IMMIGRATION SERVICES & FEES

PREAMBLE

We undertake a range of Immigration work ranging from private clientele to SMEs and multinational companies. We offer a range of pricing structures depending on the nature and complexity of the case.

We have set out below the typical Immigration Applications with a range of our average fees.

FEE INFORMATION

In Immigration cases, we propose Fixed Fees. Our professional fees are in addition to the Home Office Application fees, Appointment submission costs, Immigration Health Surcharge costs, additional Home Office fees and any required translation or courier costs.

Applicants may also incur costs for other disbursements such as Tuberculosis testing and English Language Test Certificates. Please note that this is not an exhaustive list of all possible costs.

Please see below the Immigration categories and fee ranges:

- **TIER 1 INVESTOR**

Overview

- **The Tier 1 Investor visa enables overseas nationals to reside in the UK by investing at least £2 million in the UK via government bonds, share or loan capital, or actively trading UK companies.**

    - Invest £2 million– Attain Permanent Residence after 5 years
    - Invest £5 million– Attain Permanent Residence after 3 years
    - Invest £10 million– Attain Permanent Residence after 2 years

Our Fees

- Our fees cover all work* required to submit an Application to the Home Office at a fixed fee of between £20,000.00 - £25,000.00.
- No VAT is charged or payable for Entry Clearance Applications.
- For Extension Applications in the UK, VAT is chargeable.

Disbursements

- ❖ Disbursements are costs related to your matter, such as visa fees, that are payable to third parties,.. We handle the payment of the disbursements on your behalf to ensure a smoother process.

- ❖ The likely disbursements are:

    - Application Fees:

        - Home Office Entry Clearance Fee: £1,623.00
        - Extension/Switch to this category from inside the UK: £1,623.00

    - NHS Immigration Healthcare Surcharge: £400.00 *per* year

    - Biometric Enrolment Fee: £19.20

    - UKVCAS Fees:, can range between £0.00 and £200.00 dependent on the Application Centre used.

- ❖ Up to date Home Office Application Fees can be found at: https://www.gov.uk/government/publications/visa-regulations-revised-table/2020.

What services are included:

- ❖ The work will involve:

    - File opening/Archiving;
    - All correspondence: emails, routine letters, telephone/skype calls and meetings;
    - All inherent Administrative work;
    - Continuously assessing and advising on the case;
    - Preparation of the Application Form;
    - Submission of the Application Form
    - Advising on Dependants and the associated work and fees;
    - Providing a Checklist of required supporting/evidential documents;
    - Facilitating with attaining the supporting/evidential documents;
    - Where possible, providing Templates of how the supporting documents should appear compliant with the Immigration provisions;
    - Preparing a comprehensive and legally orientated Cover Letter and Submissions, which shall include comprehensive Factual and Legal Submissions;
    - Arranging Application Appointment;
    - Liaising with UKVI until a decision is reached;

- Discussing your circumstances in detail and confirming whether this is the most appropriate Application for you to make and what other options may be available to you;
- Providing advice about the requirements of the Immigration Rules and whether you meet the criteria;
- If you do not fulfil a certain criterion, whether this can be overcome and how;
- Considering the supporting evidence, you have provided;
- Where necessary, helping you obtain further evidence;
- Providing advice regarding the outcome of the Application and any next steps.

❖ *Our fees assume that:

- This a new Application and no previous Applications have been made to the Home Office or refusals received.
- This is a standard case and the matter is concluded in a timely manner and no unforeseen complication arises.

❖ *The costs quoted here do not include:

- If your matter becomes overly complex and more work is required in order to prepare and submit an Application. We will advise you if further work is required and of the subsequent increase in our charges.
- Where the Home Office refuses your Application, advice and assistance in relation to any Administrative Review and Appeal process.

Processing time

❖ We will normally be able to submit this type of Application within 4 weeks of you instructing us. However, we will let you know at the earliest opportunity if it is likely to take longer than this.
❖ We cannot guarantee how long the Home Office will take to process your Application, but you should get a decision within 3 weeks of attending your Appointment at the Visa Application centre.
❖ There are optional priority fees which can expedite the processing period.
❖ Please see link for up to date timescales for Entry Clearance Applications: https://www.gov.uk/guidance/visa-decision-waiting-times-applications-outside-the-uk.

- **START-UP**

Overview

- ❖ Start-up is a new route (essentially replacing Tier 1 (Graduate Entrepreneur)) to enable Entrepreneurs to establish their first business in the UK.
- ❖ No Investment required.
- ❖ The Applicant must secure an *Endorsement* from a Home Office-approved endorsing boding (many of which are UK higher education institutions), verifying that their Business Plan is Innovative, Viable and Scalable.
- ❖ Time spent in the UK does not count towards Indefinite Leave to Remain (ILR) and many Start-Up Migrants will wish to progress as soon as possible to the Innovator route.

Our Fees

- ❖ Our fees cover all work* required to submit an Application to the Home Office at a fixed fee of between £2,000.00 - £4,000.00.
- ❖ No VAT is charged or payable for Entry Clearance Applications.
- ❖ For Extension Applications in the UK, VAT is chargeable.

Disbursements

- ❖ Disbursements are costs related to your matter that are payable to third parties, such as visa fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.
- ❖ The likely disbursements are:

  - Application Fees:

  - Home Office Entry Clearance Fee: £363.00
  - Extension/Switch to this category from inside the UK: £493.00

  - NHS Immigration Healthcare Surcharge: £400.00 *per* year

  - Biometric Enrolment Fee: £19.20

  - UKVCAS Fees: can range between £0.00 - £200.00, dependent on the Application Centre used.

- ❖ Up to date fees can be found at: https://www.gov.uk/government/publications/visa-regulations-revised-table/2020

What services are included:

❖ The work will involve:

- File opening/Archiving;
- All correspondence, emails, routine letters, telephone/skype calls and meetings;
- All inherent Administrative work;
- Continuously assessing and advising on the case;
- Preparation of the Application Form;
- Submission of the Application Form;
- Advising on Dependants and the associated works and fees;
- Providing a Checklist of required supporting/evidential documents;
- Facilitating with attaining the supporting/evidential documents;
- Where possible, providing Templates of how the supporting documents should appear compliant with the Immigration provisions;
- Preparing a comprehensive and legally orientated Cover Letter & Submissions, which shall include comprehensive Factual and Legal Submissions;
- Arranging Application Appointment;
- Liaising with the Endorser;
- Discussing your circumstances in detail and confirming whether this is the most appropriate Application for you to make and what other options may be available to you;
- Providing advice about the requirements of the Immigration Rules and whether you meet the criteria;
- If you do not fulfil a certain criterion, whether this can be overcome and how;
- Considering the supporting evidence, you have provided;
- Where necessary, helping you obtain further evidence;
- Providing advice regarding the outcome of the Application and any next steps.

❖ *Our fee assumes that:

- This a new Application and no previous Applications have been made to the Home Office or refusals received.
- This is a standard case and the matter is concluded in a timely manner and no unforeseen complication arises.

❖ *The costs quoted here do not include:

- If your matter becomes overly complex and more work is required in order to prepare and submit an Application.
- We will advise you if further work is required and of the subsequent increase in our charges.
- Where the Home Office refuses your Application, advice and assistance in relation to any Administrative Review and Appeal process.

Processing timeframe

- ❖ We will normally be able to submit this type of Application within 4 weeks of you instructing us.
- ❖ However, we will let you know at the earliest opportunity if it is likely to take longer than this.
- ❖ We cannot guarantee how long the Home Office will take to process your Application; however, you should get a decision within 8 weeks of attending your Appointment at the Visa Application Centre.
- ❖ There are optional priority fees which can expedite the processing period.
- ❖ Please see the link for up to date timescales for Entry Clearance Applications: https://www.gov.uk/guidance/visa-decision-waiting-times-applications-outside-the-uk.

