

# Ukraine Permission Extension Scheme application: UPE application form guidance

# Lancashire Refugee Integration Team

This document aims to help customers with completing their online UPE application via different routes (UPE application form) without using their UKVI account.

This is technical guidance for navigating the system and is not to be used or interpreted as immigration advice.

Title		UPE Application Guidance	
Version number		1.0	
Document author(s) name and role title		Kateryna Shmatkova - Homes for Ukraine Customer Experience Advisor	
Document owner name and role title		Homes for Ukraine – Lancashire County Council	
Document approver name and role title		Thomas Procter – Homes for Ukraine Project and Policy Lead	
Date of creation	24/02/2025	Review cycle	
Last review		Next review date	

# **CONTENTS**

Section 1 - Start	4
Section 2 - Application	11
Valid passport	17
Expired passport	18
National identity card	19
Expired national identity card	20
Travel document – a certificate issued by a governing body	21
Section 3 - Documents	33
Section 4 - Declaration	34
Section 5 – Further Actions	
Section 6 - Booking your appointment with UKVCAS	

This guidance is to be used if you wish to apply for UPE and the following statements are both true

• You do not have a valid passport

>>>>

• You do not have a valid or expired biometric residence permit (BRP) and you have not previously given your fingerprints

If one or both of the above statements is false, please refer to the guidance on how you apply for UPE using your UKVI account <u>here</u>

# SECTION 1 - START

1. To start your application, please follow the link <u>https://www.gov.uk/guidance/applying-to-the-ukraine-permission-extension-scheme</u> and click "**Start now**".

### Apply

You should only make an application to the Ukraine Permission Extension scheme when your current permission has 28 days or less remaining until it expires

Before you apply, you should:

- check when your current permission expires by signing into your UKVI account and plan for when it is the right time to make an application
- ensure you are inside when you apply
- not travel outside the UK while your application is being considered
- ensure that you have
  - your passport
  - your expired BRP (if you have one)
  - documents you will need if applying for a child under the age of 18



You can find pre-application questions here

>>>>

If you have been redirected to apply for UPE using UPE application form, proceed with this guidance.

In case you have been advised to apply for UPE using your UKVI account, please refer to the guidance <u>here</u>

### Apply for the Ukraine Permission Extension Scheme

You can apply for the Ukraine Permission Extension Scheme if you:

- currently have or have ever had permission to be in the UK on a Ukraine
- Scheme • had leave granted outside of the Immigration Rules following an application for
- a Ukraine Scheme • are a child born in the UK to a parent who has or has previously had permission
- to be in the UK on a Ukraine Scheme



You should only apply if your current permission is due to end within 28 days. If you apply before this time, your application may be rejected as invalid.

Do not use this form if you have either:

- a valid passport
- a biometric residence  $\operatorname{permit}\left(\mathsf{BRP}\right)$  and you have previously given us your fingerprints

Instead, you will need to read the guidance on <u>how to apply for the Ukraine</u> <u>Permission Extension Scheme</u>.

### Before you apply

Before you start, you should <u>read the Ukraine Permission Extension Scheme</u> <u>guidance</u>.

This will help you:

- check you are eligible
- prepare the documents you will need

understand how to apply

You will be able to save your application and come back later if you need to.

### **Biometric information**

You will need to attend a visa application centre. This is for a biometric appointment to provide fingerprints and a facial photograph.

Apply now

### 2. Select "Yes" and click "Continue"



### **Your location**

Are you currently in the UK?



Save and continue

Please note, if you are not in the UK, you won't be able to continue with your application. You will see the next message.



You cannot use this form because you are not currently in the UK.

This form is only for people who are applying within the UK.

·>>>>

You must apply for a visa using the forms which can be found <u>here</u>.

 If you DO NOT HAVE any other applications for leave to remain awaiting a decision, click "No" and "Save and continue" 1. Start 2. Application 3. Documents 4. Declaration 5. Further actions

▲ <u>Back</u>

# **Other Home Office applications**

Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision?

If you have submitted any other applications to the Home Office which have not yet been decided then submitting this application varies those previous applications. This means that only this application, which you are now completing, will now be considered.



If you **DO have** them, select "**Yes**", enter the reference number for that application and click "**Save and continue**"

Please note that only the application you are now completing will be considered.



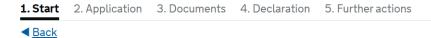
Provide the reference number for this other application

Add another application reference number?

Save and continue

4. Tick the box and click "Save and continue"

>>>>



# **Category of application**

This application is for the Ukraine Permission Extension Scheme.

Before you start, you must read the <u>Ukraine Permission Extension Scheme guidance</u> to find out if you are eligible.

