**Fee Status Assessment**

If you are an applicant or current offer holder at Queen Mary University of London, please complete the relevant sections of this questionnaire in order to help us assess your fee status correctly. You must also provide the documentary evidence indicated (*please view checklist below as a guide*), such as, scanned colour copies of your supporting documents, but please note that we may require you to supply original documents or legally certified copies of your documents. Where the original is in a language other than English, please provide an official, certified translation.

Your form and additional documentation should be **returned to Admissions within 10 days**. If uploading your completed form and supporting documents to your MySIS Applicant Portal, please note **subject title – “Fee questionnaire”** so that we can locate and review your completed questionnaire and documents.

Decision on your fee status will be based on the information and evidence provided within your application and if we do not receive your completed questionnaire or satisfactory documentary evidence, we will classify you as ‘*overseas*’ for fees purposes.

For further details about the immigration and residence status requirements, and how we classify fee status as ‘home’ or ‘overseas’, please consult our guidance pages. <https://www.qmul.ac.uk/undergraduate/apply/policies/feestatus/>

If you have any questions about your fee status assessment, please contact us via your application portal. You must quote your Queen Mary Applicant ID, name and date of birth in all correspondence.

**Checklist of Documents**

Please complete all section of the questionnaire and indicate relevant documents provided with your fee status questionnaire for the sections completed below:

*Section 2*

[ ] Photo page of your passport or relevant family member.

[ ] Relevant immigration document (such as visa, BRP, Home office letter, Share code, ID card, parents’ passports)

*Section 4*

[ ] Proof of property ownership in the UK & Islands/EU/EEA/Overseas Territories (such as mortgage statement, deed transfer, contract)

[ ] One document at the address for each of the past three years (such as Utility bill, Council Tax, Employment contract, Bank statement, Tenancy Agreement/Employment contract)

*Section 5*

[ ] Evidence of temporary work contract OR other reason for temporary absence

[ ] Evidence of regular return to the UK & Islands/EU/EEA/Overseas Territories (such as flight records)

[ ] Evidence of permanent return to the UK & Islands/EU/EEA/Overseas Territories, if applicable (such as flight record and bills)

*Section 6*

[ ] Evidence of regular return to the UK & Islands/EU/EEA/Overseas Territories (such as flight records)

*Section 7*

[ ] Evidence of employment or self-employment in the UK (such as employment contract, P45)

 **Fee Status Assessment Questionnaire**

|  |
| --- |
| Please indicate below (if known) which category you feel accurately describes your circumstance. See UKCISA guidance for more information <http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status>  |
| **Category:** [ ]  3 years in UK and Islands, settled in UK [ ]  3 years in Republic of Ireland/UK/Islands, settled in UK[ ]  Family member of a UK national [ ]  3 years in UK and Islands, EUSS settled status connection[ ]  Residence in Gibraltar [ ]  Residence in British Overseas Territories[ ]  Settled and exercised a right of residence [ ]  UK nationals and family with residence in Europe or overseas territories[ ]  EU national, 3 years in UK & Islands [ ]  Irish citizens with residence in Europe or overseas territories[ ]  EU national and family / family of relevant person of Northern Ireland[ ]  Worker and family [ ]  Child of worker [ ]  Child of a Swiss national [ ]  Child of a Turkish worker[ ]  Long Residence [ ]  Refugee and Family/Special Status [ ]  I don’t know  |

**Section 1 – Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Family Name: |  | Forename(s): |  |
| Date of birth: |  | QMUL applicant ID: |  |
| Course start date: |  | UCAS personal ID (if appropriate): |  |
| Course title and study mode: PT/FT/DL |  |
| Nationality:(list all if you have citizenship of more than one country) |  | Nationality of parent/guardian 1: |  |
| Nationality of spouse (if appropriate): |  | Nationality of parent/guardian 2: |  |

**Section 2 – Immigration Status**

|  |  |
| --- | --- |
| **Please tick the most relevant box:** | **Please provide colour scanned copies:**  |
| [ ] British citizen/UK National/ Commonwealth national with Right of Abode/ Indefinite leave to Enter/Remain in the UK[ ] Irish National  | Photo page of your passport and any relevant visa OR your BRP (both sides)\*Please note that your home office letter will not be considered sufficient evidence of your status\* |
| [ ] Non-UK EU or EEA national or Swiss national**Please indicate if you hold:**[ ] Settled status\*[ ] Pre-settled status\*  | Photo page of passport OR ID card confirming nationality, Share code\*.\**Please note that your home office letter is not considered sufficient evidence of your status, we need your share code to confirm your immigration status*\* |
| [ ] Time limit on stay OR limited leave to remain  | Photo page of passport AND pages confirming right to stay OR BRP (both sides). *Please ensure this includes the date the last passport stamp visa issued and the date of expiry of most recent permission to stay:* |
| [ ] Refugee status OR child or civil partner/spouse of someone granted refugee status | Home Office letter OR refugee status travel document AND photo page of passport if available |
| [ ] Refused refugee status but granted one of:* Exceptional leave to enter/remain.
* Humanitarian protection
* Discretionary Leave

