PROFESSIONAL EDITION

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IAA LEVEL 1

Immigration Adviser Training Manual

Law, professional practice and applied learning

24 CHAPTERS / WORKED CASES / PRACTICE QUESTIONS

Evidence tables, casework tools and linked official sources

PREPARED AND AUTHORED BY

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READER NAVIGATION

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ABOUT THIS MANUAL

About this edition

Professional Edition | Revised 18 November 2026

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This is a substantially revised and consolidated edition of the May 2026 manual. It combines legal foundations, route assessment, professional practice and original learning exercises. Repeated material has been brought together; learning objectives, worked calculations, evidence tables, decision checklists and answers have been added. Chapter numbering and pagination have been rebuilt.

Purpose and use

Use this book to learn how to identify an immigration problem, find the relevant law, assess the evidence, explain options and recognise the limits of Level 1 authorisation. The book is a teaching resource, not the Immigration Rules or an IAA examination resource. The practice exercises are original training questions and are not official IAA examination questions.

The name **IAA Training** identifies the training provider. This publication is independently produced. It is not issued or endorsed by the Immigration Advice Authority. A training or CPD certificate does not confer IAA registration, permission to advise or a guaranteed assessment result.

Legal currency and responsibility

Sources were reviewed during **13-18 November 2026**, with the final registration and Rules-update checks on 18 November. References at the end of each chapter lead to the official source register. Rules, commencement provisions, fees, guidance and assessment arrangements must be checked again before teaching or giving live advice. A source may contain announced amendments that are not yet in force.

The manual concentrates on straightforward Level 1 work and the knowledge needed to recognise cases requiring referral. Actual authority depends on the adviser, the organisation, their approved level and category, and any conditions on registration. A familiar route can still produce a case outside Level 1.

Worked cases use invented facts. Do not treat an example as an assessment of a real client's eligibility. Where advice depends on discretion, disputed status, protection needs, adverse history or litigation, obtain assistance from a suitably authorised practitioner.

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Learning method: identify the facts; locate the rule; match evidence to each requirement; explain the result; record the next action and deadline.

Official sources (Appendix D) S01 S02 S03 S04

ABOUT THIS MANUAL

What has changed and how to study

November 2026 update register

Area	Position reflected in this edition	Teaching consequence
Assessment syllabus	Revised Level 1 syllabus published on 23 September 2026	Practise application, ethics, communication and case records as well as legal knowledge.
Assessment arrangements	IAA announced an ethics component and approved website access replacing the resource book	Follow the current candidate instructions; old resource-book arrangements are not a safe assumption.
Registration transition	The published transition date is 17 November 2026. New applicants follow the assessment-first process, subject to exemption and transition arrangements	Applicants required to sit an assessment must pass before joining an organisation's application. A process launch is not confirmation that assessment bookings have resumed.
Level 1 review work	Current competence guidance expressly permits qualifying administrative reviews, excluding credibility and fundamental genuineness cases	Do not teach that every refusal or every administrative review is automatically prohibited.
Application dates	October changes to paragraphs 34G and 34BB affect fee waivers and biometrics after variation	Teach dates and validity as separate issues. Escalate disputed section 3C cases.
Student living costs	£1,529 London / £1,171 outside London per month until 29 November 2026; £1,570 / £1,203 for applications from 30 November 2026	Use the rate applicable to the application date, for up to nine months.
Graduate duration	Non-doctoral applications before 1 January 2027: two years; from that date: 18 months	An announced commencement date must be distinguished from the current position. Doctoral graduates retain the three-year period.
Settlement English	Specified settlement provisions require B2 speaking and listening for applications from 26 March 2027	Check the route, application date, accepted evidence and exemptions. Do not confuse this with the English test for initial permission or naturalisation.

Corrections integrated into the teaching text

The edition removes the blanket statement that Level 1 advisers cannot interpret legislation. Basic legal interpretation and application are essential; complex legal argument remains a referral issue. It also removes the claim that only Commissioners for Oaths can certify copies, corrects the assumption that an unmarried partner must always have cohabited for two years, and separates a principal migrant's cancellation from the dependant's individual permission.