Confirm that you want to apply for the Ukraine Permission Extension Scheme:

I want to apply for the Ukraine Permission Extension Scheme

### Save and continue

5. Enter your valid email address and create a password, then click "Save and Continue".

### **Register an email**

Enter an email address and password so you can save your answers. You will then be emailed a unique link to let you log back in to your application at a later point, if needed.

Throughout your application, you can select the option to 'Return to this application later' in order to re-send the link to your latest saved application.

Emails sent to this address may contain personal sensitive information. We will send a verification email to this email address. This email address must be verified by clicking the link in the verification email before the application can be submitted

Email address

### Create a password

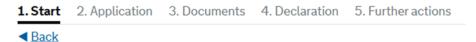
Your password must be 8 characters or longer and include a letter and a number or symbol.

>>>>

Repeat your password

Save and continue

6. You will be sent a link to verify your email address.



# A verification email has been sent

We have sent a verification email to:

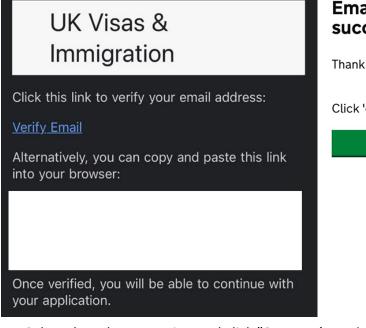
This email address must be verified by clicking the link in the email before the application can be submitted.

<u>Change email address</u>

Resend verification email

### Save and continue

Check your mailbox and select "**Verify Email**". You will need to enter the password you have created for the application and then click "**Continue**"



>>>>

Email address has been successfully verified

Thank you for verifying the email address

Click 'continue' to complete your application.

Continue

Select the relevant option and click "Save and continue".
 If you are submitting the application for yourself, you should select "The applicant" option.

1. Start 2. Application 3. Documents 4. Declaration 5. Further actions	
< Back	
Registration email address	
Who does this email belong to?	
The applicant	
An immigration adviser based in the UK	
Someone else	
<ul> <li>8. Select the relevant option and click "Save and continue" If you have an immigration adviser, you will be asked to enter their full name after you select "Yes" in this question.</li> <li>1. Start 2 Application 3 Documents 4 Declaration 5 Eurtheractions</li> </ul>	r
If you have an immigration adviser, you will be asked to enter their full name after you	r
If you have an immigration adviser, you will be asked to enter their full name after you select " <b>Yes</b> " in this question. <b>1.Start</b> 2. Application       3. Documents       4. Declaration       5. Further actions	L
If you have an immigration adviser, you will be asked to enter their full name after you select " <b>Yes</b> " in this question.          1.Start       2. Application       3. Documents       4. Declaration       5. Further actions <a href="#">Back</a>	L
If you have an immigration adviser, you will be asked to enter their full name after you select "Yes" in this question.          1.Start       2. Application       3. Documents       4. Declaration       5. Further actions <ul> <li>Back</li> </ul> <li>Immigration adviser</li>	u
If you have an immigration adviser, you will be asked to enter their full name after you select "Yes" in this question.          1.Start       2. Application       3. Documents       4. Declaration       5. Further actions         < Back         Immigration adviser       Do you have an immigration adviser based in the UK?         Immigration advisers can advise you on matters relating to immigration and	r

Carefully check you answers and if the information is correct click "Continue".
 If you need to correct your answer, click "Change" for the question you want to update.

·>>>>

1. Start 2. Application 3. Documents 4. Declaration 5. Further actions

# **Check your answers**

Check the information below before you continue to the next section.

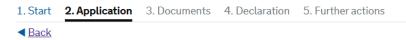
->>>>

Personal information			
Are you currently in the UK?	Yes	Change	
Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision?	No	Change	
Category of application			
Confirm that you want to apply for the Ukraine Permission Extension Scheme:	I want to apply for the Ukraine Permission Extension Scheme	Change	
Personal information			
Email address		Change	
Who does this email belong to?	The applicant	Change	
Immigration adviser			
Do you have an immigration adviser based in the UK?	No	Change	

Continue

# **SECTION 2 - APPLICATION**

# 10. Enter your title and full name as shown in your valid passport/travel document. Click "Save and Continue"



### Your name

Enter your name, as shown in your current passport or travel document. Use the English spelling of your name where provided.

Your given name is usually your first name. If you have middle names, include these with your given name. If your name has a suffix (e.g. Jr), include this with your given name. If you have a patronymic name include it with your given names. You must tell us all your given names.

I do not have a current passport or travel document

Title		
	~	
Given name(s)		

Your given name is usually your first name.

Family name

Your family name is the surname shared by your family.

I do not have both a given name and a family name

Save and continue

11. If you have not been known by any other names, select "No" an "Save and continue"



Dack

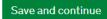
# Any other names

In addition to the names already provided, are you now or have you ever been known by another name?

You must provide all your names. For example, if you changed your name after marriage or have a different name that you use for professional purposes.

