



Home Office

# UK Border Agency

## APPLICATION FOR A REGISTRATION CERTIFICATE FOR A BULGARIAN OR ROMANIAN NATIONAL EXERCISING A TREATY RIGHT IN THE UNITED KINGDOM

**In order to exercise a Treaty right you must be residing in the United Kingdom at the time of application**

This form must be accompanied by:

- **Original** valid passports or ID cards for each person included; and
- Two recent passport-sized photographs for each person included; and
- **Original** versions and certified translations of all required documents.

**Failure to comply with these requirements may lead to delays in processing your registration certificate and possible refusal of your application.**

Once you have completed this application form you should send it alongside all required documents to:

**UK Border Agency  
Bulgaria and Romania Caseworking  
PO Box 4160  
Sheffield  
S1 9DZ**

We will return all your documents by recorded delivery. If you want your passport and other documents returned by Special Delivery, you will need to provide a suitably sized special delivery envelope with the correct pre-paid postage.

# BR(2)

Version 11/2008

**You should complete this form if you are a Bulgarian or Romanian national residing in the United Kingdom and you are Highly Skilled.**

**This form is to be used for applications made on or after 19 November 2007**

**Quick Guidance for Applicants – which sections of the form do I need to complete?**

For full guidance please refer to the guidance notes for nationals of Bulgaria and Romania nationals on obtaining permission to work in the UK (available from our website [www.ukba.homeoffice.gov.uk/eucitizens](http://www.ukba.homeoffice.gov.uk/eucitizens))

All applicants must complete sections 1, 2, 11, 12, 13 and 14.

If you are applying under the **Highly Skilled Migrant Programme (MBA provision) criteria** please also complete sections 3 and 8.

If you are applying under the **Highly Skilled Migrant Programme criteria** please also complete sections 4, 5, 6, 7 and 8.

If you are applying on the basis that in the last 12 months you have successfully completed either a recognised UK Bachelor's degree, Master's degree, PhD or equivalent postgraduate certificate or postgraduate diploma in any subject please also complete section 9.

If you are applying on the basis that in the last 12 months you have been awarded a **Higher National Diploma or Degree by an institution in Scotland**, please also complete section 10.

# BR(2)

**Version 11/2008**

Please indicate which category you are applying under by ticking one of the boxes below:

Highly Skilled Migrant Programme:

Qualification awarded in England, Wales or Northern Ireland:

Qualification awarded in Scotland:

## SECTION 1 Your details

Your personal details should be entered at **1.1** to **1.9**. Where family members are included in the application, and they are also EEA nationals, their personal details should be entered at section **2.1**. If your family members are not EEA nationals, they should complete form BR5.

Attach applicant's photographs here

Is a representative assisting you with your application?

Yes  No

Are you content for the UK Border Agency to contact your representative if we require further information?

Yes  No

If yes please insert their OISC Registration Number if they have one.

**1.1** Title (Mr, Mrs, Miss, Ms, Other)

Full name as shown on ID card or passport

Surname

Family name or any other names by which you have been known

**1.2** Nationality

**1.3** Date of Birth

Day	Month
<input type="text"/>	<input type="text"/>

Year
<input type="text"/>

Gender M  F

**1.4** Home Office reference number if known

**1.5** Passport number or ID card number

**1.6** UK address

Please inform us immediately if this changes

Postcode

**1.7** Daytime telephone number

**1.8** The address to which you would like us to return your documents and send any letters about your application, if different from that at **1.6**

Postcode

**1.9** Are you, or do you intend to be, employed in the United Kingdom?

Yes  No

**SECTION 2** EEA national family members' details (please see guidance notes before completing)

If you wish that your EEA national family members be included in this application please give their details below. Non EEA national family members wishing to apply for a Residence Card should complete form BR5.