- **INNOVATOR**

Overview

- ❖ Innovator is a new route (replacing Tier 1 (Entrepreneur)) to enable experienced overseas Entrepreneurs to establish a business in the UK:

    - A minimum investment of £50,000.00.
    - The Applicant must secure an *Endorsement* from a Home Office-approved endorsing boding, verifying that their Business Plan is Innovative, Viable and Scalable.

- ❖ Upon meeting the requirements, the Applicant may be eligible for Indefinite Leave to Remain after 3 years.

Our Fees

- ❖ Our fees cover all work* required to submit an application to the Home Office at a fixed fee between £10,000.00 - £15,000.00.
- ❖ No VAT is charged or payable for Entry Clearance Applications.
- ❖ For Extension Applications in the UK, VAT is chargeable.

Disbursements

- ❖ Disbursements are costs related to your matter that are payable to third parties, such as visa fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.
- ❖ The likely disbursements are:

- Application Fees:
    - Home Office Entry Clearance Fee: £1,021.00
    - Extension/Switch to this category from inside the UK: £1,277.00
- NHS Immigration Healthcare Surcharge: £400.00 *per* year
- Biometric Enrolment Fee: £19.20
- UKVCAS Fees: can range between £0.00 - £200.00 dependent on the Application Centre used.

❖ Up to date fees can be found at: https://www.gov.uk/government/publications/visa-regulations-revised-table/2020

What services are included:

❖ The work will involve:

- File opening/Archiving;
- All correspondence, emails, routine letters, telephone/skype calls and meetings;
- All inherent Administrative work;
- Continuously assessing and advising on the case;
- Preparation of the Application Form;
- Submission of the Application Form
- Advising on Dependants and the associated works and fees;
- Providing a Checklist of required supporting/evidential documents;
- Facilitating with attaining the supporting/evidential documents;
- Where possible, providing Templates of how the supporting documents should appear compliant with the Immigration provisions;
- Preparing a comprehensive and legally orientated Cover Letter and Submissions, which shall include comprehensive Factual and Legal Submissions;
- Arranging Application Appointment;
- Liaising with UKVI until a decision is reached;
- Discussing your circumstances in detail and confirming whether this is the most appropriate Application for you to make and what other options may be available to you;
- Providing advice about the requirements of the Immigration Rules and whether you meet the criteria;
- If you do not fulfil a certain criterion, whether this can be overcome and how.
- Considering the supporting evidence, you have provided;
- Where necessary, helping you obtain further evidence;
- Providing advice regarding the outcome of the Application and any next steps.

- *Our fee assumes that:

    - This a new Application and no previous Applications have been made to the Home Office or refusals received.
    - This is a standard case and the matter is concluded in a timely manner and no unforeseen complication arises.

- *The costs quoted here do not include:

    - If your matter becomes overly complex and more work is required in order to prepare and submit an Application. We will advise you if further work is required and of the subsequent increase in our charges.
    - Where the Home Office refuse your Application, advice and assistance in relation to any Administrative Review.

Processing timeframe

- We will normally be able to submit this type of Application within 4 weeks of you instructing us.
- However, we will let you know at the earliest opportunity if it is likely to take longer than this.
- We cannot guarantee how long the Home Office will take to process your Application; however, you should get a decision within 3 weeks of attending your appointment at the visa application centre.
- There are optional priority fees which can expedite the processing period.
- Please see link for up to date timescales for Entry Clearance Applications: https://www.gov.uk/guidance/visa-decision-waiting-times-applications-outside-the-uk.

▪ REPRESENTATIVE OF AN OVERSEAS BUSINESS [SOLE REPRESENTATIVE VISA]

Overview

- **Employees of Overseas Businesses may apply for Immigration permission to enter the UK:**

    - As a sole representative to establish a branch or subsidiary of that business in the UK; or
    - As an employee of an overseas newspaper, news agency or broadcasting organisation.

Our Fees

- Our fees cover all work* required to submit an Application to the Home Office at a fixed fee between £15,000.00 - £20,000.00.
- Fees are inclusive of Business Plans.
- No VAT is charged or payable for Entry Clearance Applications.

- ❖ For Extension Applications in the UK, VAT is chargeable.

Disbursements

- ❖ Disbursements are costs related to your matter that are payable to third parties, such as visa fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.
- ❖ The likely disbursements are:

    - Application Fees:
        - ➢ Home Office Fee: £610.00
    - NHS Immigration Healthcare Surcharge: £400.00 *per* year
    - Biometric Enrolment Fee: £19.20
    - UKVCAS Fees: can range between £0.00 and £200.00 dependent on the Application Centre used.

- ❖ Up to date fees can be found at: https://www.gov.uk/government/publications/visa-regulations-revised-table/2020

What services are included:

- ❖ The work will involve:

    - File opening/Archiving;
    - All correspondence, emails, routine letters, telephone/skype calls and meetings;
    - All inherent Administrative work;
    - Continuously assessing and advising on the case;
    - Preparation of the Application Form;
    - Submission of the Application Form
    - If necessary, liaising with the Business Plan writer;
    - Advising on Dependants and the associated work and fees;
    - Providing a Checklist of required supporting/evidential documents;
    - Facilitating with attaining the supporting/evidential documents;
    - Where possible, providing Templates of how the supporting documents should appear, compliant with the Immigration provisions;
    - Preparing a comprehensive and legally orientated Cover Letter and Submissions, which shall include comprehensive Factual and Legal Submissions;
    - Arranging Application Appointment;
    - Liaising with UKVI until a decision is reached;

- Discussing your circumstances in detail and confirming whether this is the most appropriate application for you to make and what other options may be available to you;
- Providing advice about the requirements of the Immigration Rules and whether you meet the criteria;
- If you do not fulfil a certain criterion, whether this can be overcome and how.
- Considering the supporting evidence you have provided;
- Where necessary, helping you obtain further evidence;
- Providing advice regarding the outcome of the Application and any next steps.

❖ *Our fee assumes that:

- This a new Application and no previous Applications have been made to the Home Office or refusals received.
- This is a standard case and the matter is concluded in a timely manner and no unforeseen complication arises.

❖ *The costs quoted here do not include:

- If your matter becomes overly complex and more work is required in order to prepare and submit an Application. We will advise you if further work is required and of the subsequent increase in our charges.
- Where the Home Office refuses your Application, advice and assistance in relation to any Appeal steps.

Processing timeframe

❖ We will normally be able to submit this type of Application within 4 weeks of you instructing us. However, we will let you know at the earliest opportunity if it is likely to take longer than this.
❖ We cannot guarantee how long the Home Office will take to process your Application; however, you should get a decision within 3 weeks of attending your appointment at the visa application centre.
❖ There are optional priority fees which can expedite the processing period.
❖ Please see link for up to date timescales for Entry Clearance Applications: https://www.gov.uk/guidance/visa-decision-waiting-times-applications-outside-the-uk.

- **GLOBAL TALENT (REPLACING TIER 1 EXCEPTIONAL TALENT VISA)**

  - ❖ Global Talent visa is a new route which has replaced the Tier 1 Exceptional Talent visa.
  - ❖ Applicants may apply for a Global Talent visa if they work in a qualifying field and have been endorsed:

    - As a recognised leader (exceptional talent)
    - As an emerging leader (exceptional promise)
    - Under the UK Research and Innovation endorsed funder option

  - ❖ Applicants need to complete 2 stages to obtain this visa:

    - Apply via the Home Office for endorsement by an endorsing body as a leader or an emerging leader in your field.
    - Apply for the entry clearance visa.

  - ❖ Applicants may apply to stay for between 1 and 5 years.

  - ❖ Applicants can apply to extend their visa as many times as they like. Each extension can last from 1 to 5 years.