>>>>





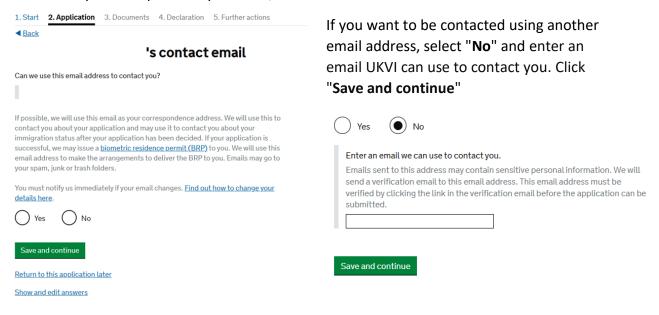
If you have been known by another names (e.g. marriage etc), select "**Yes**" and enter the details of your other name. Click "**Save and continue**"

Details	s of you	ır other	name
---------	----------	----------	------

Title
~ ·
Other given name(s)
Your given name is usually your first name.
Other family name
Your family name is the surname shared by your family.
Why have you been known by another name?
Marriage or civil partnership
Divorce
Other
If you legally changed your name, when did you do this (if applicable)?
Enter date in the format DD MM YYYY
Day Month Year
Have you ever entered the UK using this name?
Yes No
Save and continue Remove this name

>>>>

12. UKVI need to be able to contact you via email. If you are happy for them to use the email address you have previously entered, select "**Yes**" and "**Save and continue**"



### 13. Enter the phone number so UKVI can contact you if needed. Tick the boxes about where you use the phone number (you can tick both boxes). Click "Save and continue"

's telephone number	If you cannot be contacted by phone, tick the
Provide your telephone number	relevant box and click "Save and continue"
Only include numbers, and for international numbers include the country code. We may contact you by telephone if we have any further questions about your application, or about your immigration status after your application has been decided. This may be a home, work or mobile number.	I cannot be contacted by telephone
You must notify us immediately if the contact telephone number you provide as part of this application changes. <u>Find out how to change your details here</u> .	Save and continue
I cannot be contacted by telephone	
Where do you use this telephone number?	
You can select more than one option	
For use whilst in the UK	
For use whilst out of the UK	
Save and continue	

### 14. Enter your postal address and tick the relevant box.

Please note that postal and living addresses might be different depending on your situation.

### 's postal address

### Provide your postal address

We may use this address to send sensitive personal information and important documents such as your biometric residence permit. If we can't contact you by email, we will use this postal address. We may use this address for correspondence about your application and may use you to contact you about your immigration status after your application has been decided.

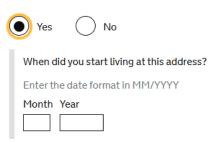
You must notify us immediately if your postal address changes. Find out how to update your details here

If you live in a flat and your flat number is not showing when using the postcode lookup, enter your address manually.



If this is the address you live in, select "Yes", enter the relevant details and click "Save and continue"

Is this where you live?



Is this where you live?

No No

If this is NOT the address you live in, select "No", enter the relevant details and click "Save and continue"

(	Yes 💿 No
L	Provide your living address
	Enter a UK postcode
	Find UK address
	Enter address manually
	When did you start living at this address?
	Enter the date format in MM/YYYY
	Month Year

### Save and continue

15. Enter the relevant information and click "Continue"

### **Previous address history**

Is this a UK address?



When did you start living at this address?

Enter date in the format MM YYYY Month Year

		- TOG	- Cui	
г			_	
L				
L				

When did you stop living at this address?



Save and continue

16. Select the relevant option and click "Save and Continue"

If your answer is "Yes", you will be asked to provide the details (see the above image)

# Other addresses in the past 2 years

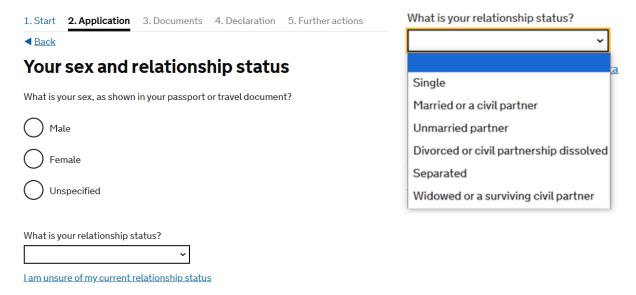
>>>>

Have you lived at any other addresses in the UK or abroad in the past 2 years?



Save and continue

17. Enter your sex and select your relationship status from the drop-down box. Click "Save and continue"



18. Enter your nationality, country and date of birth and click "Save and continue"

### Your nationality, country and date of birth

Save and continue

Country of nationality
If you have previous or additional nationalities, you will be able to add these later i the application.
Country of birth
Place of birth
As shown in your passport. If you do not have a passport, use the place of birth on your birth certificate.
Date of birth
For example, 27 3 2007
Day Month Year
Save and continue

>>>>

19. If your passport is Valid and In Date, select "Yes" and enter your details, then click "Save and continue".

Your passport (L	Jkraine)
------------------	----------

Do you have a valid passport?