**2.1 (a)** Do you have any EEA national family members in the UK applying as your dependant on this application? Yes  No

**2.1 (b)** Do you have any EEA national family members in the UK who are sponsoring this application? Yes  No

If you have answered **yes** to question **2.1** please give the details of your EEA family members below. If you have more than three family members please give their details and photographs on a separate sheet and provide it with your application.

If parents' details are not shown in the child's passport or ID card, documentary evidence of the relationship should be provided i.e. full birth certificate.

If the relationship is other than parent/child e.g. brother or cousin, please provide appropriate evidence to confirm the relationship (e.g. full birth, marriage or civil partnership certificates) and evidence that your family member is financially dependant on you. For more information on family members please refer to the guidance notes for Bulgarian and Romanian nationals on obtaining permission to work in the UK.

Family member's full name \_\_\_\_\_  
Nationality \_\_\_\_\_  
Date of Birth 

Day	Month	Year

 Gender M  F   
Relationship to you \_\_\_\_\_  
Home Office reference (if known) \_\_\_\_\_

Attach family member's photographs here

Family member's full name \_\_\_\_\_  
Nationality \_\_\_\_\_  
Date of Birth 

Day	Month	Year

 Gender M  F   
Relationship to you \_\_\_\_\_  
Home Office reference (if known) \_\_\_\_\_

Attach family member's photographs here

Family member's full name \_\_\_\_\_  
Nationality \_\_\_\_\_  
Date of Birth 

Day	Month	Year

 Gender M  F   
Relationship to you \_\_\_\_\_  
Home Office reference (if known) \_\_\_\_\_

Attach family member's photographs here

## SECTION 3 The Highly Skilled Migrant Programme (MBA provision)

You must complete this section only if you are applying under the criteria of the MBA Provision of the Highly Skilled Migrant Programme. For more information on the HSMP application process for Bulgarian and Romanian Nationals please go to our website:

[www.ukba.homeoffice.gov.uk/workingintheuk/bulgariaromania/liveworkuk](http://www.ukba.homeoffice.gov.uk/workingintheuk/bulgariaromania/liveworkuk)

The MBA provision applies to those who have been awarded an MBA from the list of 50 eligible institutions published by the Treasury. If you completed your MBA at the time your MBA appears on the list, then you can claim 75 points for this MBA. **After completing the MBA section please go to Section 8.**

### Evidence of MBA award

You should provide your original MBA certificate in support of claimed points. If you have only recently graduated and your certificate has yet to be issued, then evidence in the form of an original academic reference stating you have achieved your qualification and are awaiting graduation, in addition to an original academic transcript from your university, may be considered.

3.1 MBA awarding institution \_\_\_\_\_

3.2 Date of MBA award

Day	Month	Year

3.3 **Required evidence:**

(Please tick the box below to confirm what evidence you have supplied.)

Original award from eligible institution

**Exceptional consideration and evidence required:**

If your certificate has yet to be issued, then please provide details in the box below.

You will also need to provide an original academic reference and an original academic transcript. (Please tick both boxes below to confirm that the evidence outlined above has been supplied.)

Original academic reference  Original academic transcript

3.4 Please enter the points you are claiming for your MBA (max 75)

**Please now completed sections 11, 12, 13 and 14**

## SECTION 4 The Highly Skilled Migrant Programme (Qualifications)

You must complete this section only if you are applying under criteria of the Highly Skilled Migrant Programme.

You can claim points for one educational qualification that you hold. This qualification must be equivalent to the recognised standard of British Bachelors, Masters or PhD. For more information on the HSMP application process for Bulgarian and Romanian Nationals please go to our website:  
[www.ukba.homeoffice.gov.uk/workingintheuk/bulgariaromania/liveworkuk](http://www.ukba.homeoffice.gov.uk/workingintheuk/bulgariaromania/liveworkuk)

### 4.1 Academic qualifications

If you are claiming points for your educational qualification then please tick one box below.

