



Immigration & Nationality

A Division of the Guernsey Border Agency

APPLICATION FOR FURTHER LIMITED LEAVE TO REMAIN IN THE BAILIWICK OF GUERNSEY AS THE HOLDER OF AN APPROVED EMPLOYMENT PERMIT

This form is to apply for an extension of stay in the Bailiwick of Guernsey as the holder of an approved Employment Permit.

FEES

Type of application	Fee payable	Dependent fee per person
Further leave to remain for 1 year (when holding/moving to a STEP issued by Population Management)	Total of £344 which is broken down as follows: £244 – leave to remain fee PLUS £100 – re-issue of work permit	Dependants are not allowed within this category.
Further leave to remain (when holding an LTEP issued by Population Management)	£704	£704 *

*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.

Holders of a STEP can be extended to a maximum period of 3 years (from their original date of arrival) in line with their job role in the Employment Permit Policy.

Holders of an LTEP can be extended for an initial period of 3 years (from their original date of arrival) and in line with their job role in the Employment Permit Policy can be extended for a further 5 year period.

We accept payment by debit/credit card or cash (only if submitting the application in person).

**THE APPLICANTS PASSPORT (AND THAT OF ANY DEPENDENTS) MUST
BE SUBMITTED WITH THIS FORM. IF LODGED ELECTRONICALLY
THIS CAN BE FORWARDED INTO US SEPERATELY**

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
- 5) Please make sure your employer completes section 10 of this application form and signs the relevant declaration

An incomplete application will be returned to you.

Please allow up to 8 weeks for your application to be processed. It may take longer if your application needs extended 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 221420

E-mail: immigration@gba.gov.gg

English Language Requirement

A person who applies to enter or remain in the Bailiwick of Guernsey as the holder of a Long Term Employment Permit (LTEP), unless they are exempted from the requirement, is required to show that they can speak and understand English.

If you are not a national of a majority English speaking country you will need to pass an acceptable English language test with a test provider approved by the Lieutenant Governor for this purpose or to produce specified evidence that you have an academic qualification which is deemed to meet the recognised standard of a Bachelor's degree in the UK. Master's degrees and PhDs are also acceptable.

Please see section 3 and appendices of this form for further information.

Transitional Arrangements

Any person who applied to enter the Bailiwick of Guernsey as a work permit holder, prior to 01 January 2013, will not need to meet the English language requirement for this application.

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

If you have a partner who is in the Bailiwick of Guernsey as your dependant please give details below:

NOTE: 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: _____

Partner 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 have any children in the Bailiwick of Guernsey who are here as your dependants?

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)

Relationship to you: _____

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)

Relationship to you: _____

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)

Relationship to you: _____

SECTION 3 – English Language Requirement

A person who applies to enter or remain in the Bailiwick of Guernsey as the holder of an approved Long Term Employment Permit is, unless they are exempted from the requirement, required to show that they can speak and understand English. If you are not a national of a majority English speaking country (see note 1 below) you will need to pass an acceptable English language test with a test provider approved by the Lieutenant Governor for this purpose (see note 3 below), or to produce specified evidence that you have an academic qualification which is deemed to meet the recognised standard of a Bachelor’s degree in the UK (see Note 2 below). Master’s degrees and PhDs are also acceptable.

3.1 Are you holding a STEP? (if yes go to section 4) or an LTEP (continue below)

3.2 Are you aged 65 or over? Yes _____ No _____ (please tick)

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

3.3 Are you a national of a majority English-speaking country? Yes _____ No _____ (please tick)

NOTE 1
If you are a national of a listed majority English-speaking country, under the Immigration Rules you are considered to have met the English language requirement and will not need to take an English test. Please see Appendix 1 to this form for the list of countries considered to be majority English-speaking countries.

If you have answered “Yes” to 3.2, go to section 4. If you have answered “No”, continue below.