Statute references have been corrected. Section 41A on nationality good character belongs to the British Nationality Act 1981. Sections 95 and 98 on asylum support belong to the Immigration and Asylum Act 1999. The current suitability framework is Part Suitability; the former paragraph 39E is now reflected in SUI 13.1. Older paragraph numbers are retained only where explaining historical material.

A practical study sequence

Study block	Chapters	Produce this piece of work
Professional foundations	1-4	Scope decision, client care outline and legal-source note
Status and applications	5-8	Status chronology, validity check and evidence schedule
Core routes	9-16	Route comparison and financial calculations
Residence and nationality	17-19	Absence table and citizenship screening note
Referral and remedies	20-21	Decision analysis and urgent referral note
File quality and preparation	22-24	Complete model file and practice answers
Working tools	Appendices A-D	Reusable checklists and source update log

The learning objectives in this book are the publisher's teaching objectives. The official syllabus controls assessment coverage. Before booking, verify dates, duration, format, permitted websites, identification, accessibility and fees. On 18 November, the published assessment-dates page still records a pause; an anticipated restart is not a confirmed booking. Applications already in the system before the registration transition follow the previous process, and recognised assessment exemptions remain relevant.

Official sources (Appendix D) S01 S02 S03 S04 S05 S09 S10 S20 S23 S29 S34 S35 S51 S63 S64

CHAPTER 01 / PROFESSIONAL FOUNDATIONS

Regulation, authorisation and scope

Learning objectives: explain who may provide immigration advice; distinguish level from category; make and record a defensible decision to accept, limit or refer a case.

1.1 What the regulator does

The Immigration Advice Authority regulates immigration advice and services under Part V of the Immigration and Asylum Act 1999. OISC is its former public name and still appears in some legislation, URLs and historical documents. The underlying legal framework must be distinguished from a change of branding.

Immigration advice about a particular individual's relevant circumstances can be regulated even where no fee is charged. A person must have an applicable statutory basis to provide it: IAA authorisation, authorisation through an appropriate professional regulator, or a valid exemption. A law degree, overseas professional qualification, training certificate or job title does not by itself establish permission to practise UK immigration advice.

The IAA assesses competence and fitness, registers organisations and advisers, supervises compliance, handles complaints and takes enforcement action. Check the public register and the actual authorisation decision rather than assuming that an organisation's permission automatically covers every member of staff.

1.2 Level and category are separate

Authorisation	Core distinction	Practical implication
Level 1: Advice and Assistance	Straightforward presentation of facts against qualifying criteria	Check that the evidence meets the ordinary requirements and the particular matter is permitted.
Level 2: Casework	More complex and discretionary casework within the approved category	Can include work that requires detailed representations and lodging appeals, subject to competence guidance.
Level 3: Advocacy and Representation	Specialist casework and authorised tribunal advocacy	Level 3 is not automatic permission to conduct all court litigation. Judicial Review Case Management is separately controlled.

The categories include Immigration, Asylum and Protection, and Judicial Review Case Management. An adviser registered in Immigration must not assume that the same level permits all work in Asylum and Protection. Supervision must follow the applicable regulatory arrangements; a senior colleague merely checking an unauthorised person's work is not a universal exemption.

1.3 Apply a case-specific scope test

Start with five questions. What result does the client seek? What facts and status documents support it? Which rule or nationality provision applies? Can it be satisfied through straightforward evidence? Does the proposed work fit the adviser's and organisation's authority and actual competence?

Usually suitable for Level 1, if straightforward: ordinary visitor, partner, Student and work applications; qualifying EUSS applications; basic settlement and nationality work; permitted changes of conditions; and administrative review within the published limits.

Usually a referral: substantive asylum, protection-route settlement, refugee family reunion, appeals, detention and bail applications, judicial review and pre-action protocol letters, complex human rights cases, difficult nationality issues, or cases requiring substantial discretionary or contested legal arguments.

The current guidance allows limited exceptions to the normal requirement for extant leave, including specified late EUSS work and certain applications within 14 days of expiry with a good reason beyond the client's or representative's control. These are narrow permissions, not a general licence to handle overstayers. Check both the regulatory permission and the substantive Immigration Rule.