  - ❖ Upon meeting the requirements, the Applicants may be eligible for Indefinite Leave to Remain once they have been in the UK for:

    - 3 years with an exceptional talent visa
    - 3 years with an exceptional talent endorsement in science
    - 3 years with an endorsement under the UKRI endorsed funder scheme
    - 5 years with an exceptional promise endorsement in either arts and culture or digital technology

Our Fees

- ❖ Our fees cover all work* required to submit an application to the Home Office at a fixed fee of between £3,000.00 - £7,000.00.
- ❖ No VAT is charged or payable for Entry Clearance Applications.
- ❖ For Extension Applications in the UK, VAT is chargeable.

Disbursements

- ❖ Disbursements are costs related to your matter that are payable to third parties, such as visa fees.
- ❖ We handle the payment of the disbursements on your behalf to ensure a smoother process.
- ❖ The likely disbursements are:

- Application Fees:

    - Home Office Stage 1 Endorsement Application Fee: £456.00
    - Home Office Stage 2 Visa/Switching Application Fee: £152.00 (£97.00 if you are from Turkey or Macedonia)
    - Home Office Extension Application Fee from inside the UK: £608.00 (£553.00 if you are from Turkey or Macedonia)

- NHS Immigration Healthcare Surcharge: £400.00 *per* year

- Biometric Enrolment Fee: £19.20

- UKVCAS Fees: can range between £0.00 - £200.00 dependent on the Application Centre used.

❖ Up to date fees can be found at: https://www.gov.uk/government/publications/visa-regulations-revised-table/2020

What services are included:

❖ The work will involve:

- File opening/Archiving;
- All correspondence, emails, routine letters, telephone/skype calls and meetings;
- All inherent Administrative work;
- Continuously assessing and advising on the case;
- Preparation of the Application Form;
- Submission of the Application Form;
- Advising on Dependants and the associated works and fees;
- Providing a Checklist of required supporting/evidential documents;
- Facilitating with attaining the supporting/evidential documents;
- Where possible, providing Templates of how the supporting documents should appear, compliant with the Immigration provisions;
- Preparing a comprehensive and legally orientated Cover Letter and Submissions, which shall include comprehensive Factual and Legal Submissions;
- Arranging Application Appointment;
- Liaising with UKVI until a decision is reached;
- Discussing your circumstances in detail and confirming whether this is the most appropriate application for you to make and what other options may be available to you;
- Providing advice about the requirements of the Immigration Rules and whether you meet the criteria;
- If you do not fulfil a certain criterion, whether this can be overcome and how.
- Considering the supporting evidence, you have provided;

- Where necessary, helping you obtain further evidence;
- Providing advice regarding the outcome of the Application and any next steps.

❖ *Our fee assumes that:

- This a new Application and no previous Applications have been made to the Home Office or refusals received.
- This is a standard case and the matter is concluded in a timely manner and no unforeseen complication arises.

❖ *The costs quoted here do not include:

- If your matter becomes overly complex and more work is required in order to prepare and submit an Application.
- We will advise you if further work is required and of the subsequent increase in our charges.
- Where the Home Office refuses your Application, advice and assistance in relation to any Administrative Review and Appeal process.

Processing timeframe

❖ We will normally be able to submit this type of Application within 8 weeks of you instructing us.
❖ However, we will let you know at the earliest opportunity if it is likely to take longer than this. We cannot guarantee how long the Home Office will take to process your Application, but you should get a decision within 3 weeks of attending your appointment at the visa application centre.
❖ There are optional priority fees which can expedite the processing period.
❖ Please see link for up to date timescales for Entry Clearance Applications: https://www.gov.uk/guidance/visa-decision-waiting-times-applications-outside-the-uk.

▪ **TIER 2**

Overview

❖ This Immigration category enables Applicants who have been offered a skilled job in the UK to work and reside in the UK.

Our Fees

❖ Our fees cover all work* required to submit an Application to the Home Office at a fixed fee between £2,000.00 - £4,000.00.
❖ No VAT is charged or payable for Entry Clearance Applications.
❖ For Extension Applications in the UK, VAT is chargeable.

Disbursements

- ❖ Disbursements are costs related to your matter that are payable to third parties, such as visa fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.
- ❖ The likely disbursements are:

    - Application Fees:

      <u>Tier 2 (General) Visa & Tier 2 (Intra-Company Transfer) Long-Term Staff Visa of Up to 3 Years</u>

        - Home Office Entry Clearance Fee: £610.00
        - Extension/Switch to this category from inside the UK: £704.00

      <u>Tier 2 (General) Visa & Tier 2 (Intra-Company Transfer) Long-Term Staff Visa of more than 3 Years</u>

        - Home Office Entry Clearance Fee: £1,220.00
        - Extension/Switch to this category from inside the UK: £1,408.00

      <u>Tier 2 (Intra-Company Transfer) Long-Term Staff of more than 3 Years</u>

        - Home Office Entry Clearance Fee: £1,220.00
        - Extension/Switch to this category from inside the UK: £1,408.00

      <u>Tier 2 (General) Visa Up to 3 Years – Shortage Occupation</u>

        - Home Office Entry Clearance Fee: £464.00
        - Extension/Switch to this category from inside the UK: £464.00

      <u>Tier 2 (General) Visa of more than 3 Years – Shortage Occupation</u>

        - Home Office Entry Clearance Fee: £928.00
        - Extension/Switch to this category from inside the UK: £928.00

      <u>Tier 2 (Intra-Company Transfer) Graduate Trainee</u>

        - Home Office Entry Clearance Fee: £482.00

    - Certificate of Sponsorship Fee: £199.00

    - Immigration Skills Charge: £362.00 (small company) or £1,000.00 (medium or large company) *per* year of Sponsorship

    - NHS Immigration Healthcare Surcharge: £400.00 *per* year

- Biometric Enrolment Fee: £19.20

- UKVCAS Fees: can range between £0.00 - £200.00 dependent on the Application Centre

❖ Up to date fees can be found at: https://www.gov.uk/government/publications/visa-regulations-revised-table/2020

What services are included

❖ The work will involve:

- File opening/Archiving;
- All correspondence, emails, routine letters, telephone/skype calls and meetings;
- All inherent Administrative work;
- Continuously assessing and advising on the case;
- Preparation of the Application Form;
- Submission of the Application Form
- Advising on Dependants and the associated works and fees;
- Providing a Checklist of required supporting/evidential documents;
- Facilitating with attaining the supporting/evidential documents;
- Where possible, providing Templates of how the supporting documents should appear to be, compliant with the Immigration provisions;
- Preparing a comprehensive and legally orientated Cover Letter and Submissions, which shall include comprehensive Factual and Legal Submissions;
- Arranging Application Appointment;
- Liaising with UKVI until a decision is reached;
- Discussing your circumstances in detail and confirming whether this is the most appropriate application for you to make and what other options may be available to you;
- Providing advice about the requirements of the Immigration Rules and whether you meet the criteria;
- If you do not fulfil a certain criterion, whether this can be overcome and how.
- Considering the supporting evidence, you have provided;
- Where necessary, helping you obtain further evidence;
- Providing advice regarding the outcome of the Application and any next steps.

❖ *Our fee assumes that:

- This a new Application and no previous Applications have been made to the Home Office or refusals received.

- This is a standard case and the matter is concluded in a timely manner and no unforeseen complication arises.

❖ *The costs quoted here do not include:

- If your matter becomes overly complex and more work is required in order to prepare and submit an Application.
- We will advise you if further work is required and of the subsequent increase in our charges.
- Where the Home Office refuses your Application, advice and assistance in relation to any Administrative Review and Appeal process.

Processing time

❖ We will normally be able to submit this type of Application within 4 weeks of you instructing us. This could take longer if the role needs to be advertised or if there are outstanding documents in the Application. However, we will let you know at the earliest opportunity if it is likely to take longer than this.
❖ We cannot guarantee how long the Home Office will take to process your Application, but you should get a decision within 3 weeks of attending your appointment at the visa application centre.
❖ Please see the link for up to date timescales for Entry Clearance Applications: https://www.gov.uk/guidance/visa-decision-waiting-times-applications-outside-the-uk.