**A PhD**

(50 points)

**A Masters Degree\*** (e.g. MA, MSc, MBA)

(35 points)

**A Degree\*** (e.g. BA, BSc)

(30 points)

\*Or equivalent vocational or professional qualification.

**Required evidence:**

(Please tick the box below to confirm that you have supplied your original academic certificate then enter the points claimed for this category at 4.3).

Original academic certificate:

**Exceptional consideration and evidence required:**

If your certificate has yet to be issued, or you have other reasons for being unable to produce your certificate please state your reasons in the box below. You must also provide evidence to support your request for exceptional consideration.

You must also include alternative evidence in the form of both an original academic reference and an original academic transcript. (Please tick both boxes below to confirm that this evidence has been supplied and enter the points claimed in this category at 4.3).

Original academic reference

Original academic transcript

### 4.2 Evidence of professional/vocational qualifications

If you are claiming points for your professional/vocational qualification you must provide both an original award certificate and evidence from the appropriate UK professional body of the equivalence to UK academic qualifications. (Please tick both boxes below to confirm that this evidence has been supplied and enter the points claimed in this category at 4.3).

Original award certificate

Letter from UK professional body

**Exceptional consideration and evidence required:**

If your award certificate has yet to be issued, or you have other exceptional reasons for being unable to produce your award certificate please state your reasons in the box below. You must also provide evidence to support your request for exceptional consideration.

You must also include corroborating evidence in the form of both an original letter from the institution and a letter from the UK professional body. (Please tick both boxes below to confirm that this evidence has been supplied and enter the points claimed in this category at 4.3).

Original letter from institution

Letter from UK professional body

4.3 Please enter the points you are claiming for qualifications (max 50)

## SECTION 5 The Highly Skilled Migrant Programme (Previous Earnings)

You must complete this section only if you are applying under the criteria of the Highly Skilled Migrant Programme.

You can claim points for your previous earnings obtained from your work. The earnings should be for any 12 month period during the 15 months immediately preceding the date of your application.

If you are claiming points for your previous earnings then please complete questions 5.1 to 5.6 below and indicate the evidence included with this application, then insert your score in the box on the next page. In exceptional circumstances detailed at 5.9 we may be willing to consider alternative forms of specified evidence.

5.1 Start date of earnings period claimed 

Day	Month

Year			

5.2 End date of earnings period claimed 

Day	Month

Year			

5.3 Please insert the relevant country code from the HSMP guidance notes \_\_\_\_\_

5.4 Country where income was earned \_\_\_\_\_

5.5 Amount you earned \_\_\_\_\_

5.6 Please insert the relevant income band from the HSMP guidance notes \_\_\_\_\_

Please ensure that you also provide contact details for each previous employer. This should include the name and address of each employer, a named contact to confirm the information and the telephone number, fax number and e-mail address of the employer.

### 5.7 Required evidence for those who have been a student in the past 12 months

If you are a student who has finished a full-time course within the previous 12 months and wish us to consider your earnings for a 12-month period in the 15 months prior to your period of study you must supply an original letter, on letter-headed paper, from the institution. (Please tick the box below to confirm that this evidence has been supplied.)

Original signed and headed letter from institution

### 5.8 Salaried earnings – required evidence

You should provide both of the following pieces of evidence. (Please tick the boxes to confirm that this evidence has been supplied.)

Income Tax return covering period claimed for  Original wage slips covering period claimed for

### 5.9 Exceptional consideration and evidence required for salaried earnings

If you are not able to submit the evidence from the list above, or you have other exceptional reasons for being unable to produce the required evidence please state your reasons in the box below. You must also provide evidence to support your request for exceptional consideration.

5.10 If you are only able to submit one piece of evidence from the list at 5.8, you must also submit one of the following pieces of evidence. If you cannot produce either piece of evidence from the list above you must submit both of the following: (Please tick to confirm what evidence you have provided.)