1.4 Refusal does not answer the scope question by itself

Current guidance permits administrative review of a Level 1 type application, except refusals based on credibility or a fundamental issue about the genuineness of documents or relationships. Read every refusal ground. A simple arithmetic error and an allegation of fabricated evidence are different problems. A new application after refusal also needs a fresh assessment of status, the reasons for refusal and competence.

Business immigration is not automatically excluded from Level 1 merely because a worker or employer is involved. Assess the exact service against the competence guidance. Sponsor licensing, compliance disputes, sanctions and complex sponsorship advice require particular expertise and a separate scope decision; do not infer permission from experience completing a worker's application.

1.5 Record the decision and protect the client

An effective scope note identifies the route, current status, significant history, relevant facts, evidence gaps, authorised category and conclusion. Record who reviewed the decision and when it will be revisited. Reassess scope if new facts, a refusal, an allegation or a missed deadline emerges.

If referral is needed, explain the issue and urgency in plain language, identify an appropriately authorised provider, obtain consent to transfer information, and send an orderly file. Confirm who now owns the deadline. Do not abandon a client by simply saying that a case is outside scope.

Practice example. A Student refusal says the caseworker counted 27 days of funds, although a complete 28-day statement was supplied. Check the application, statement and calculation; an eligible administrative review may be within scope. If the same notice says the bank statement is false, refer because fundamental genuineness is in issue.

Official sources (Appendix D) S04 S05 S06

CHAPTER 02 / PROFESSIONAL FOUNDATIONS

Ethics, client care and professional conduct

Learning objectives: apply the Code to everyday decisions; explain fees and responsibilities clearly; identify conflicts, vulnerability and misleading conduct before they harm a client.

2.1 Put the Code into practice

The Code of Standards 2024 took effect on 1 September 2024. Its nine principles and supporting codes should be read in full. Ethical competence involves honesty, acting within authority, protecting clients, confidentiality, fair treatment, effective records, transparent charging and cooperation with the regulator. Complying with a narrow sentence while defeating its purpose is not an acceptable approach.

An adviser must explain realistic options. Do not guarantee success, invent a refusal rate, promise a decision date or advertise an automatic right to work merely because an application will be submitted. Explain the evidence supporting the advice and any unresolved issue.

2.2 Know who the client is

The person paying the fee is not necessarily the client. In a worker application funded by an employer, identify whose interests you represent and who may receive information. In a partner case, clarify whether you act for the applicant alone or also for the sponsor. Obtain instructions directly from the client where possible.

Assess conflicts before accepting work and whenever interests diverge. A sponsor who asks the adviser to hide information from the applicant creates a problem that cannot be cured by treating the payer as automatically in charge. Do not disclose one person's confidential information to another without a lawful basis.

2.3 Client care information

Provide an effective client care letter and keep the client's signed or electronic agreement. The precise content must follow the Code and guidance. The following is a practical drafting structure:

Topic	What the client should understand
People and authority	Organisation, responsible adviser, registration details and level/category
Instructions and scope	What the client wants; work included; work excluded; any referral
Advice and risk	Preliminary eligibility, missing evidence, alternatives and significant risks
Charges	Professional fees, VAT where applicable, disbursements, payment stages and refund terms
Responsibilities	Documents and truthful instructions needed; who submits; who monitors messages

Topic	What the client should understand
Communication	Contact method, expected updates, interpreter needs and urgent contact arrangements
Complaints and records	How to complain, relevant regulator, confidentiality and retention arrangements

An authority to act and a client care letter perform different functions. An application declaration is not a substitute for either. Obtain approval of the final application and statements before submission, and record any explanation made through an interpreter.

2.4 Vulnerability, accessibility and independence

Ask whether the client can read the documents, use online systems, understand the advice and communicate privately. Consider language, disability, mental health, age, digital exclusion, coercive control and financial dependence. Make appropriate adjustments and record agreed safe contact arrangements.

