



POINTS BASED SYSTEM APPENDIX 5 (MARCH 2011)  
TIER 2 (SKILLED WORKER)  
SELF-ASSESSMENT

This form is for use outside the UK only  
This form is provided free of charge.

For official use only

► **READ THIS FIRST**

This form must be completed in blue or black ink.

Only complete after you have obtained your points score from the electronic Self-Assessment Points Calculator ([www.ukba.homeoffice.gov.uk/pointscalculator](http://www.ukba.homeoffice.gov.uk/pointscalculator)). Please follow the guidance notes carefully and complete all questions as indicated.

Please ensure you submit all relevant original documents as indicated in the sections. It is better to explain why you do not have a document than to submit a false document. Your application will be automatically refused and you may be banned from coming to the UK for 10 years if you use a false document, lie or withhold relevant information. You may also be banned if you have breached immigration laws in the UK.

Please ensure you also complete the main Personal Details form.

**Part 1** About You

1.1 Given name(s)

1.2 Family name

**Part 2** Sponsor contact details (Supply the full details of all your sponsors if you have more than one)

2.1 Give the full name of your sponsor

2.2 Give the full address of your sponsor including >>>>>>>>> postal code

2.3 Give the full address of your place of employment in the UK, including postal code (if different to the address given in 2.2)

2.4 Do you hold shares in the United Kingdom company or connected business? Put a cross (x) in the relevant box

Yes - Provide details in the box below and say what percentage of the company and/or its shares you own.

No - Go to Part 3

## Part 3

### Job details

3.1 Your job title (the job you wish to take up in the United Kingdom)

3.2 How much will you earn per year (before tax, or any other deductions and include guaranteed allowances where appropriate)? >>>>

3.3 If your contract is for less than one year please state the length of time you will be in the UK and how much you will earn.

## Part 4

### Application type

4.1 Confirm under which category you are applying. Put a cross (x) in the relevant box

- |   |   |
|---|---|
| <input type="checkbox"/> Tier 2 (General)<br><b>Complete Parts 5, 8, 9 and Q. 10.1</b>    | <input type="checkbox"/> Tier 2 (Intra-Company Transfer)<br><b>Complete Parts 5, 8, 9 and Q. 10.2</b> |
| <input type="checkbox"/> Tier 2 (Sportsperson)<br><b>Complete Parts 6,8,9 and Q. 10.3</b> | <input type="checkbox"/> Tier 2 (Minister of Religion)<br><b>Complete Parts 7,8,9 and Q. 10.4</b>     |

### Attributes

You need to score a minimum of 50 points in either Part 5, 6 or 7. You should refer to the Immigration Rules and the Tier 2 Policy Guidance

## Part 5

### Tier 2 (General) and Tier 2 (Intra-Company Transfer)

5.1 Certificate of Sponsorship

Select to confirm you are claiming points for having a valid Certificate of Sponsorship. Put a cross (x) in the box

5.2 What is your Certificate of Sponsorship reference number? >>>>>>

5.3 Confirm which of the following options applies. Put a cross (x) in the relevant box

- |  |  |
|--|--|
| <input type="checkbox"/> I have a job that is on the Agency's list of shortage occupations at the time the Certificate of Sponsorship was issued <b>(30 points) – Go to Part 5.7</b> | <input type="checkbox"/> My sponsor has completed a resident labour market test. <b>(30 points) – Go to Question 5.7</b> |
| <input type="checkbox"/> I am an Intra-Company Transferee <b>(30 points) Go to Question 5.4</b>  | <input type="checkbox"/> I have a job offer with a salary of £150,000 or more <b>(30 points) – Go to Question 5.7</b>    |

5.4 Select which category of Intra-Company Transfer you are applying under. Put a cross (x) in the relevant box

- |   |  |
|---|--|
| <input type="checkbox"/> Short Term Staff – <b>Go to Question 5.5</b> | <input type="checkbox"/> Skills Transfer – <b>Go to Question 5.7</b> |
| <input type="checkbox"/> Graduate Trainee – <b>Go to Question 5.5</b> | <input type="checkbox"/> Long Term Staff – <b>Go to Question 5.5</b> |