Bank statements covering the period claimed for  Letter from the employer stating salary as claimed

Please enter the number of points claimed in this category at 5.15

**SECTION 5** The Highly Skilled Migrant Programme (Previous Earnings)

**5.11** If you were on secondment during the period claimed, please complete the following

Country where the job was based	Country of 1 <sup>st</sup> secondment	Country of 2 <sup>nd</sup> secondment
_____	_____	_____

**5.12** If you have been working in a country that has no tax system you must supply each of the following three pieces of evidence: (Please tick the boxes below to confirm what you have supplied.)

Bank statements covering the full period claimed for	<input type="checkbox"/>	Letter from the employer stating salary as claimed	<input type="checkbox"/>
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Wage slips covering the full period claimed for	<input type="checkbox"/>
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Please enter the number of points claimed at 5.15

**Independent contractor – required evidence**

**5.13** If you have been in employment as an independent contractor, you should provide four pieces of evidence. You must supply all of the following: (Please tick the boxes to confirm what you have supplied.)

Income Tax return covering the full period claimed for	<input type="checkbox"/>	Copies of contracts over the period claimed for showing the full amount of earnings claimed	<input type="checkbox"/>
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Invoices to cover the period claimed for showing the full amount claimed	<input type="checkbox"/>	Bank statements to cover the period showing the full amount claimed	<input type="checkbox"/>
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Please enter the number of points claimed at 5.15

**Self-employed – required evidence**

**5.14** You should provide the appropriate combination of the following documents. No alternative evidence will be considered.

You must provide **both** of the following: (Please tick the boxes below to confirm what you have supplied.)

Applicant's Income Tax return	<input type="checkbox"/>	Applicant's bank statements	<input type="checkbox"/>
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**In addition** you must provide one of the following combinations of documents. Either:

Company audited accounts and company tax return (2 documents)	<input type="checkbox"/>
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**Or**

Unaudited business/management accounts confirming the total amount claimed plus either

• Business bank statements together with a business tax return (2 documents)	<input type="checkbox"/>
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**Or**

• Copies of contracts totalling the full amount payable to the individual together with corroborating invoices detailing your payment	<input type="checkbox"/>
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Please enter the number of points claimed in this category at 5.15

**5.15** Please enter the points you are claiming for Past Earnings (max 45)

You must complete this section only if you are applying under the criteria of the Highly Skilled Migrant Programme.

You can claim five points if you have previous experience of living in the UK if either you have successfully scored points for previous earnings (in section 3 above) which were earned in the UK, or you have gained a degree level qualification or higher in the UK in the last 5 years.

**6.1** Please tick **one** box below to indicate under which category you wish to claim 5 points for UK experience:

Previous UK employment  UK Study

**Previous Employment – required evidence for UK Experience**

If claiming for previous employment, evidence supplied for the Previous Earnings section will be assessed.

Please enter the number of points claimed at 6.4

**Full-time Study – required evidence for UK Experience**

**6.2** If claiming for previous full-time study, you should provide both evidence of your legal study in the UK in the form of the letter from the Home Office giving you permission to study in the UK, and also an original letter from the institution confirming the details of the study. (Please see the Bulgarian and Romanian guidance for applicants for full information on this requirement).  
Please tick to indicate what you have supplied:

Original Home Office letter of student permission  Original letter from institution

Please enter the number of points claimed at 6.4

**Exceptional consideration and evidence require**

**6.3** If there are exceptional reasons as to why you are unable to submit the Home Office letter giving permission to study in the UK, please state your reasons. You must also provide evidence to support your request for exceptional consideration.

**6.4** Please enter the points you are claiming for UK Experience (max 5)

## SECTION 7 The Highly Skilled Migrant Programme criteria (Age Criteria)

You must complete this section only if you are applying under the criteria of the Highly Skilled Migrant Programme.

You can claim points in this section if you are less than 32 years of age at the time your application is received by the UK Border Agency. The points are only available to applicants who are within the age bands below when the UK Border Agency receive your application. If the application is received after your birthday and this takes you into the next age band, then you can only claim the points associated with the older category.