▪ **TIER 4**

Overview

❖ This Immigration category enables Applicants, who have been accepted onto a course of education at a UK educational institution with Tier 4 sponsorship status, to study in the UK.

Our Fees

❖ Our fees cover all work* required to submit an application to the Home Office at a fixed fee between £1,000.00 - £4,000.00.
❖ No VAT is charged or payable for Entry Clearance Applications.
❖ For Extension Applications in the UK, VAT is chargeable.

Disbursements

❖ Disbursements are costs related to your matter that are payable to third parties, such as visa fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.
❖ The likely disbursements are:
- Application Fees:

- Home Office Entry Clearance Fee: £348.00

- Switch to this category from inside the UK: £475.00

- NHS Immigration Healthcare Surcharge: £300.00 *per* year

- Biometric Enrolment Fee: £19.20

- UKVCAS Fees: can range between £0.00 - £200.00 dependent on the Application Centre used.

❖ Up to date fees can be found at: https://www.gov.uk/government/publications/visa-regulations-revised-table/2020

What services are included:

❖ The work will involve:

- File opening/Archiving;
- All correspondence, emails, routine letters, telephone/skype calls and meetings;
- All inherent Administrative work;
- Continuously assessing and advising on the case;
- Preparation of the Application Form;
- Submission of the Application Form;
- Advising on Dependants and the associated works and fees;
- Providing a Checklist of required supporting/evidential documents;
- Facilitating with attaining the supporting/evidential documents;
- Where possible, providing Templates of how the supporting documents should appear,, compliant with the Immigration provisions;
- Preparing a comprehensive and legally orientated Cover Letter and Submissions, which shall include comprehensive Factual and Legal Submissions;
- Arranging Application Appointment;
- Liaising with UKVI until a decision is reached;
- Discussing your circumstances in detail and confirming whether this is the most appropriate application for you to make and what other options may be available to you;
- Providing advice about the requirements of the Immigration Rules and whether you meet the criteria;
- If you do not fulfil a certain criterion, whether this can be overcome and how.
- Considering the supporting evidence, you have provided;
- Where necessary, helping you obtain further evidence;
- Providing advice regarding the outcome of the Application and any next steps.

❖ *Our fee assumes that:

- This a new Application and no previous Applications have been made to the Home Office or refusals received.
- This is a standard case and the matter is concluded in a timely manner and no unforeseen complication arises.

❖ *The costs quoted here do not include:

- If your matter becomes overly complex and more work is required in order to prepare and submit an Application.
- We will advise you if further work is required and of the subsequent increase in our charges.
- Where the Home Office refuses your Application, advice and assistance in relation to any Administrative Review and Appeal process.

Processing time

❖ We will normally be able to submit this type of Application within 4 weeks of you instructing us. However, we will let you know at the earliest opportunity if it is likely to take longer than this.
❖ We cannot guarantee how long the Home Office will take to process your Application, but you should get a decision within 3 weeks of attending your appointment at the visa application centre.
❖ Please see the link for up to date timescales for Entry Clearance Applications: https://www.gov.uk/guidance/visa-decision-waiting-times-applications-outside-the-uk

▪ TIER 5 (YOUTH MOBILITY SCHEME)

Overview

❖ This Immigration category enables young individuals from participating countries and territories to apply to live and work temporarily in the UK.

Our Fees

❖ Our fees cover all work* required to submit an Application to the Home Office at a fixed fee between £1,500.00 - £2,500.00.
❖ No VAT is charged or payable for Entry Clearance Applications.
❖ For Extension Applications in the UK, VAT is chargeable.

Disbursements

❖ Disbursements are costs related to your matter that are payable to third parties, such as visa fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.
❖ The likely disbursements are:

- Application Fees:
    - Home Office Entry Clearance Fee: £244.00
- NHS Immigration Healthcare Surcharge: £300.00 *per* year
- Biometric Enrolment Fee: £19.20
- UKVCAS Fees: can range between £0.00 - £200.00 dependent on the Application Centre used.

❖ Up to date fees can be found at: https://www.gov.uk/government/publications/visa-regulations-revised-table/2020

What services are included

❖ The work will involve:

- File opening/Archiving;
- All correspondence, emails, routine letters, telephone/skype calls and meetings;
- All inherent Administrative work;
- Continuously assessing and advising on the case;
- Preparation of the Application Form;
- Submission of the Application Form;
- Advising on Dependants and the associated work and fees;
- Providing a Checklist of required supporting/evidential documents;
- Facilitating with attaining the supporting/evidential documents;
- Where possible, providing Templates of how the supporting documents should appear, compliant with the Immigration provisions;
- Preparing a comprehensive and legally orientated Cover Letter and Submissions, which shall include comprehensive Factual and Legal Submissions;
- Arranging Application Appointment;
- Liaising with UKVI until a decision is reached;
- Discussing your circumstances in detail and confirming whether this is the most appropriate application for you to make and what other options may be available to you;
- Providing advice about the requirements of the Immigration Rules and whether you meet the criteria;
- If you do not fulfil a certain criterion, whether this can be overcome and how.
- Considering the supporting evidence, you have provided;
- Where necessary, helping you obtain further evidence;
- Providing advice regarding the outcome of the Application and any next steps.

- *Our fee assumes that:

    - This a new Application and no previous Applications have been made to the Home Office or refusals received.
    - This is a standard case and the matter is concluded in a timely manner and no unforeseen complication arises.

- *The costs quoted here do not include:

    - If your matter becomes overly complex and more work is required in order to prepare and submit an Application.
    - We will advise you if further work is required and of the subsequent increase in our charges.
    - Where the Home Office refuses your Application, advice and assistance in relation to any Administrative Review and Appeal process.

Processing time

- We will normally be able to submit this type of Application within 4 weeks of you instructing us. However, we will let you know at the earliest opportunity if it is likely to take longer than this.
- We cannot guarantee how long the Home Office will take to process your Application, but you should get a decision within 3 weeks of attending your appointment at the visa application centre.
- Please see the link for up to date timescales for Entry Clearance Applications: https://www.gov.uk/guidance/visa-decision-waiting-times-applications-outside-the-uk

▪ TIER 5 (TEMPORARY WORKER)

Overview

- This Immigration category enables individuals that meet the individual sub-category criteria to live and work temporarily in the UK.

- The Sub-categories are:
    - Working within a Government Authorised Exchange Scheme;
    - Working in the Creative or Sporting Sector;
    - Working as Charity or Religious Workers;
    - Working under the International Agreement category;
    - Working under the Seasonal Workers category.

Our Fees

- ❖ Our fees cover all work* required to submit an Application to the Home Office at a fixed fee between £1,250.00 - £2,250.00.
- ❖ No VAT is charged or payable for Entry Clearance Applications.
- ❖ For Extension Applications in the UK, VAT is chargeable.

Disbursements

- ❖ Disbursements are costs related to your matter that are payable to third parties, such as visa fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.
- ❖ The likely disbursements are:

    - Application Fees:

        - Home Office Entry Clearance Fee: £244.00
        - Switch to this category from inside the UK: £244.00

    - Certificate of Sponsorship Fee: £21.00

    - NHS Immigration Healthcare Surcharge: £400.00 *per* year

    - Biometric Enrolment Fee: £19.20

    - UKVCAS Fees: can range between £0.00 - £200.00 dependent on the Application Centre used.