5.5 Select what supporting evidence you have sent as proof of working for the full specified period (12 months if this is an Intra-Company Transfer: Short or Long term Staff application, 3 months if this is an Intra-Company Transfer: Graduate Trainee application). All documents must be original. Put a cross (x) in the relevant box

- Payslips covering the full specified period from your sponsor **or**
- Personal bank statements showing payments made to you covering the full specified period from your sponsor **or**
- Building society/Savings account pass book showing payments made to you covering the full specified period from your sponsor

**5.6 Maternity, paternity, adoption or sick leave.**

If you are making an Intra-Company Transfer: Long term or Short Term Staff application and you have been absent from work on maternity, paternity, adoption or sick leave, that lasted for 1 month or longer, during the last 12 months (We will accept evidence that you have been working for any 12 months within the last 24 month period). Please give the start and end date of the period of maternity/ paternity, adoption or sick leave that you wish to be taken into consideration (if you are still absent from the work place due to this, the end date should be left blank)

Start date  End date

Select to confirm which of the documents you are sending as evidence of this period of maternity, paternity or adoption leave from the work place: *Put a cross (x) in the relevant box*

- Child's birth certificate or Certificate of Adoption
- Letter from your sponsor confirming start and end dates of leave
- Payslips or other payment/remittance advices covering the period of leave
- Other alternative evidence of maternity, paternity, adoption or sick leave

**5.7 Appropriate Salary.** Select to confirm you are claiming points for having appropriate salary, as confirmed on your Certificate of Sponsorship. Your Certificate of Sponsorship must confirm that the job is at graduate level and that you will be paid at or above the appropriate rate for the job.

- Intra-Company Transfer: Long Term Staff £40,000 and above **(20 points)**
- Intra-Company Transfer: Short Term Staff, Graduate Trainee or Skills Transfer £24,000 and above **(20 points)**
- General £20,000 and above **(20 points)**

How much will you earn a year (before tax or any other deductions and including allowances where appropriate)? £

Go to Part 8

**Part 6 Tier 2 (Sportsperson)**

**6.1 Select to confirm you are claiming 50 points for having a valid Certificate of Sponsorship** *Put a cross (x) in the box*

50 points

**6.2 What is your Certificate of Sponsorship reference number? Enter number and then Go to Part 8**

**Part 7 Tier 2 (Minister of Religion)**

**7.1 Select to confirm that you are claiming 50 points for having a valid Certificate of Sponsorship** *Put a cross (x) in the box*

50 points

**7.2 What is your Certificate of Sponsorship reference number?**

**7.3 Put a cross (X) in the box to confirm you have provided an official letter from a senior representative of your sponsoring organisation.** The letter may be posted, faxed or scanned and emailed. >>>>>>>



**8.6 Put a cross (X) in the relevant box to confirm how you verified your degree was taught in English.**

The points-based calculator shows the degree was taught in English; **Go to Question 8.9**

The points-based calculator does not show the qualification is equivalent to a United Kingdom degree but a UK NARIC letter and/or certificate is enclosed; **Go to Question 8.7**

The points-based calculator shows the qualification is equivalent to a United Kingdom degree but does not show the qualification was taught in English; **Go to Question 8.7**

**8.7 Put a cross (X) in the box to confirm you have included a letter from your university confirming that the degree was taught in English.**

**8.8 Put a cross (x) in relevant boxes to indicate what evidence has been supplied:**

Original degree certificate;

Original academic transcript.

**8.9 Put a cross (X) in the box to confirm that you claimed 10 points for your level of English Language.**

**Part 9 Maintenance (Funds)**

In order for the application to be approved you must have a minimum level of funds for which you score 10 points. If you do not score 10 points your application will be refused. You must have £800 available funds held for a consecutive 90 day period (finishing on the date of the closing balance) ending no more than 1 month before your application. You will also need £533 for each dependant accompanying you, or a maintenance certification from your sponsor.