If you are claiming points for your age please tick one box and complete the documentary evidence section 12.

**7.1** How old will you be at the time of submitting this application?

27 years or under                      28 or 29 years                      30 or 31 years                      32 years or above

(20 points)                       (10 points)                       (5 points)                       (0 points)

**7.2** Please enter the points you are claiming for Age Assessment (max 20)

## SECTION 8 The Highly Skilled Migrant Programme criteria Total scores

You must complete this section only if you are applying under criteria of the Highly Skilled Migrant Programme.

**8.1** Please insert your total scores claimed in the boxes below.

Section	MBA	Qualifications	Previous Earnings	UK Experience	Age	Total
Points claimed						

If you do not score 75 points or more then your application will be refused.

**Please now complete sections 11, 12, 13 and 14**

**SECTION 9** Qualification awarded in England, Wales or Northern Ireland

Please complete this section if you have in the last 12 months successfully completed either a **recognised UK bachelor's degree, Master's degree, PhD or equivalent postgraduate certificate or postgraduate diploma** in any subject.

**9.1** When did you begin your studies in the UK?

Day	Month	Year

**9.2** What is the full name and address of the place in the UK where you have been studying for your degree (see note 1)

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Postcode

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**Note 1: The details required here are of the organisation which awarded you the qualification referred to in the Bulgarian and Romanian guidance for applicants.**

**9.3** Please provide your personal tutor's full name and address

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Postcode

Telephone

E-mail address

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**9.4** Please state your degree title

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**Note 2: The Register of Education and Training Providers is available on the website: [www.dfes.gov.uk/providersregister/](http://www.dfes.gov.uk/providersregister/). You must refer to the list.**

**9.5** Please state your degree classification e.g. BA, BSc, Master's degree, PhD.

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**Please now complete sections 11, 12, 13 and 14**

You must complete this section only if you are applying for a registration certificate on the basis that you have, in the last 12 months, been awarded a **Higher National Diploma or Degree by an institution in Scotland**.

**10.1** What is the full name and address of the place in Scotland where you have been studying for your HND, Undergraduate degree, Master's degree or PhD (see note1)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

**Note 1: The details required here are of the organisation which awarded you the qualification referred to in part 1 of the guidance notes.**

**10.2** When did you begin your studies in the UK?

Day	Month	Year

**10.3** Please provide your personal tutor's full name and address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail address \_\_\_\_\_

**10.4** Please state the title of your qualification

\_\_\_\_\_

**10.5** Please state the classification of your qualification e.g. HND, Undergraduate or Master's degree or PhD

\_\_\_\_\_

**10.6** How long did your course (referred to at question 10.1) last?

\_\_\_\_\_ Academic Years

**Please now complete sections 11, 12, 13 and 14**

**SECTION 11** Personal History – All applicants should complete this section

You should answer all the questions in this section on behalf of yourself and any family members included in this application. Information will be checked with other agencies.

**11.1** Do you or any dependants included in this application have any criminal convictions in the UK or any other country (including traffic offences) or any civil judgements made against you? Yes  No

If you have answered **Yes** to question 11.1 above please give details below for each sentence starting with the most recent one first - but first see **Note 1** below. If you or any dependants included in this application have received more than two sentences you should continue on another sheet. If you have answered **No** please go to Question 11.2.