- ❖ Up to date fees can be found at: https://www.gov.uk/government/publications/visa-regulations-revised-table/2020

What services are included

- ❖ The work will involve:

    - File opening/Archiving;
    - All correspondence, emails, routine letters, telephone/skype calls and meetings;
    - All inherent Administrative work;
    - Continuously assessing and advising on the case;
    - Preparation of the Application Form;
    - Submission of the Application Form;
    - Advising on Dependants and the associated work and fees;
    - Providing a Checklist of required supporting/evidential documents;
    - Facilitating with attaining the supporting/evidential documents;
    - Where possible, providing Templates of how the supporting documents should appear compliant with the Immigration provisions;

- Preparing a comprehensive and legally orientated Cover Letter & Submissions, which shall include comprehensive Factual and Legal Submissions;
- Arranging Application Appointment;
- Liaising with UKVI until a decision is reached;
- Discussing your circumstances in detail and confirming whether this is the most appropriate application for you to make and what other options may be available to you;
- Providing advice about the requirements of the Immigration Rules and whether you meet the criteria;
- If you do not fulfil a certain criterion, whether this can be overcome and how.
- Considering the supporting evidence, you have provided;
- Where necessary, helping you obtain further evidence;
- Providing advice regarding the outcome of the Application and any next steps.

❖ *Our fee assumes that:

- This a new Application and no previous Applications have been made to the Home Office or refusals received.
- This is a standard case and the matter is concluded in a timely manner and no unforeseen complication arises.

❖ *The costs quoted here do not include:

- If your matter becomes overly complex and more work is required in order to prepare and submit an Application.
- We will advise you if further work is required and of the subsequent increase in our charges.
- Where the Home Office refuses your Application, advice and assistance in relation to any Administrative Review and Appeal process.

Processing time

❖ We will normally be able to submit this type of Application within 4 weeks of you instructing us. However, we will let you know at the earliest opportunity if it is likely to take longer than this.
❖ We cannot guarantee how long the Home Office will take to process your Application, but you should get a decision within 3 weeks of attending your appointment at the visa application centre.
❖ Please see the link for up to date timescales for Entry Clearance Applications: https://www.gov.uk/guidance/visa-decision-waiting-times-applications-outside-the-uk

- **APPLICATIONS UNDER EU FREEDOM OF MOVEMENT PROVISIONS & THE EU SETTLEMENT SCHEME**

Overview

- ❖ This category enables EU, EEA or Swiss Citizens and the family members of EU, EEA or Swiss Citizens who are living in the UK to continue doing so after 30th June 2021.
- ❖ This category is also applicable for the family members of EU, EEA or Swiss Citizens who have yet to reside in the UK but intend to do so before 1st January 2021.

Our Fees

- ❖ Our fees cover all work* required to submit an application to the Home Office at a fixed fee between £1,000.00 - £2,000.00.
- ❖ If the Applicant is resident in the UK, VAT is chargeable.

Disbursements

- ❖ Disbursements are costs related to your matter that are payable to third parties, such as visa fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.
- ❖ The likely disbursements are:

    - Application Fee: £65.00
    - Biometric Enrolment Fee: £19.20
    - UKVCAS Fees: can range between £0.00 - £200.00 dependent on the Application Centre,
    - If there is an interview and you wish us to attend with you, there will be additional disbursements in respect of our mileage/travel expenses.

What services are included:

- ❖ The work will involve:

    - File opening/Archiving;
    - All correspondence, emails, routine letters, telephone/skype calls and meetings;
    - All inherent Administrative work;
    - Continuously assessing and advising on the case;
    - Preparation of the Application Form;
    - Submission of the Application Form;
    - Advising on Dependants and the associated work and fees;
    - Providing a Checklist of required supporting/evidential documents;
    - Facilitating with attaining the supporting/evidential documents;
    - Where possible, providing Templates of how the supporting documents should appear compliant with the Immigration provisions;

- For non-EU, EEA and Swiss nationals, preparing a comprehensive and legally orientated Cover Letter and Submissions, which shall include comprehensive Factual and Legal Submissions;
- Arranging Application Appointment;
- Liaising with UKVI until a decision is reached;
- Discussing your circumstances in detail and confirming whether this is the most appropriate application for you to make and what other options may be available to you;
- Providing advice about the requirements of the Immigration Rules and whether you meet the criteria;
- If you do not fulfil a certain criterion, whether this can be overcome and how;
- Considering the supporting evidence, you have provided;
- Where necessary, helping you obtain further evidence;
- Providing advice regarding the outcome of the Application and any next steps.

❖ *Our fee assumes that:

- This a new Application and no previous Applications have been made to the Home Office or refusals received.
- This is a standard case and the matter is concluded in a timely manner and no unforeseen complication arises.

❖ *The costs quoted here do not include:

- If your matter becomes overly complex and more work is required in order to prepare and submit an Application.
- We will advise you if further work is required and of the subsequent increase in our charges.
- Where the Home Office refuses your Application, advice and assistance in relation to any Administrative Review and Appeal process.

Processing time

❖ We will normally be able to submit this type of Application within 4 weeks of you instructing us. However, we will let you know at the earliest opportunity if it is likely to take longer than this.
❖ We cannot guarantee how long the Home Office will take to process your Application, but the average processing timeframe is 5 working days; this can be longer if your case is complex.
❖ Please see link for up to date timescales for Entry Clearance Applications: https://www.gov.uk/guidance/visa-decision-waiting-times-applications-outside-the-uk.

- **ECAA – TURKISH BUSINESSPERSON**

Overview

- ❖ A Turkish National can apply for this Visa if their intention is to:
    - Start a new business in the UK or;
    - Come to the UK to help run an established business.

Our Fees

- ❖ Our fees cover all work* required to submit an application to the Home Office at a fixed fee between £5,000.00 - £15,000.00 depending on proposed the business.
- ❖ No VAT is charged or payable for Entry Clearance Applications.
- ❖ For Extension Applications in the UK, VAT is chargeable.

Disbursements

- ❖ There are no anticipated disbursements in relation to this type of Application.

What services are included:

- ❖ The work will involve:

    - File opening/Archiving;
    - All correspondence, emails, routine letters, telephone/skype calls and meetings;
    - All inherent Administrative work;
    - Continuously assessing and advising on the case;
    - Preparation of the Application Form;
    - Submission of the Application Form;
    - Reviewing the Business Plan;
    - Advising on Dependants and the associated work and fees;
    - Providing a Checklist of required supporting/evidential documents;
    - Facilitating with attaining the supporting/evidential documents;
    - Where possible, providing Templates of how the supporting documents should appear compliant with the Immigration provisions;
    - Preparing a comprehensive and legally orientated Cover Letter & Submissions, which shall include comprehensive Factual and Legal Submissions;
    - Arranging Application Appointment;
    - Liaising with UKVI until a decision is reached;
    - Discussing your circumstances in detail and confirming whether this is the most appropriate application for you to make and what other options may be available to you;
    - Providing advice about the requirements of the Immigration Rules and whether you meet the criteria;
    - If you do not fulfil a certain criterion, whether this can be overcome and how.

- Considering the supporting evidence, you have provided;
- Where necessary, helping you obtain further evidence;
- Providing advice regarding the outcome of the Application and any next steps.

❖ Our fee assumes that:

- This a new Application and no previous Applications have been made to the Home Office or refusals received.
- This is a standard case and the matter is concluded in a timely manner and no unforeseen complication arises.

❖ *The costs quoted here do not include:

- If your matter becomes overly complex and more work is required in order to prepare and submit an Application.
- We will advise you if further work is required and of the subsequent increase in our charges.
- Where the Home Office refuses your Application, advice and assistance in relation to any Administrative Review and Appeal process.

Processing timeframe

❖ We will normally be able to submit this type of Application within 4 weeks of you instructing us. However, we will let you know at the earliest opportunity if it is likely to take longer than this.
❖ We cannot guarantee how long the Home Office will take to process your Application, but you should get a decision within 3 months of attending your appointment at the visa application centre.