1

Save and continue

Use your passport to complete this section. If you cannot supply your current and valid passport as part of your application, select No.

Issui	ng authority
On yo issue	our passport this could also be referred to as 'country of issue' or 'place of '.
Issue	e date
For e	xample, 31 3 2020
Day	Month Year
Expir	y date
For e	xample, 31 3 2020
Day	Month Year
Conf	irm you can provide this passport
	I can provide this passport if required

If you do not have a valid and in date passport, select "No".

If you cannot supply your current and valid passport as part of your application, select **No** as well. Then click "Save and continue". Further ID options are given and explained below.

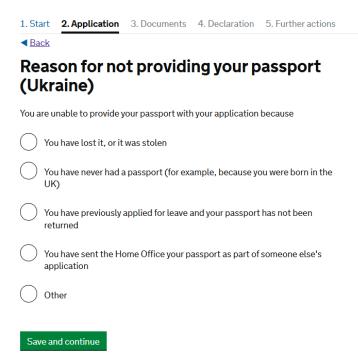
a BRP, select "No"

20. If you have a BRP (including one that expired less than 18 months ago), select "Yes", enter your BRP number and click "Save and Continue"

Biometric residence permit (BRP)	If you do not have a BRP, selec and click <b>"Save and Continue"</b>
Do you have a biometric residence permit (BRP)?	
This includes expired BRPs if the expiry date was less than 18 months ago.	
Yes	
Enter your BRP number: You can find the BRP number in the top right corner on the front of the permit. For example, ZUX123456 or ZU9123456	
○ No	
What is a BRP?	
Save and continue Cancel	

21. Select a relevant option and click "Save and continue". If your passport has expired, select "Other" and provide the details.

·>>>>



### Valid passport

If you can provide a copy of your valid passport, select "**Yes**" and enter the relevant information. Click **"Save and continue".** 



### Copy of your passport details (Ukraine)

Are you able to provide details of your passport using a copy of the information?

>>>>

This could be from a photo, scan or photocopy of the photo page of your passport.

Ves No

Save and continue

Pass	port number
Issui	ng authority
On yo issue	our passport this could also be referred to as 'country of issue' or 'place of
lssue	e date
For e	xample, 31 3 2020
Day	Month Year
Expir	y date
	xample, 31 3 2020
For e	
For e	Month Year

>>>>

This could be from a photo, scan or photocopy of the photo page of your passport.

Save and continue

If you cannot provide a copy of your valid passport, select "No", click "Save and continue"

### **Expired passport**

If you know the details of your expired passport, select "**Yes**" and enter the relevant information. Click **"Save and continue"** 

1. Start 2. Application 3. Documents 4. Declaration 5. Further actions	💽 Yes 📄 No
Back     Expired passport (Ukraine)	Expired passport number
Do you have the details of your most recent expired passport? If you do not know all the details of your expired passport, select 'Yes' and provide any details you are able to. Yes No Save and continue	Issuing authority On your passport this could also be referred to as 'country of issue' or 'place of issue' Issue date For example, 31 3 2020 Day Month Year
	Expiry date For example, 31 3 2020 Day Month Year Comparison Are you able to supply this document if required? If you have this document in your possession, you must select 'Yes'. Comparison No
	Save and continue

If you **DO NOT KNOW** the details of your expired passport, select "**No**" and click **"Save and continue**"

Yes

No

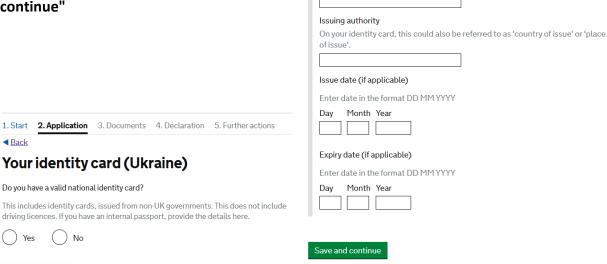
Provide the number as shown on your identity card

National identity card number

### National identity card

If you have a Valid and In-Date national identity card, select "Yes" and enter the relevant information. Click "Save and continue"

>>>>



If you do not have a valid national identity card, select "No" and click "Save and continue"

### Expired national identity card

If you have the most recent expired national identity card, select "**Yes**" and enter the relevant information. Click **"Save and continue"** 

### Expired identity card (Ukraine)

Do you have a most recent expired national identity card?

If you do not know all the details of your expired national identity card, select 'Yes' and provide any details you are able to. If you are from a country that does not issue national identity cards, select 'No'.