**Note 1: Convictions spent under the Rehabilitation of Offenders Act 1974 need not be disclosed. More information about this Act is given at 11.7**

**First sentence**

Name of person sentenced

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Nature of offence

Date sentenced

Day	Month	Year

Sentence given

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Country where sentenced

---

**Second sentence**

Name of person sentenced

---

Nature of offence

Date sentenced

Day	Month	Year

Sentence given

---

Country where sentenced

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**11.2** Have you or any dependants included in this application ever been charged or indicted inside or outside the United Kingdom with a criminal offence for which you or any dependants included in this application have not yet been tried in court? Yes  No

**11.3** Have you or any dependants included in this application ever been involved in the commission, preparation or organisation of war crimes, crimes against humanity or genocide? **For help in answering this question please read the information at 11.7** Yes  No

**11.4** To your knowledge, have you or any dependants included in this application ever been suspected, accused, investigated, charged, prosecuted or convicted for involvement in war crimes, crimes against humanity or genocide? **For help in answering this question please read the information at 11.7** Yes  No

**11.5** Have you or any dependants included in this application ever been involved in acts of committing, preparing, financing or instigating terrorism or acts of encouraging or inducing others to commit, prepare or instigate terrorism, or the attempt of any such acts, either within or outside the UK? Or have you or any dependants included in this application ever been a member or supporter of an organisation which has perpetrated or supported acts of terrorism in furtherance of its aims? Yes  No

**11.6** Have you or any dependants included in this application engaged in any other activities which might be relevant to the question of whether you or any dependants included in this application are persons of good character? Yes  No

**11.7** If you have answered **Yes** to any question between 11.1 to 11.6 please give further details in the space provided below. If you need more space, continue on a separate sheet.

**REHABILITATION OF OFFENDERS ACT 1974**

The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or ignored after a 'rehabilitation period'. The length of the rehabilitation period depends on the sentence given. For a custodial (prison) sentence the rehabilitation period is decided by the original sentence, not the time served. Prison sentences of more than two and a half years can never become spent and should always be disclosed. Further information on rehabilitation periods can be found at Nacro's Resettlement Plus Helpline on **0207 840 6464** or by obtaining a free copy of their leaflet on **0207 840 6427**.

**DEFINITIONS**

For the purposes of answering questions 11.3 and 11.4, the following information provides guidance on actions which may constitute genocide, crimes against humanity and war crimes.

This guidance is not exhaustive. Before you answer these questions on behalf of yourself and any dependants included in this application you should consider the full definitions of war crimes, crimes against humanity and genocide which can be found in Schedule 8 of the International Criminal Court Act 2001 at the following website: [www.opsi.gov.uk/acts/acts2001/20010017.htm](http://www.opsi.gov.uk/acts/acts2001/20010017.htm). Alternatively, copies can be purchased from The Stationery Office, telephone **0870 600 5522**.

It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately on behalf of yourself and any dependants included in this application.

**Genocide**

Acts committed with intent to destroy, in whole or in part, a national, ethnical, racial or religious group.

**Crimes against humanity**

Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons.

**War crimes**

Grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict. The types of acts that may constitute a war crime include wilful killing, torture, extensive destruction of property not justified by military necessity, unlawful deportation, the intentional targeting of civilians and the taking of hostages.

The documents and photographs needed in support of an application on form BR2 are listed below. You should provide those which are relevant to your case and the cases of any family members included in the application.

**12.1 You should attach all photographs to sections 1 and 2 of the form in the spaces provided. The Bulgarian and Romanian guidance notes contain more information about photographs.**

Please tick the boxes next to the relevant items to show the documents and photographs you are providing

**All Applicants**

Two recent passport-size photographs of yourself with your name written on the back of each photograph

Two recent passport-size photographs of each family member for whom a registration certificate is required with their name written on the back of the photographs attached

Your current passport or ID card

Current passport(s) or ID card(s) for each family member for whom a registration certificate is required

**12.2 If you are applying as a Highly Skilled Individual**

Please complete the checklist below listing what documentation you have provided. You must provide the required evidence as specified in this application form and associated guidance notes. Failure to submit the required evidence is likely to lead to refusal of your application. Where there are exceptional reasons as to why you cannot provide the documents requested then you may request exceptional consideration of your application and provide alternative evidence as specified. However, this may not be sufficient to satisfy the UK Border Agency. **Only original documents can be provided. Photocopies cannot be assessed.**