▪ **ANCESTRY VISA**

Overview

❖ **The UK Ancestry category enables Commonwealth citizens who have a grandparent born in the UK to come to work, study and settle in the UK.**

Our Fees

❖ Our fees cover all work* required to submit an application to the Home Office at a fixed fee between £5,000.00 - £8,000.00. No VAT is charged or payable.
❖ No VAT is charged or payable for Entry Clearance Applications.

Disbursements

- ❖ Disbursements are costs related to your matter that are payable to third parties, such as visa fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.
- ❖ The likely disbursements are:

    - Translation fees at £15.00 - £20.00 *per* hour. If applicable, this kind of application will normally require between 1-2 hours of Translation, depending on the complexity of your case.
    - DNA Test Reports, these are not required in many cases: we will let you know as soon as possible if we consider an Expert Report is necessary.

    - Application Fees:

        - ➢ Home Office Fee: £516.00

    - NHS Immigration Healthcare Surcharge: £400.00 *per* year

    - Biometric Enrolment Fee: £19.20

    - UKVCAS Fees:, can range between £0.00 - £200.00 depending on the Application Centre used

What services are included

- ❖ The work will involve:

    - File opening/Archiving;
    - All correspondence, emails, routine letters, telephone/skype calls and meetings;
    - All inherent Administrative work;
    - Continuously assessing and advising on the case;
    - Preparation of the Application Form;
    - Submission of the Application Form;
    - Advising on Dependants and the associated work and fees;
    - Providing a Checklist of required supporting/evidential documents;
    - Facilitating with attaining the supporting/evidential documents;
    - Where possible, providing Templates of how the supporting documents should appear compliant with the Immigration provisions;
    - Preparing a comprehensive and legally orientated Cover Letter & Submissions, which shall include comprehensive Factual and Legal Submissions;
    - Arranging Application Appointment;
    - Liaising with UKVI until a decision is reached;
    - Discussing your circumstances in detail and confirming whether this is the most appropriate application for you to make and what other options may be available to you;

- Providing advice about the requirements of the Immigration Rules and whether you meet the criteria;
- If you do not fulfil a certain criterion, whether this can be overcome and how.
- Considering the supporting evidence, you have provided;
- Where necessary, helping you obtain further evidence;
- Providing advice regarding the outcome of the Application and any next steps.

❖ *Our fee assumes that:

- This a new Application and no previous Applications have been made to the Home Office or refusals received.
- This is a standard case and the matter is concluded in a timely manner and no unforeseen complication arises.

❖ *The costs quoted here do not include:

- If your matter becomes overly complex and more work is required in order to prepare and submit an Application. We will advise you if further work is required and of the subsequent increase in our charges.
- Where the Home Office refuses your Application, advice and assistance in relation to any Appeal steps.

Processing timeframe

❖ We will normally be able to submit this type of Application within 4 weeks of you instructing us. However, we will let you know at the earliest opportunity if it is likely to take longer than this.
❖ We cannot guarantee how long the Home Office will take to process your Application, but you should get a decision within 3 weeks of attending your appointment at the visa application centre.
❖ Please see the link for up to date timescales: https://www.gov.uk/guidance/visa-decision-waiting-times-applications-outside-the-uk

▪ **VISITOR**

Overview

❖ **The Visitor provisions allow overseas nationals to visit the UK for a short period of time for leisure, business or another reason, for example to receive private medical treatment.**
❖ **Visitors are usually prohibited from undertaking certain activities, including:**

- Living in the UK for extended periods through frequent or successive visits;
- Employment in the UK;

- Undertaking a course of study in the UK (except those which are expressly permitted);
- Intending to marry or form a civil partnership or give notice to marry or form a civil partnership (unless additional criteria is met);
- Intending to access medical treatment in the UK (unless additional criteria is met); and
- Having recourse to public funds.

❖ **Certain activities may be allowed under the Permitted Paid Engagements (PPE) provisions, including taking part in arts, entertainment, sporting activities and broadcasting as well as giving lectures and taking part in fashion modelling assignments. Please contact us for tailored advice.**

Our Fees

❖ Our fees cover all work* required to submit an Application to the Home Office at a fixed fee between £1,000.00 - £3,000.00.
❖ No VAT is charged or payable for Entry Clearance Applications.

Disbursements

❖ Disbursements are costs related to your matter that are payable to third parties, such as visa fees. We handle the payment of the disbursements on your behalf to ensure a smoother process. The likely disbursements are:

- Translations fees at £15.00 - £20.00 *per* hour. If applicable, this kind of application will normally require between 1-2 hours of Translation, depending on the complexity of your case.
- Independent Expert Reports e.g. Medical Experts. These are not required in many cases: we will let you know as soon as possible if we consider an Expert Report is necessary.
- Home Office Fees:
  (i) 6 months – £93.00
  (ii) 2 years – £361.00
  (iii) 5 years – £655.00
  (iv) 10 years – £822.00

❖ Up to date Home Office Application Fees can be found at: https://www.gov.uk/government/publications/visa-regulations-revised-table/2020.

What services are included:

❖ The work will involve:

- File opening/Archiving;

- All correspondence, emails, routine letters, telephone/skype calls and meetings;
- All inherent Administrative work;
- Continuously assessing and advising on the case;
- Preparation of the Application Form;
- Submission of the Application Form;
- Advising on Dependants and the associated work and fees;
- Providing a Checklist of required supporting/evidential documents;
- Facilitating with attaining the supporting/evidential documents;
- Where possible, providing Templates of how the supporting documents should appear compliant with the Immigration provisions;
- Preparing a comprehensive and legally orientated Cover Letter & Submissions, which shall include comprehensive Factual and Legal Submissions;
- Arranging Application Appointment;
- Liaising with UKVI until a decision is reached;
- Discussing your circumstances in detail and confirming whether this is the most appropriate application for you to make and what other options may be available to you;
- Providing advice about the requirements of the Immigration Rules and whether you meet the criteria;
- If you do not fulfil a certain criterion, whether this can be overcome and how.
- Considering the supporting evidence, you have provided;
- Where necessary, helping you obtain further evidence;
- Providing advice regarding the outcome of the Application and any next steps.

❖ *Our fee assumes that:

- This a new Application and no previous Applications have been made to the Home Office or refusals received.
- This is a standard case and the matter is concluded in a timely manner and no unforeseen complication arises.

❖ *The costs quoted here do not include:

- If your matter becomes overly complex and more work is required in order to prepare and submit an Application. We will advise you if further work is required and of the subsequent increase in our charges.
- Where the Home Office refuses your Application, advice and assistance in relation to any Administrative Review and Appeal process.

Processing timeframe

- ❖ We will normally be able to submit this type of Application within 4 weeks of you instructing us. However, we will let you know at the earliest opportunity if it is likely to take longer than this.
- ❖ We cannot guarantee how long the Home Office will take to process your Application, but you should get a decision within 3 weeks of attending your appointment at the visa application centre.
- ❖ Please see the link for up to date timescales: https://www.gov.uk/guidance/visa-decision-waiting-times-applications-outside-the-uk

- **FAMILY VISAS**

Overview

- ❖ Family Visas enable overseas nationals to live with a family member in the UK for more than 6 months.
- ❖ The Applicants can apply for a family visa to live with their:
    - Spouse or partner
    - Fiancé, fiancée or proposed civil partner
    - Child
    - Parent
    - Relative who will provide long-term care for the Applicant

Spouse/Partner

- ❖ To apply as a partner, the Applicant and their partner both need to be 18 or over.
- ❖ Their partner must also either:
    - Be a British citizen
    - Have settled in the UK - for example, they have indefinite leave to remain, settled status or proof of permanent residence
    - Have refugee status or humanitarian protection in the UK

Fiancé, fiancée or proposed civil partner

- ❖ The Applicant must prove that:
    - Any previous marriages or civil partnerships have ended
    - They plan to marry or become civil partners within 6 months of arriving in the UK

- ❖ The Applicant will get permission to stay in the UK for 2.5 years, or for 6 months if applying as a fiancé, fiancée or proposed civil partner. After this they will need to apply to extend their stay.