National identity card number Provide the number as shown on your identity card.
Provide the number as shown on your identity card.
Issuing authority
On your identity card, this could also be referred to as 'country of issue' or 'place of issue'.
Issue date (if applicable)
Enter date in the format DD MM YYYY
Day Month Year
Expiry date (if applicable)
Enter date in the format DD MM YYYY
Day Month Year
Are you able to supply this document if required?
If you have this document in your possession, you must select 'Yes'.
Yes No

->>>>

Save and continue

If you do not have the details of your most recent expired national identity care, select "**No**" and click "**Save and Continue**"

### Travel document – a certificate issued by a governing body

If you have a travel document, select "Yes", enter the details and click "Save and continue"

### Your travel document

Do you have a travel document? A travel document is a certificate issued by a governing body (in the UK or abroad) which acts as a temporary form of identification and allows you to travel internationally without a passport.

Yes No	
Travel document reference number	
Provide the number as shown on your travel document.	
Issuing authority	
On your travel document, this could also be referred to as 'country of issue' or 'place of issue'.	
Issue date	
Enter date in the format DD MM YYYY	
Day Month Year	
Expiry date	
Enter date in the format DD MM YYYY	
Day Month Year	
Confirm you can provide this travel document	
I can provide this travel document if required	

### Save and continue

If you do not have a travel document, select "No", click "Save and continue" and enter the reason for not providing identification documents.

In this section you can explain what ID documents you can provide for the caseworker to assess.

>>>>

# Reason for not providing identification documents

### Explain why you are unable to provide a valid form of identification.

Proof of identity is usually required to make a valid application. You cannot use a national identity card to prove your identity for this application.

Maximum of 500 characters



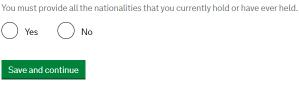
22. If you do not hold or have not never held any other nationality or citizenship, select "No", click "Save and continue". 

 1. Start
 2. Application
 3. Documents
 4. Declaration
 5. Further actions

 Back

 Your other nationalities

 Do you currently hold, or have you ever held, any other nationality or citizenship?



If you currently or have ever held any other nationality or citizenship, select "Yes", click "Save and continue" and enter the relevant details.

### Details of other nationality

Country of other nationality	
If you have additional nationalities, you will be able to add these later.	
Date held from	
Enter date in the format DD MM YYYY If you are unsure of the exact date, provide the month and year	
Day Month Year	
Date held to	
Enter date in the format DD MM YYYY If you are unsure of the exact date, provide the month and year	
Day Month Year	
Confirm if you still hold this nationality	
I still hold this nationality	

23. If you have a current visa or permission to be in the UK, select "Yes", and enter the relevant details (e.g. Homes for Ukraine Sponsorship Scheme/Ukraine Family Scheme/Ukraine Extension Scheme). Click "Save and continue"

1. Start 2. Application 3. Documents 4. Declaration 5. Further actions

< Back

### Your current visa or permission

Do you have a current visa or permission to be in the UK?



What visa or permission do you have? For example, a Student visa

Save and continue

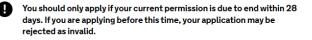
If you do not have a current visa or permission, select "**No**", and enter the relevant information. Click "**Save and continue**". This includes if your most recent visa has expired prior to completing this application.

Do you have a current visa or permission to be in the UK?		
Ves 🔘 No		
Explain how you came to be in the UK and any previous visa or permission you had:		
If you had a previous visa or permission, include the type of permission and its end date.		

Save and continue Cancel

24. Enter your most recent visa or permission end date and click "**Save and continue**". If you do not know this, you can see this by logging into to your UKVI account and viewing your eVisa.

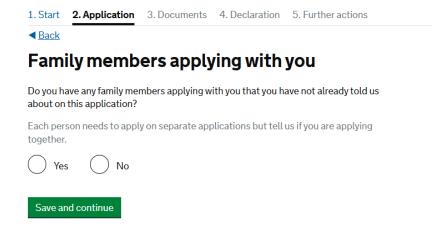




>>>>

Save and continue

# UPE APPLICATION FORM GUIDANCE If you do not know the end date, tick the box and select the relevant option. Click "Save and continue" I do not know the end date of my most recent visa or permission Has your most recent visa or permission to be in the UK ended? Ves No I do not know I do not have any family members applying with you, select "No", click "Save and continue"



>>>>

If you do have any family members applying with you, select "Yes", enter the details and click "Save and continue"

### About your family member

You should use your family member's passport, if they have one, to complete this section.

What is this person's relationship to you?
Given names
Family name
Date of birth
Enter date in the format DD MM YYYY
Day Month Year
Country of nationality
Passport number
Save and continue

26. If you have not been to any countries other than where you currently live in in the last 10 years, select "**No**". Click "**Save and continue**"

Please note that you should not include visits to the UK, USA, Canada, Australia, New Zealand, Switzerland, or the European Economic Area (see the full list below)

# World travel history

Have you been to any countries other than where you currently live in the last 10 years?