<b>MBA provision</b>		<b>Included</b>
Required evidence:	Original MBA certificate	<input type="checkbox"/>
Exceptional evidence:	Original letter from institution	<input type="checkbox"/>
	Original academic transcript	<input type="checkbox"/>
<b>Academic qualifications</b>		<b>Included</b>
Required evidence:	Original degree certificate	<input type="checkbox"/>
Exceptional evidence:	Original letter from institution	<input type="checkbox"/>
	Original academic transcript	<input type="checkbox"/>
<b>Professional/vocational qualifications</b>		<b>Included</b>
Required evidence:	Original award certificate	<input type="checkbox"/>
	Letter from institution stating equivalence	<input type="checkbox"/>
Exceptional evidence:	Original letter from institution	<input type="checkbox"/>
	Letter from UK professional body stating equivalence	<input type="checkbox"/>
<b>Previous earnings – salaried employment</b>		<b>Included</b>
Required evidence:	Income tax returns	<input type="checkbox"/>
	Wage slips	<input type="checkbox"/>
Exceptional evidence:	Bank statements	<input type="checkbox"/>
	Letter from employer	<input type="checkbox"/>
No Tax System:	Bank statements	<input type="checkbox"/>

**SECTION 12** Documentary Evidence (continued)Letter from employer Wage slips **Previous earnings – independent contractors** **Included**Required evidence: Income tax returns Contracts Invoices Bank statements **Previous earnings – self employed** **Included**Required evidence: Applicant's income tax return Applicant's bank statements Company audited accounts and company tax return Unaudited business accounts and business bank statements and business tax return Unaudited business accounts and contracts and corroborating invoices **Previous earnings – students** **Included**Required evidence: See evidence above Original letter from institution **UK experience – earnings** **Included**Required evidence: No additional evidence required **UK experience – study** **Included**Required evidence: Home Office student grant letter Original letter from institution Exceptional evidence: Notarised copy of personal details and endorsed passport pages **12.3 If you are applying on the basis of qualifications awarded in England, Scotland or Wales:** **Included**

Documents showing that you have been awarded a degree at the required level by a relevant UK institution a qualification. If you have graduated, you must provide your original degree certificate. If you are awaiting graduation, you must provide a signed letter from your personal tutor confirming that you have been awarded a degree at the required level from a UK institution of higher or further education and are awaiting graduation.

**12.4 If you are applying on the basis of qualifications awarded in Scotland:** **Included**

Documents showing that you have been awarded an HND or a UK recognised Undergraduate degree, Master's degree or PhD by a relevant Scottish institution. If you have graduated, you must provide your original HND or degree certificate. If you are awaiting graduation, you must provide a letter from your personal tutor confirming that you have been awarded a qualification from a Scottish institution and are awaiting graduation.

## SECTION 13 Previous applications

13.1 Have you or any family members included in this application made any previous applications to the UK Border Agency? Yes  No

If **yes**, please provide the Home Office reference number \_\_\_\_\_

13.2 If you do not have a reference number but have previously made an application, please give details below.

## SECTION 14 Applicant's Declarations

**Please now read and sign the declaration.**

**14.1 It should be signed by you (the applicant) and not by a representative or other person acting on your behalf. If you are under 18, your parent or guardian may sign.**

I hereby apply for a registration certificate for myself and any Bulgarian or Romanian national family members listed in this form.

The information I have given in this form is complete and is true to the best of my knowledge.

I declare that the photographs submitted with this form are a true likeness of myself and any family members included in the application form, as named on the back of each photograph.

I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the UK Border Agency.

I understand that all information provided by me to the UK Border Agency will be treated in confidence but that it may be disclosed to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions.

I understand that the UK Border Agency may also use the information provided by me for training purposes.

Signed:

\_\_\_\_\_

Name (CAPITALS please)

\_\_\_\_\_

Date:

\_\_\_\_\_