- ❖ Upon meeting the requirements, the Applicant may be eligible for Indefinite Leave to Remain after they have lived in the UK for 5 years continuously as a partner. (Period stayed as fiancé, fiancée or proposed civil partner will not count).

Child

- ❖ A Child Applicant may be eligible to settle in the UK if at least one of their parents has indefinite leave to remain or proof of permanent residence.

- ❖ If the Child Applicant was born in the UK, they will get the same permission to stay as their parent.

- ❖ If the Child Applicant was born outside UK, depending on their age and how their parent applied, they may apply for a Family Visa as a Child.

Parent

- ❖ Applicants may apply to live in the UK to care for their child.
- ❖ The child must either be under 18 on the day of the application or have been under 18 when they were first granted leave and not live an independent life.
- ❖ The child must be living in the UK and one of the following must also be true:
    - They are a British citizen
    - They have settled in the UK - for example, they have indefinite leave to remain, settled status or proof of permanent residence
    - They have lived in the UK for 7 years continuously and it would not be reasonable for them to leave
- ❖ The Applicant needs to have sole or shared parental responsibility for their child.

Relative who will provide long-term care

- ❖ Applicants who need long-term care from a parent, grandchild, brother, sister, son or daughter who is living permanently in the UK may apply for this visa.

- ❖ The Applicant's relative in the UK must be one of the following:
    - They are a British citizen
    - They have settled in the UK - for example, they have indefinite leave to remain, settled status or proof of permanent residence
    - They have refugee status or humanitarian protection in the UK

Our Fees

- ❖ Our fees cover all work* required to submit an application to the Home Office at a fixed fee between £2,000.00 - £10,000.00.
- ❖ If the Applicant is resident in the UK, VAT is chargeable.

Disbursements

- ❖ Disbursements are costs related to your matter that are payable to third parties, such as visa fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.
- ❖ The likely disbursements are:

    - ❖ Application Fees:

        - Home Office Application Fee: £1,523.00 (£3,250.00 for Other Dependant Relative)
        - Home Office Extension/Switching Application Fee from inside the UK: £1,033.00

    - NHS Immigration Healthcare Surcharge: £400.00 *per* year

    - Biometric Enrolment Fee: £19.20

    - UKVCAS Fees: can range between £0.00 - £200.00 dependent on the Application Centre used.

- ❖ Up to date fees can be found at: https://www.gov.uk/government/publications/visa-regulations-revised-table/2020

What services are included

- ❖ The work will involve:

    - File opening/Archiving;
    - All correspondence, emails, routine letters, telephone/skype calls and meetings;
    - All inherent Administrative work;
    - Continuously assessing and advising on the case;
    - Preparation of the Application Form;
    - Submission of the Application Form;
    - Advising on Dependants and the associated work and fees;
    - Providing a Checklist of required supporting/evidential documents;
    - Facilitating with attaining the supporting/evidential documents;
    - Where possible, providing Templates of how the supporting documents should appear compliant with the Immigration provisions;
    - Preparing a comprehensive and legally orientated Cover Letter & Submissions, which shall include comprehensive Factual and Legal Submissions;
    - Arranging Application Appointment;
    - Discussing your circumstances in detail and confirming whether this is the most appropriate application for you to make and what other options may be available to you;

- Providing advice about the requirements of the Immigration Rules and whether you meet the criteria;
- If you do not fulfil a certain criterion, whether this can be overcome and how.
- Considering the supporting evidence, you have provided;
- Where necessary, helping you obtain further evidence;
- Providing advice regarding the outcome of the Application and any next steps.

❖ *Our fee assumes that:

- This a new Application and no previous Applications have been made to the Home Office or refusals received.
- This is a standard case and the matter is concluded in a timely manner and no unforeseen complication arises.

❖ *The costs quoted here do not include:

- If your matter becomes overly complex and more work is required in order to prepare and submit an Application.
- We will advise you if further work is required and of the subsequent increase in our charges.
- Where the Home Office refuses your Application, advice and assistance in relation to any Administrative Review.

Processing timeframe

❖ We will normally be able to submit this type of Application within 8 weeks of you instructing us.
❖ However, we will let you know at the earliest opportunity if it is likely to take longer than this. We cannot guarantee how long the Home Office will take to process your Application but if you apply outside the UK a decision will usually be made within 12 weeks and if you apply in the UK a decision will usually be made within 8 weeks of your application date if you use the standard service.
❖ There are optional priority fees which can expedite the processing period.
❖ Please see link for up to date timescales for Entry Clearance Applications: https://www.gov.uk/guidance/visa-decision-waiting-times-applications-outside-the-uk.

▪ **INDEFINITE LEAVE TO REMAIN – SETTLEMENT**

Overview

❖ **Seek to apply to settle in the UK.**

Our Fees

- ❖ Our fees cover all work* required to submit an Application to the Home Office at a fixed fee between £8,000.00 - £15,000.00.
- ❖ These fees will attract VAT. VAT is payable at 20%

Disbursements

- ❖ Disbursements are costs related to your matter that are payable to third parties, such as visa fees. We handle the payment of the disbursements on your behalf to ensure a smoother process. The likely disbursements are:

    - Application Fees:
        - ➢ Home Office Fee: £2,389.00

    - Biometric Enrolment Fee: £19.20
    - UKVCAS Fees:, can range between £0.00 - £200.00 dependent on the Application Centre used.

What services are included

- ❖ The work will involve:

    - File opening/Archiving;
    - All correspondence, emails, routine letters, telephone/skype calls and meetings;
    - All inherent Administrative work;
    - Continuously assessing and advising on the case;
    - Preparation of the Application Form;
    - Submission of the Application Form;
    - If necessary, liaising with the Business Plan writer;
    - Advising on Dependants and the associated work and fees;
    - Providing a Checklist of required supporting/evidential documents;
    - Facilitating with attaining the supporting/evidential documents;
    - Where possible, providing Templates of how the supporting documents should appear compliant with the Immigration provisions;
    - Preparing a comprehensive and legally orientated Cover Letter & Submissions, which shall include comprehensive Factual and Legal Submissions;
    - Arranging Application Appointment;
    - Discussing your circumstances in detail and confirming whether this is the most appropriate application for you to make and what other options may be available to you;
    - Providing advice about the requirements of the Immigration Rules and whether you meet the criteria;
    - If you do not fulfil a certain criterion, whether this can be overcome and how.

- Considering the supporting evidence, you have provided;
- Where necessary, helping you obtain further evidence;
- Providing advice regarding the outcome of the Application and any next steps.

❖ *Our fee assumes that:

- This a new Application and no previous Applications have been made to the Home Office or refusals received.
- This is a standard case and the matter is concluded in a timely manner and no unforeseen complication arises.

❖ *The costs quoted here do not include:

- If your matter becomes overly complex and more work is required in order to prepare and submit an Application.
- We will advise you if further work is required and of the subsequent increase in our charges.
- Where the Home Office refuses your Application, advice and assistance in relation to any Appeal steps.

Processing timeframe

❖ We will normally be able to submit this type of Application within 4 weeks of you instructing us. However, we will let you know at the earliest opportunity if it is likely to take longer than this.
❖ We cannot guarantee how long the Home Office will take to process your Application, but you should get a decision within 6 months of attending your appointment at the visa application centre.
❖ Please see the link for up to date timescales: https://www.gov.uk/guidance/visa-decision-waiting-times-applications-outside-the-uk.

▪ **NATURALISATION AS A BRITISH CITIZEN**

Overview

❖ Upon being settled in the UK, seek to apply for British Citizenship.

