or representation which the maker knows to be false or does not believe to be true, or to obtain, or seek to obtain, leave to remain in the Bailiwick of Guernsey by means which include deception.

Signed: _____ Date: _____

Print Name: _____

Immigration Act 1971

**IMPORTANT NOTICE TO PERSONS APPLYING FOR INDEFINITE LEAVE
TO REMAIN**

**Requirement to demonstrate a sufficient knowledge of the English Language and
of life in the United Kingdom and the Bailiwick of Guernsey.**

Background

From 25th April 2008 all applicants aged 18 to 64 applying for indefinite leave to remain in the Bailiwick of Guernsey under the Immigration Rules (“the Rules”) must be able to demonstrate a sufficient knowledge of the English Language and of life in the United Kingdom and the Bailiwick of Guernsey.

This change in the Immigration Rules was introduced to ensure that persons wishing to settle here have an understanding of life in the UK and Islands and the skills to allow them to integrate fully.

Indefinite leave to remain is not only valid in Guernsey, but also in the United Kingdom and Islands.

Requirements

In order to demonstrate this, an applicant must:

a)¹ have passed the Citizenship Test administered by the Guernsey College of Further Education; or

b)² have attended a combined English Language and citizenship course run by the Guernsey College of Further Education and been awarded a certificate confirming successful completion of that course.

a)¹ will be an option for those whose English is good. They will be able to take a quick “Life in the United Kingdom and Bailiwick of Guernsey” test, which satisfies both language and Knowledge of Life in the UK and Bailiwick requirements;

b)² will be an option for those whose English is not so good. They will be able to attend a course (called “English for Speakers of Other Languages” or ESOL). These courses combine English language and knowledge of life in the United Kingdom and Bailiwick.

The courses and tests are run by the Guernsey College of Further Education. Tutors at the College are able to provide an initial assessment to advise applicants of their language ability and provide advice as to the most appropriate option. Further details are given below

FAQs

How will I know if I can take the Citizenship Test or need to attend the course?

You will be able to take the Citizenship Test if your level of English is ESOL (English for Speakers of Other Languages) Entry Level 3 or above.

If your level of English is below ESOL Entry Level 3 and you wish to apply for indefinite leave to remain, you will need to attend combined English Language (ESOL) and citizenship classes instead.

You must take and pass the test or successfully complete the course before proceeding with your application for indefinite leave to enter.

For details of these classes, or if you are not sure what your level of English is, please contact Jane Walden at the Guernsey College of Further Education, telephone number 737500.

Where and when can I take the Citizenship Test?

You can arrange to take the test at the test centre which is the Guernsey College of Further Education. To book your test, please contact Jane Walden at the College of Further Education, by telephoning 737500. A list of available dates can be obtained when you book your test. Should you have any special requirements for taking the test, please let the College of Further Education know at the time of booking your test.

How much does it cost?

The test costs £50 and this fee will need to be paid before you take the test. You can pay the fee by cheque or credit/debit card. If paying by cheque, please make the cheque payable to the “States of Guernsey”.

What happens if I need to cancel or postpone my test?

If, after having booked your test, you need to cancel or postpone the test until another time, please inform the test supervisor and you will be advised of the next date and time of the test.

What must I bring along to the test?

You must bring some photographic identification with you to present to the test supervisor. This should be a valid or recently-expired passport or identity card from your country of origin. The test supervisor will check the photographic identification and will also record some other personal details such as your name, nationality and current address including the Post Code.

What does the test consist of?

The test will consist of a written test paper without access to a computer. You will have 45 minutes to answer 24 questions. This should give you plenty of time to choose your answers and check them again before the end. You can have longer to take the test if you have particular needs. Please advise the College of Further Education about these needs when you book your test.

Life in the United Kingdom – A Guide For New Residents is a UK Home Office Publication that can be ordered from a local or on-line bookshop or direct from the UK Government's Stationery Office (www.tso.co.uk). There will be a cost for this publication. The ISBN number is 9780113413409.

The Local Supplement is available by contacting or by calling in person at the Immigration and Nationality Division, White Rock, St Peter Port, Guernsey, telephone 741420. There is no charge for this publication.

The pass mark for the test is 75%, i.e. you must answer correctly at least eighteen of the twenty four questions.

What happens when I have completed the test?

Your test results will be notified to you within seven days. If you are successful, you will receive a letter notifying you of your pass. You will need to enclose this letter with your completed application form together with any other supporting documentation required by States of Guernsey Immigration and Nationality Division, New Jetty, White Rock, St Peter Port, Guernsey, GY1 2LL.

What happens if I fail the test?

If you fail the test, you can take the test again, but it is not recommended that you do this straightaway. You will then need to book a new test to be held on a future date. There is no limit to the number of times you can take the test but you will be charged each time.

Alternatively, if you feel that you did not pass the test because of your English, you may like to consider attending combined English Language (ESOL) and citizenship classes at the college. If you decide to do this, you would not need to take the test again.