**9.1 Put a cross (x) in the relevant box to indicate under which area of the maintenance requirement you are applying:**

Own funds – **Go to Question 9.2**

Maintenance certified by sponsor - **Go to Question 9.3**

**9.2 Own funds** Put a cross (x) in the relevant boxes to indicate what evidence of funds has been supplied. All documents must be original. These funds must have been in your personal bank account for a consecutive 90 day period prior to you making this application.

Building society pass book covering a consecutive 90 day period

Personal bank or building society statements covering a consecutive 90 day period

Letter from a bank or building society confirming funds and that they have been in your bank for a consecutive 90 day period

Letter from a regulated financial institution confirming funds and covering a consecutive 90 day period

**Go to Question 9.4**

**9.3 Maintenance certified by sponsor** Put a cross (x) in the box to confirm that your A rated sponsor has confirmed they are certifying your maintenance on the CoS.

An A-rated sponsor may confirm that, where necessary, he/she will maintain and accommodate you during your first month in the United Kingdom. This information will be contained in the CoS record.

**9.4 Put a cross (X) in the box to confirm you have claimed 10 points for your level of funds.**

**Part 10 Summary Sheet**

Please complete the summary sheet below, appropriate to the sub-tier under which you are applying, listing the points you have claimed and the documentation provided. You must provide the required evidence as specified in this application form and the Tier 2 Policy Guidance. All documents must be original unless otherwise stated. Failure to submit required evidence is likely to lead to refusal of the application.

**10.1 Tier 2 (General)**

Points Scoring Area	Points Claimed	Documents Provided (please list)
Certificate of Sponsorship Shortage Occupation (30 points) (Part 5)	<input type="text"/>	<input type="text"/>
Certificate of Sponsorship Resident Labour Market Test (30 points) (Part 5)	<input type="text"/>	<input type="text"/>
Certificate of Sponsorship – Job offer with salary of £150,000 or more (30 points) (Part 5)	<input type="text"/>	<input type="text"/>
Appropriate Salary (20 points) (Part 5)	<input type="text"/>	<input type="text"/>
English Language (10 points) (Part 8)	<input type="text"/>	<input type="text"/>
Maintenance (Funds) (10 points) (Part 9)	<input type="text"/>	<input type="text"/>
<b>Total</b>	<input type="text"/>	

**10.2 Tier 2 (Intra-Company Transfer)**

**Points Scoring Area**

**Points Claimed**

**Documents Provided (please list)**

Certificate of Sponsorship (30 points) (Part 5)



Appropriate salary – Long Term Staff  
£40,000 and above (20 points) (Part 5)



Appropriate Salary – Short Term Staff/  
Graduate Trainee/Skills transfer £24,000 and  
above (20 points) (Part 5)



**Total**

**10.3 Tier 2 (Sportsperson)**

**Points Scoring Area**

**Points Claimed**

**Documents Provided (please list)**

Certificate of Sponsorship (50 points) (Part 6)



English Language (10 points) (Part 8)



Maintenance (Funds) (10 points) (Part 9)



**Total**

**10.4 Tier 2 (Minister of Religion)**

**Points Scoring Area**

**Points Claimed**

**Documents Provided (please list)**

Certificate of Sponsorship (50 points) (Part 7)



English Language (10 points) (Part 8)



Maintenance (Funds) (10 points) (Part 9)



**Total**

**I confirm I have completed the Personal Details separate form and accept the contents of the declaration.**

Applicant's signature

Date

D	D	M	M	Y	Y	Y	Y
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**YOU MUST SUBMIT A PAPER COPY OF THIS APPENDIX WITH YOUR SUPPORTING DOCUMENTS. ENSURE YOU ALSO COMPLETE THE PERSONAL DETAILS FORM EITHER ON PAPER OR ON LINE. YOU SHOULD SIGN THE DECLARATION AND SUBMIT THIS WITH YOUR OTHER DOCUMENTS.**