Our Fees

❖ Our fees cover all work* required to submit an application to the Home Office at a fixed fee between £2,000.00 - £4,000.00.
❖ These fees will attract VAT. VAT is payable at 20%

Disbursements

- Disbursements are costs related to your matter that are payable to third parties, such as visa fees. We handle the payment of the disbursements on your behalf to ensure a smoother process. The likely disbursements are:

    - Application Fees:
        - Home Office Fee: £1,330.00
    - Biometric Enrolment Fee: £19.20
    - UKVCAS Fees: can range between £0.00 £200.00 dependent on the Application Centre used.

What services are included

- The work will involve:

    - File opening/Archiving;
    - All correspondence, emails, routine letters, telephone/skype calls and meetings;
    - All inherent Administrative work;
    - Continuously assessing and advising on the case;
    - Preparation of the Application Form;
    - Submission of the Application Form;
    - If necessary, liaising with the Referees;
    - Providing a Checklist of required supporting/evidential documents;
    - Facilitating with attaining the supporting/evidential documents;
    - Where possible, providing Templates of how the supporting documents should appear compliant with the Immigration provisions;
    - Preparing a comprehensive and legally orientated Cover Letter & Submissions, which shall include comprehensive Factual and Legal Submissions;
    - Arranging Application Appointment;
    - Discussing your circumstances in detail and confirming whether this is the most appropriate application for you to make and what other options may be available to you;
    - Providing advice about the requirements of the Immigration Rules and whether you meet the criteria;
    - If you do not fulfil a certain criterion, whether this can be overcome and how.
    - Considering the supporting evidence, you have provided;
    - Where necessary, helping you obtain further evidence;
    - Providing advice regarding the outcome of the Application and any next steps.

- *Our fee assumes that:

    - This a new Application and no previous Applications have been made to the Home Office or refusals received.
    - This is a standard case and the matter is concluded in a timely manner and no unforeseen complication arises.

- *The costs quoted here do not include:

    - If your matter becomes overly complex and more work is required in order to prepare and submit an Application.
    - We will advise you if further work is required and of the subsequent increase in our charges.
    - Where the Home Office refuses your Application, advice and assistance in relation to any Reconsideration stage.

Processing timeframe

- We will normally be able to submit this type of Application within 4 weeks of you instructing us. However, we will let you know at the earliest opportunity if it is likely to take longer than this.
- We cannot guarantee how long the Home Office will take to process your Application, but you should get a decision within 6 months of attending your appointment at the visa application centre.

- **REGISTER A CHILD (Under 18) AS A BRITISH CITIZEN**

Overview

- Child (under 18) Registration for British Citizenship

Our Fees

- Our fees cover all work* required to submit an application to the Home Office at a fixed fee between £2,000.00 - £4,000.00.
- These fees will attract VAT. VAT is payable at 20%

Disbursements

- Disbursements are costs related to your matter that are payable to third parties, such as visa fees. We handle the payment of the disbursements on your behalf to ensure a smoother process. The likely disbursements are:

    - Application Fees:
        - Home Office Fee: £1,012.00

- Biometric Enrolment Fee: £19.20

- UKVCAS Fees: can range between £0.00 - £200.00 dependent on the Application Centre used.

What services are included

❖ The work will involve:

- File opening/Archiving;
- All correspondence, emails, routine letters, telephone/skype calls and meetings;
- All inherent Administrative work;
- Continuously assessing and advising on the case;
- Preparation of the Application Form;
- Submission of the Application Form;
- If necessary, liaising with the Referees;
- Providing a Checklist of required supporting/evidential documents;
- Facilitating with attaining the supporting/evidential documents;
- Where possible, providing Templates of how the supporting documents should appear compliant with the Immigration provisions;
- Preparing a comprehensive and legally orientated Cover Letter & Submissions, which shall include comprehensive Factual and Legal Submissions;
- Arranging Application Appointment;
- Discussing your circumstances in detail and confirming whether this is the most appropriate application for you to make and what other options may be available to you;
- Providing advice about the requirements of the Immigration Rules and whether you meet the criteria;
- If you do not fulfil a certain criterion, whether this can be overcome and how.
- Considering the supporting evidence, you have provided;
- Where necessary, helping you obtain further evidence;
- Providing advice regarding the outcome of the Application and any next steps.

❖ *Our fee assumes that:

- This a new Application and no previous Applications have been made to the Home Office or refusals received.
- This is a standard case and the matter is concluded in a timely manner and no unforeseen complication arises.

❖ *The costs quoted here do not include:

- If your matter becomes overly complex and more work is required in order to prepare and submit an Application.
- We will advise you if further work is required and of the subsequent increase in our charges.
- Where the Home Office refuses your Application, advice and assistance in relation to any Reconsideration stage.

Processing timeframe

- ❖ We will normally be able to submit this type of Application within 4 weeks of you instructing us. However, we will let you know at the earliest opportunity if it is likely to take longer than this.
- ❖ We cannot guarantee how long the Home Office will take to process your Application, but you should get a decision within 6 months.

VAT

As mentioned in each Immigration category, if the Applicant is a UK resident, the fees will attract VAT. VAT is charged at 20%

ADDITIONAL DISBURSEMENTS

For each Application, we have clarified the main disbursements. The actual disbursement fees would depend on the Application type.

A list of the applicable Home Office fees can be obtained from the website: https://www.gov.uk/government/publications/visa-regulations-revised-table/2020.

As well as the Home Office Application fees, associated Appointment submission costs, Immigration Health Surcharge costs, UKVCAS costs and any required translation or courier costs, Applicants may also incur costs for the following (please note, however, that the below is not an exhaustive list of all possible costs and they do not apply to every type of Application):

- **Criminal Record Certificate**:
    - Applicants applying from outside of the UK will be required to obtain a Criminal Record Certificate from any country where he or she has lived for more than 12 months (whether continuously or in total) in the last ten years while aged 18 or over.
    - Costs for Criminal Record Certificates will vary depending on the country from which they are obtained and will typically cost between £45.00 - £100.00.

- **Evidence of English Language**:
    - Applicants may also be required to demonstrate their English language level by sitting a Home Office-approved English language test or obtaining documentation from UK NARIC to confirm that their degree was taught in English and is at least the equivalent of a UK Bachelor's degree.
    - The cost of the English language test will vary depending on the country where the test is taken and the course provider, however these costs are typically £200.00. The UK NARIC documentation will cost from £125 plus VAT, depending on the timescales and documentation required.

- **Tuberculosis Testing**:
    - If the Applicant is requesting a visa with a duration of more than six months and the application is being made from outside of the UK, where the Applicant has been living in a tuberculosis-prevalent country for more than six months within the last 12 months, the applicant will also be required to obtain a certificate from a Home Office-approved tuberculosis testing clinic.
    - The cost of the Tuberculosis Test will vary from clinic to clinic; however, it is likely to cost from £50.00. A list of countries where a TB Test is required can be found at the link: https://www.gov.uk/tb-test-visa.

- **Subject Access Request**:
    - As part of the preparation of your Application, you may wish to request your immigration records from the Home Office.
    - There are no Home Office fees.

- **Life in the UK Test**:
    - Applicants for Indefinite Leave to Remain must sit and pass the Life in the UK test prior to the submission of their Application for Indefinite Leave to Remain.
    - The Life in the UK Test Fee is £50.00.
    - Applicants may also wish to purchase the Life in the UK textbook and other kinds of study material. The cost of the textbook and study material will vary depending on where they are purchased.

TIMESCALE

For each Application, we have clarified the timescales entailed.

The timescales entailed are dependent on:

(i) Application type

(ii) Individual circumstances of each Application and the
(iii) Visa expiry date

We will keep you fully updated of the progress of the Immigration Application.

EXPERIENCE & QUALIFICATIONS

We have an experienced and dedicated team of Partners, Associates, Solicitors and Caseworkers. The work performed is reviewed by a Senior Associate or Partner.

Please see our 'Meet the Team' section which sets out our staff profiles with their Immigration Experience.