Further advice on this should be obtained from the College of Further Education (contact details below).

What happens if my permission to be here expires before I pass the citizenship test or successfully complete the combined English Language and citizenship course?

If you think there will be a difficulty or delay in taking and passing the test or successfully completing the course, you should apply to extend your permission to be here (i.e. your leave to enter or remain) before that permission expires.

You can apply up to a month before your permission expires.

If you do not obtain further permission, you will be in the Bailiwick of Guernsey illegally. This also means that you will not be able to enter the United Kingdom, Jersey or the Isle of Man on a journey from the Bailiwick unless you obtain the permission of an Immigration Officer at the port of entry.

If I apply for an extension, how much time will you give me?

This will depend on the category of your extension application, but would normally be for one year or more.

How many extensions can I apply for?

There is no limit on the number of times an applicant can extend their leave to remain in order to enable them to meet the knowledge of life and language requirement. The only thing affected by not taking or passing the test is the grant of settlement. Thus a person can still qualify to remain in the Bailiwick in their current category providing they continue to meet the criteria for that category and they make applications for further leave to remain when required. **However, please note that for each extension you apply for you will be charged the relevant statutory application fee.**

Does everybody who applies for indefinite leave to remain need to pass the citizenship test or successfully complete the combined English Language and citizenship course?

The following are exempt from this requirement:

- Applicants aged under 18 or 65 and over
- Applicants who have significant physical and/ or mental health condition(s) or incapacity may be exempt if their condition would prevent them from studying for or taking the knowledge of life test, or attending a combined English Language and citizenship course run by the Guernsey College of Further Education. Exemption on these grounds will only be given in exceptional cases.
- Applicants who qualify for ILR under the domestic violence provisions of the rules.
- Foreign and commonwealth citizens on discharge from HM Forces (including Ghurkhas where the qualifying period has been met)
- Spouses of foreign and commonwealth citizens on discharge from HM Forces (including Ghurkhas)
- Bereaved Spouses/Bereaved Unmarried Partners
- Parents/Grandparents/Other Dependant Relatives - applications made under Paragraph 317 of the Immigration Rules.
- Retired Persons of Independent Means.
- Spouses / unmarried / same sex partners of British citizens or persons settled in the UK who are permanent members of HM Diplomatic Service; staff members of the British Council on a tour of duty abroad; and staff members of the Department for International Development
- European Economic Area (EEA) Nationals and family members of EEA nationals making an application for a notice in writing that they may remain in the Bailiwick of Guernsey for an indefinite period.

Please note, however, that a person who goes on to apply for naturalisation as a British citizen will have to meet the knowledge of life and language requirements unless they are exempt for other reasons permitted under provisions of the British Nationality Act 1981.

Further information

If you require any further information about the citizenship test or combined English Language and citizenship course, please contact Jane Walden at the Guernsey College of Further Education, telephone 737500.

If you require any further information about applying for indefinite leave to remain, please contact Immigration and Nationality Division, Guernsey Border Agency, New Jetty, White Rock, St Peter Port, Guernsey, GY1 2LL

United Kingdom, Bailiwick of Jersey and the Isle of Man - Acceptability of equivalent courses and tests.

In addition to the above, it will also be possible to fulfil this requirement if an applicant;

- 1) has attended the relevant course in the United Kingdom as specified in the United Kingdom Immigration Rules and has been awarded the relevant qualification; or
- 2) has, in the United Kingdom, passed the test known as the “Life in the UK Test” administered by an educational institution or other person approved for this purpose; or
- 3) has attended the equivalent of b) above in the Bailiwick of Jersey or the Isle of Man;
- 4) has passed the equivalent of a) above in the Bailiwick of Jersey or the Isle of Man.

IMPORTANT

Settlement under the terms of the Immigration Act 1971 does not exempt anyone from complying from other laws in force in the Bailiwick of Guernsey which restrict employment or the occupation of dwellings.

In Guernsey, strict controls exist over the occupation of housing, further information should be obtained from the States Housing Authority, Sir Charles Frossard House, La Charroterie, St Peter Port, Guernsey, GY1 1FH, Tel: 01481 717000, Fax: 01481 713976.

In Sark there are laws which restrict the occupation of certain dwellings, further information should be obtained from The Seneschal, Tel: 01481 832993, Fax: 01481 832994.

In Alderney there are separate laws dealing with employment there, further information should be obtained from, The States of Alderney, Employment Permits Clerk, Alderney GY9 3AA, Tel: 01481 823064, Fax: 01481 824447.

For Official use only:

ILR granted:

YES

NO

Comments:

HOUSING OK

CITIZENSHIP TEST PASSED

T

WI

P

APPLICATION APPROVED / REFUSED

REFUSAL REASON: _____

Authorising IO: _____

Issued by IO: _____ Date: _____