3.4 Do you have one of the following:

- a) An academic qualification deemed equivalent to a Bachelor’s Degree in the UK obtained from an educational establishment in one of the specified countries (see Appendix 2 to this form for further information)

Yes _____ No _____ (please tick)

- b) An academic qualification deemed equivalent to a Bachelor’s Degree in the UK and which UK ENIC (via www.Ecctis.com) has confirmed as being taught or researched in English

Yes _____ No _____ (please tick)

- c) An academic qualification deemed equivalent to a Bachelor's Degree in the UK for which you can provide evidence to show that the qualification was taught or researched in English

Yes _____ No _____ (please tick)

NOTE 2

If you have answered "yes" to 3.3 a,b or c, and have specified evidence to substantiate that you have such an academic qualification, then under the Immigration Rules you are considered to have met the English language and will not need to take an English language test. Please see Appendix 3 to this form for a definition of academic qualifications taught in English.

If you have answered "yes" to 3.3 a,b or c, please give details of your academic qualification here. If you have answered No, please go to question 3.4.

Qualification obtained

Subject

Awarding institution

Country of Study

Length of course (years)

Year of award

If you are claiming an exemption from the English language requirement on the basis of an academic qualification taught in English, please submit evidence of this qualification with your application.

Go to Section 4

3.5 Have you passed an acceptable English language test provided by a test provider approved by the Lieutenant Governor for this purpose and enclosed the original certificate with your application?

Yes _____ No _____ (please tick)

NOTE 3

Please refer to Appendix 4 to this form for information on acceptable English language tests and approved test providers.

If you have answered yes to 3.4, go to section 4. If you have answered no, continue below.

3.6 Are you claiming an exemption from the English language requirement because a physical or mental condition prevents you from taking an English language test? (see note 4)

Yes _____ No _____ (please tick)

NOTE 4

If you are claiming exemption, you must provide a qualified doctor's letter or similar satisfactory evidence to show why your condition prevents you from being able to meet the English language requirement. An exemption will only be agreed where such satisfactory evidence has been provided

3.7 Are you claiming an exemption from the English Language requirement because exceptional compassionate circumstances prevent you from taking an English language test?

Yes _____ No _____ (please tick)

If you have answered “yes” to 3.6, please explain below how your circumstances prevent you from taking an English language test. Continue on a separate sheet of paper if necessary.

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 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 employment

What is your employers business address?

What is your job title? _____

Are you employed in the same job role for which your work permit was issued?

Yes _____ No _____ (please tick)

If no, please provide an explanation below

What is your salary per month?

£ _____

Please give details of any other benefits provided (eg accommodation / food / medical cover etc)

Work permit number (if issued before 03/04/2023): _____

Date of issue: _____

Duration of work original permit: _____

SECTION 6 – Your home and finances

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) _____

Please state how many persons currently reside 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 _____
- Income Support _____
- 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 document that was issued under the Housing Control Law or Population Management Law?

Yes _____ No _____ (please tick)

If “Yes”, please provide your P-number: P _____ - _____.

If “No”, please contact Population Management on 225790 or population@gov.gg

SECTION 7 – 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 below. 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 this 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 8 – 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.

- 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.

English Language Requirement

If you are aged 64 or under, you must provide one of the following;

- An original certificate showing that you have passed an acceptable English language test provided by a test provider approved by the Lieutenant Governor for this purpose; or
- An original certificate showing that you have been awarded an appropriate acceptable qualification, showing your name, the title of the award, the date of the award and the name of the awarding institution; or
- An academic transcript and an academic reference from the institution that awarded your Academic qualification
- A passport or travel document showing that you are a national of a majority English-speaking country;

Note: If you are unable to provide your passport or travel document, you may only submit other evidence of your nationality in certain circumstances.