Do not include visits to the UK, USA, Canada, Australia, New Zealand, Switzerland or the European Economic Area.

Which countries are part of the European Economic Area (EEA)?

- Austria
- Belgium
- Bulgaria
- Croatia
- Republic of Cyprus

No

>>>>

- Czech Republic
- Denmark
- Estonia
- Finland
- France
- Germany

Save and continue

- GreeceHungary
- Iceland
- Ireland
- Italy
- Latvia
- Liechtenstein
- Lithuania
- Luxembourg
- Malta
- Netherlands

- Norway
- Poland
- Portugal
- Romania
- Slovakia
- Slovenia
- SpainSweden

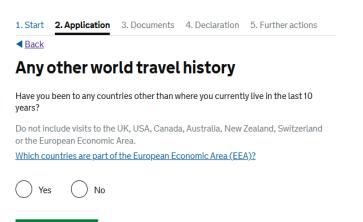
If you have been to any countries not listed above in the last 10 years, select "Yes". Click "Save and continue"

27. Enter the details of your travel, click "Save and continue"

### Details of your world travel history

Whi	ch country did you visit?
or t	not include visits to the UK, USA, Canada, Australia, New Zealand, Switzerland ne European Economic Area. You will be able to add additional details of your s after you click 'Save and continue'.
Whi	ch countries are part of the European Economic Area (EEA)?
Wh	at was the reason for your visit?
С	) Tourism (Including visiting family and friends)
С	) Work
С	) Study
С	) Transit (travelling through the country)
С	) Other - provide details
Wh	en did you enter this country?
Ent	er date in the format DD MM YYYY
Day	Month Year
Wh	en did you leave this country?
Ent	er date in the format DD MM YYYY
Day	Month Year

28. Continue to select "Yes" and click "Save and continue" until you've added all relevant travel details as above. Once all travel history has been recorded select "No" and click "Save and continue".



Save and continue

29. Select the relevant option and click "Save and continue"

>>>>

1. Start 2. Application 3. Documents 4. Declaration 5. Further actions

< Back

# **Immigration history**

For either the UK or any other country, have you ever been:

- · Refused a visa
- Refused entry at the border
- Refused permission to stay or remain
- Refused asylum
- Deported
- Removed
- Required to leave
- Excluded or banned from entry



If you select "Yes", you will be asked to provide the details of that in the next question.

30. Select the relevant option and click "Save and continue"



# Breach of UK immigration law

Have you ever:

- entered the UK illegally
- remained in the UK beyond the validity of your visa or permission to stay
- breached the conditions of your leave, for example, worked without permission or received public funds when you did not have permission
- given false information when applying for a visa, leave to enter, or leave to remain
- breached UK immigration law in any other way



If you select "Yes", you will be asked to provide the details of that in the next question.

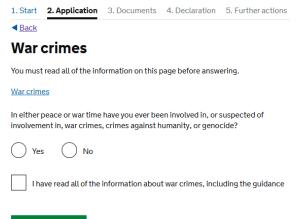
31. Select the relevant option and click "Save and continue"

>>>>

1. Start 2. Application 3. Documents 4. Declaration 5. Further actions	
■ Back	
Convictions and other penalties	
At any time have you ever had any of the following, in the UK or in another country?	
Only select one answer at a time. If you need to give more than one answer, you can do so on another page.	
A criminal conviction	
A penalty for a driving offence, for example disqualification for speeding or no motor insurance	
An arrest or charge for which you are currently on, or awaiting trial	
A caution, warning, reprimand or other out-of-court penalty	
A civil court judgment against you, for example for non payment of debt, bankruptcy proceedings or anti-social behaviour	
A civil penalty issued under UK immigration law	
No, I have never had any of these	
You must tell us about spent as well as unspent convictions. You must tell us about any absolute or conditional discharges you have received for an offence.	
Save and continue Cancel	

If you advise that you have had any of these, you will be asked to provide the details of that in the next question.

32. Read the information about war crimes by clicking on "**War crimes**" anchor text, select the relevant option, tick the box and click "**Save and continue**"



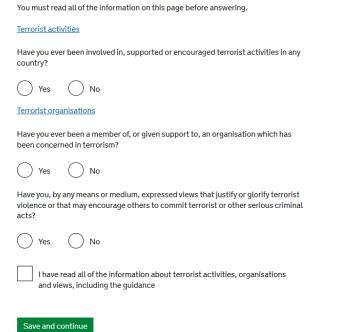
>>>>

Save and continue

If you select "Yes", you will be asked to provide the details of that in the next question.