OR child or civil partner/spouse of someone granted one of the above  | Home Office letter AND photo page of passport, current and previous temporary immigration permissions, if available. |
| [ ] Child of a Worker, or Swiss or Turkish national working in the UK | Photo page of parent’s passport AND photo page of your passport PLUS evidence of parental relationship |
| If none of the above is relevant to you or you expect your status to change before the start of your course, please give details in a separate statement and supply relevant documentary evidence |

**Section 3 – Current and previous residence**

*Please give details of all the country or countries where you have lived since birth, including dates and reasons for residence.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Country** | **Date residence began** | **Date residence ended** | **Main reason for your residence:*** **Living with family**
* **Work**
* **Study**
 | **If reason for residence was study, state your permanent residence, e.g. parents’ address, during this period** |
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**Section 4 - Ordinary Residence**

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| **Do you or your parents own a residential property in the UK & Islands/EU/EEA/Overseas Territories?**  | **Yes** |  | **No** |  |
| If YES, please state address, length of ownership and provide proof of ownership. Please also give details of visits to the property in the past three years. |
| **Property details:** (Please provide the full address) |  | **Date of Purchase**:  |  |
| Visits to property in past three years.  | **Start Date** | **End Date** | **Address (if not above)** |
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| **Have you been ordinarily resident\* in the UK/EU/EEA for the last three years?** | **Yes** |[ ]  **No** |[ ]
| If NO, proceed to section 5. If YES, please provide one of the following documents for each year of residence - please note that documents should usually be in your name and confirm a UK/EU/EEA based address. If you are under the age of 18 we will also accept documents in the name of your legal parent / guardian. \*Please see the [UKCISA](https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status#layer-6085) website for a definition of ordinary residence.* Utility bill
* Council Tax
* Employment contract
* Bank statement
* Tenancy Agreement
 |

**Section 5 – Temporary absence**

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| --- | --- | --- |
| **Do you believe your absence from the UK and Islands (Channel Islands and Isle of Man) can be defined as ‘temporary absence’?** | **Yes** |[ ]  **No** |[ ]
| If NO, proceed to section 6 If YES, please provide the additional information requested below when returning this questionnaire but do be aware we may request further evidence depending on your individual circumstances. |
| **Evidence for Temporary Absence** |
| *Please provide colour scanned copies:*  |
| 1. **Evidence of your parent’s/spouse’s temporary work contract**. Contracts must explicitly include the start and end date of employment. Where a contract of employment has been extended, we require copies of the original contract and all subsequent unbroken extensions.
 |
| 1. **Other reason for temporary absence.** Please provide details of the reasons for the temporary absence and any supporting evidence. Please also ensure you have provided the evidence requested in points 3 & 4.
 |
| 1. **Evidence of return to the UK & Islands/EU/EEA/Overseas Territories:** If you have returned permanently to the UK& Islands (Channel Islands and Isle of Man)/EEA or Overseas Territories following a period of temporary absence, please provide evidence of your return (such as a flight confirmation).
 |
| 1. **Evidence of regular return to the UK & Islands/EU/EEA/Overseas Territories**Please provide a full list of dates and duration of your return trips to the UK. Please also provide relevant evidence of these returns, such as flight confirmations. **(see section 6 below)**
 |

**Section 6 - Evidence of regular return to the UK & Islands/EU/EEA/Overseas Territories.**

*If you have been temporarily absent from the UK &Islands or are ordinarily resident in more than one country, please provide details of any visits to the UK/EU/EEA during the period of absence or for at least the last three years. Please note that we request documentary evidence of these visits, e.g. in the form of flight confirmation travel documents. Please continue on a separate page where required.*

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| --- | --- | --- | --- |
| Start date  | End date | Reason for visit | Location (address details):*Family home, with relatives or hotel.* |
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**Section 7 – Worker and Family in the UK (Please tick the category that applies and declare employment details)**

|  |  |
| --- | --- |
| [ ]  Frontier worker/RPNI or EEA National &Family member working in the UK |  |
| [ ] Child of a worker - RPNI or EEA National working in the UK |  |
| [ ] Child of a Swiss national  |  |
| [ ] Child of a Turkish national  |  |
| **Country of permanent residence** | **Current employment status in the UK** | **Date of Employment** |
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**Section 8 – Additional Information**

*Please use this section to add any other information that you believe may be relevant to your fee status.*

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**Section 9 – Declaration**

I declare that, to the best of my knowledge, the information I have provided in this fee status assessment questionnaire is comprehensive and accurate. I have provided documentary evidence as required.

|  |  |
| --- | --- |
| Signed:  | Date: |

Thank you for completing this questionnaire. We will complete your assessment as soon as possible. If we require further information or documentation, we will contact you via your applicant portal.

**Returning your questionnaire**

Please ensure:

[ ]  you do not upload more than one copy of your document

[ ]  your documents have clear subject titles/names

[ ]  you collate or group all your document together in a date order (council tax statements/utility bills in the last three years – (September 2018 – August 2021)

[ ]  your documents are provided in English. Certified English translations of documents not in English may be requested but may result in delayed decision on your fee status assessment questionnaire