These circumstances are;

- Where your passport has been stolen
- Where your passport has expired and been returned to the relevant authorities

In these circumstances, we can accept the following pieces of evidence as proof of nationality;

- Your current national identity document
- An original letter from your Home Government or Embassy confirming your full name, date of birth and nationality

If you are unable to provide your national passport, please explain the reason in the box below. Continue on a separate sheet of paper if necessary;

- A doctor's letter or similar document if you are claiming exemption from taking the English language test because of a mental or physical condition;
- Any satisfactory evidence you wish to submit in support of your request to be exempted from English language requirement on the basis of exceptional compassionate circumstances.

SECTION 9 – Declaration(s)

By the Applicant:

I hereby apply for an extension of stay in the Bailiwick of Guernsey as the holder of an approved Employment Permit, 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 your dependant (as named in section 2):

I confirm that I am the spouse/unmarried 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: _____

 The Committee for Home Affairs will process any personal data which you provide, via this form, in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017. Further information about how your personal data is processed by the States of Guernsey can be found at [Immigration and Nationality Fair Processing Notice](#) and www.gov.gg/GBA Immigration and Nationality Fair Processing Notice.

SECTION 10 – TO BE COMPLETED BY YOUR EMPLOYER

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

Your name: _____

Your position in the company: _____

Your telephone number: _____

Your e-mail address: _____

Your business address: _____

Date you employed the applicant: _____

The applicants position in the company _____

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

Please explain why you are applying for an extension to the Employment Permit held by the applicant?

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: _____

Appendix 1 – Majority English speaking countries - Nationality

If you are a national of a majority English speaking country, you will not be required to take the test.

The Immigration & Nationality Division of the Guernsey Border Agency considers the following countries to be majority English speaking countries;

Antigua and Barbuda; Australia; The Bahamas; Barbados; Belize; Canada; Dominica; Grenada; Guyana; Jamaica; New Zealand; St Kitts and Nevis; St Lucia; St Vincent and the Grenadines; Trinidad and Tobago; United States of America

Appendix 2 – Majority English speaking countries – Academic Qualifications

If you hold an academic qualification equivalent to a Bachelor's degree in the UK which was taught in English, you will not be required to take the English Language test.

Where the academic qualification was taught in one of the majority English speaking countries listed below we will assume it to have been taught in English:

Antigua and Barbuda; Australia; The Bahamas; Barbados; Belize; Dominica; Grenada; Guyana; Jamaica; New Zealand; St Kitts and Nevis; St Lucia; St Vincent and the Grenadines; Trinidad and Tobago; the UK; United States of America.

Appendix 3 – Academic qualifications taught in English

Academic qualifications taught in countries other than the UK and the designated English speaking countries listed above may also be accepted if you are able to provide evidence to show that the qualification was taught in English and that it is recognised by National Academic Recognition Information Centre for the UK (UK NARIC) as equivalent to a UK Bachelor's degree.

Qualifications awarded outside of the UK must be recognised by the UK NARIC as equivalent to a UK Bachelor's degree. You must provide a letter from UK NARIC stating that your qualification meets this standard.

Master's degrees and PhD's will only be acceptable if recognised by UK NARIC. Evidence of this will be required. If UK NARIC cannot confirm the equivalence of your qualification you will not be able to use it to meet the English language requirement.

Where can I find out about the English language test?

Further information can be obtained from the Guernsey College of Further Education – telephone number: 227500

What if you can't pass an English language test before applying for leave to enter/remain in the UK?

If you cannot obtain the relevant qualification before submitting your application for leave to enter or remain in the UK, and you are not exempt from taking the test, you will not qualify for leave to enter or remain as a spouse/unmarried partner.

If you apply for leave your application will be refused without any refund of the application fee.

For Official use only:

- T
- W
- POPULATION MANAGEMENT
- P
- ENGLISH LANGUAGE

FLTR granted:

- YES
- NO

Comments:

APPLICATION APPROVED / REFUSED

REFUSAL REASON: _____

Issued by IO: _____ Date: _____