33. Read the information about terrorist activities and organisations by clicking on "Terrorist activities" and "Terrorist organisations" anchor texts, select the relevant option, tick the box and click "Save and continue"

Terrorist activities, organisations and views



If you select "**Yes**" to any of the above, you will be asked to provide the details of that in the next question.

34. Read the information about extremist organisations and views by clicking on "Extremist organisations" and "Extremist views" anchor texts, select the relevant option, tick the box and click "Save and continue"

### **Extremist organisations and views**

You must read all of the information on this page before answering.

Extremist organisations

Have you ever been a member of, or given support to, an organisation which is or has been concerned with extremism?



Extremist views

Have you, by any means or medium, expressed any extremist views?

Yes No

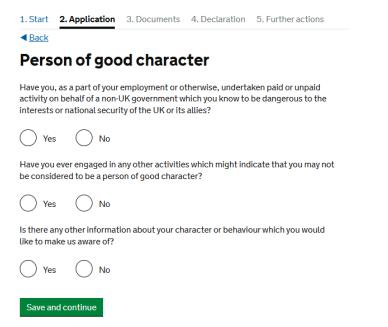
I have read all of the information about extremist organisations and views, including the guidance

>>>>



If you select "Yes" to any of the above, you will be asked to provide the details of that in the next question.

35. Select the relevant option and click "Save and continue"



If you select "Yes" to any of the above, you will be asked to provide the details of that in the next question.

### 36. Tick any box that applies and click "Save and continue"

### Your employment history

Have you ever worked for any of the following types of organisation?	
Include information for any paid or unpaid work. Select all that apply.	
Armed Forces (career)	
Armed Forces (compulsory national or military service)	
Government (including Public or Civil Administration and non-military compulsory national service)	
Intelligence services	
Security organisations (including police and private security services)	
Media organisations	If you have worked in any of these fields, you
Judiciary (including work as a judge or magistrate)	will be asked to provide your job title or your role, the organisation you worked for and the
✓ I have not worked in any of the jobs listed above	dates of employment.
Save and continue	

>>>>

37. Carefully read the information you need to provide and enter the details in the relevant sections. Click **"Save and continue"** 

Please note that "Your accommodation" is a mandatory section, you won't be able to continue your application if you leave it blank.

### **Additional information**

### Your accommodation

Provide more information on your UK accommodation. This must include:

- what type of accommodation your UK address is for example, a house, hotel, or mobile home
- how many bedrooms there are in the accommodation
- how many people live at this accommodation, including you

	li
Maximum of 1,000 characters	

### Living outside the UK

If you have lived somewhere other than the UK or Ukraine since the start of your Ukraine Scheme permission, you must tell us:

- what countries you lived in
- how long you lived in each country
- what ties you have to the UK-for example, if you have family, property, a job, or study in the UK



### For under 18 year olds

If you are under 18 years old and in education, you must tell us:

- the name of your school or college
- the date you started studying at your school or college



>>>>

Maximum of 1,000 characters

Save and continue

38. Carefully check your answers and if the information is correct click "Continue".

If you need to correct your answer, click "Change" for the question you want to update.

1. Start 2. Application 3. Documents 4. Declaration 5. Further actions							
■ Back							
Check your answers Check the information below before you continue to the next section.							
Title	Change						
Given name(s)							
Family name							
Add another name	Add						
Can we use this email address to contact Yes you?	<u>Change</u>						
Provide your telephone number	Change						
Provide your postal address	<u>Change</u>						
(address verified)							
Is this where you live?							
When did you start living at this address?							
Addresses							
Is this a UK address?	<u>Change</u>						
Address							

Continue

\_

# **SECTION 3 - DOCUMENTS**

39. If you can provide your passport, tick **"The passport issued by Ukraine"** box. If you cannot, provide the reason in the text box.

Read the information carefully and click "Save and continue"

### Documents

### Mandatory documents

The passport issued by Ukraine for

If there is any evidence you cannot provide please explain why below and whether there is information you want us to consider.

Maximum of 500 characters

After you submit your application, you must provide your documents to our commercial partner.

You can upload supporting documents for your application online before attending your UKVCAS appointment. This is a straightforward process using your mobile phone or scanner connected to a computer and will ensure your appointment will be completed quickly.

Uploading documents is undertaken through our commercial partner's website and can be done by you or a representative on your behalf.

If you are unable to upload your documents prior to your appointment they can be uploaded at your appointment. There is no fee for this.

If you choose to use the assisted scanning service, all documents (originals or copies) need to be A4 size or you may be charged to make them suitable for scanning.

>>>>

If we require passports, you must take the originals to your appointment. If you have your self-uploaded copies on our commercial partner's website you must still take your original passports, but will not be charged for scanning.

Save and continue

# **SECTION 4 - DECLARATION**

40. Read the information, tick the box and click "Save and continue"

# Conditions

If your application is successful you will be able to work, study and claim benefits. If your permission to stay ends and you do not make another application you may not be able to work, study or claim benefits, you may be charged for medical treatment and you may be removed from UK.



I confirm that I understand and accept these conditions

Save and continue

### 41. Select the relevant option and click "I accept the above"

1. Start         2. Application         3. Documents         4. Declaration         5. Further actions
▲ Back
Declaration
By sending this application, you confirm that to the best of your knowledge and belief the following is correct:
<ul><li> the information relating to the application</li><li> the supporting evidence</li></ul>
I understand that the data I have given can be used as set out in the $\underline{\mbox{privacy policy}}$
I consent to organisations, including financial institutions, providing information to the Home Office when requested in relation to this application.
I have discussed with any other applicants that I am acting on behalf of, and confirmed that the contents of the application are correct and complete.
I agree to the <u>terms and conditions</u> .
I understand that if false information is given, the application can be refused and I may be prosecuted, and, if I am the applicant, I may be banned from the UK.
I confirm that:
I am the applicant aged 18 or over
I am the applicant aged under 18
I am the parent or legal guardian of the applicant who is aged under 18 and completing and submitting the form on their behalf
I am submitting the form on behalf of the applicant
l accept the above

·>>>>

42. Carefully check your answers and if the information is correct click "**Continue**". If you need to correct your answer, click "**Change**" for the question you want to update

### Please note, you won't be able to change your answers after you click continue.

### **Check your answers**

Check the information below before you continue to the next section.

### Consent

If your application is successful you will be able to work, study and claim benefits. If your permission to stay ends and you do not make another application you may not be able to work, study or claim benefits, you may be charged for medical treatment and you may be removed from UK.		
Declaration		Change
l confirm that:	I am the applicant aged 18 or over	Change

I

You will no longer be able to edit your answers after you click 'Continue'

->>>>

Continue

# **SECTION 5 – FURTHER ACTIONS**

### 43. Click "Save and continue to final tasks"

1. Start	2. Application	3. Documents	4. Declaration	5. Further actions
Vo		t conti	nueto	provide
			ument	
			is been submitted	
		Reference	number	
Date of s	ubmission			
Name				
Applicati	on	Apply for the	Ukraine Scheme	
Your con	firmation has bee	en sent to		
Print co	onfirmation			
<b>9</b> Y	ou have a few mo	ore steps before	your application v	will be complete.
Save a	nd continue to fir	naltasks		

44. You will need to provide your documents and biometrics by booking an appointment with UKVCAS.

Carefully read the information and click "Book appointment"

>>>>

1. Start 2. Application 3. Documents 4. Declaration 5. Further actions

### Further actions you must complete

There are some more actions below that you must complete. **Your application may not be successful** if you do not complete the mandatory actions.

### Mandatory actions

### Attend an appointment to provide your documents and biometrics by

You must book and attend an appointment with UK Visa and Citizenship Application Services (UKVCAS) to provide your evidence and biometrics (fingerprints and facial photograph). We will send you a reminder after this date if you have not attended an appointment. **Book appointment** 

You can upload supporting documents for your application online before attending your UKVCAS appointment. This is a straightforward process by using your mobile phone or scanner cannected to a computer and will ensure your appointment will be completed quickly.

Uploading documents is undertaken through our commercial partner's website and can be done by you or a representative on your behalf.

If you are unable to upload your documents prior to your appointment they can be uploaded at your appointment. There is no fee for this.

If you are under the age of 16, you must be accompanied by the responsible adult named on your application. You must both bring an acceptable form of ID. <u>Find out</u> <u>more information here.</u>

To book your appointment, you may need to provide the following information:

Name: Unique application number:

### **Optional actions**

### Download your supporting documents checklist

You can <u>download a copy of your supporting documents checklist</u>. This document will only be available to download until

### Download a copy of your application form

You can <u>download a copy of your application form</u> for your records. You do not need to take this to your appointment. This document will only be available to download until

### What happens next?

UK Visas and Immigration will prioritise your application and it will be assessed as soon as possible.

To keep your information safe and protect your privacy, you will not be able to view this page after

>>>>

Take a short survey the help us improve the service

Sign out

### 45. Click "Continue"

You will be redirected to UKVI partner's website (TLS contact) to book your appointment

```
1. Start 2. Application 3. Documents 4. Declaration 5. Further actions
```

**▲** Back

### **Book your appointment**

You are about to be transferred to our commercial partner's website to book your appointment. You can return to your application until by logging in via the link sent in your submission confirmation email.

Your application may not be successful unless you complete all mandatory actions on the previous page. You must return to the previous page to complete any mandatory actions before continuing.

>>>>

Continue

### **SECTION 6 - BOOKING YOUR APPOINTMENT WITH UKVCAS**

If you have been advised to confirm your identity at the visa application centre, follow the guidance "Booking an Appointment with TLS" or click <u>here</u>.