Use an appropriate interpreter where needed. Explain confidentiality and check for conflicts; do not assume that a relative is suitable for a sensitive interview. Speak to the client, use short questions and ask them to explain key advice back in their own words. A signature is weak evidence of informed consent if the client could not understand the document.

2.5 Truthful statements and reliable evidence

Draft from the client's instructions and supporting material. Preserve the distinction between what the client knows personally, what another person told them and what the adviser infers. Do not add medical diagnoses, emotional consequences, salary figures, dates or family events merely to make a case persuasive.

If documents conflict, investigate and record the explanation. Never alter evidence to make it match an application. If a client insists on a false statement, decline to submit it and follow the applicable withdrawal and disclosure obligations. Seek appropriate guidance where confidentiality and reporting duties interact.

2.6 Money and complaints

Explain Home Office fees separately from your own fees. Record invoices, payments, refunds and disbursements. Where money is taken in advance or held for a client, apply the Code's separate client-account requirements. A client file must not be held hostage because money is outstanding.

Make the complaints procedure accessible. Record concerns even when expressed informally. A complaint about advice belongs with the organisation and the relevant regulator; a complaint about Home Office service follows a different process. Do not direct every IAA complaint to the Legal Ombudsman, whose jurisdiction must be checked separately.

Ethics exercise. An employer pays for a worker's application and asks for the worker's private medical report. Before disclosing anything, identify the client, the agreed retainer, the purpose and legal basis for disclosure, and the client's wishes. Payment alone does not authorise access.

Official sources (Appendix D) S06 S07 S08

CHAPTER 03 / PROFESSIONAL FOUNDATIONS

Finding and applying the law

Learning objectives: distinguish legislation, Rules and guidance; trace cross-references; identify the version that applies; translate a requirement into an evidence task.

3.1 Sources and their roles

Source	Function	How an adviser uses it
Acts of Parliament	Establish legal rights, powers and duties	Identify the statutory basis, for example section 3C or nationality acquisition.
Regulations and orders	Provide detailed rules under statutory powers	Check fees, procedures, exemptions and commencement.
Immigration Rules	Set route and general requirements under section 3(2) of the 1971 Act	Read validity, suitability, eligibility, evidence, grant and conditions.
Case law	Interprets the law and may determine how it must be applied	Recognise its relevance; refer where contested or complex arguments are needed.
Home Office policy	Explains decision-making practice and evidential treatment	Use alongside the law; record the guidance version and relevant passage.
Public service pages	Provide accessible summaries and application links	Use for navigation, then check the detailed Rule and guidance.

The Immigration Rules are not simply ordinary statutory instruments, and it is inaccurate to describe every amendment as positively approved by Parliament. They are laid before Parliament under the statutory scheme. Guidance cannot override legislation or the Rules. An apparent conflict needs careful investigation and may require higher-level advice.

3.2 A six-step research method

1. Identify the legal question precisely: for example, whether this applicant can switch from their current route.
2. Open the current route Appendix and identify the relevant stage: entry clearance, permission to stay or settlement.
3. Read the general provisions and all cross-referenced appendices, including suitability, definitions, finance and English where applicable.
4. Check commencement and transitional provisions. Application, CoS assignment, course start and decision dates can matter differently.
5. Read the matching caseworker guidance, noting its publication or update date.
6. Write a short conclusion linking the facts to the rule and identifying the evidence, uncertainty and next action.

Use reputable secondary commentary to locate issues if helpful, but verify the controlling rule and source. Do not use a search-result headline, social media post or an AI answer as the legal authority for a client decision.

3.3 Definitions and cross-references

Ordinary English does not always supply the legal meaning. Terms such as partner, parent, leading an independent life, public funds, adequate maintenance and continuous residence must be checked in the relevant interpretation provisions. A route can have a special definition that changes the general one.

Read a requirement as a set of elements. For example, a bank statement may need to establish ownership, a minimum balance, an uninterrupted holding period and a sufficiently recent closing date. Possessing a document called a bank statement answers none of those questions by itself.

3.4 Validity, suitability and eligibility

Validity asks whether the application meets the procedural conditions for consideration. **Suitability** addresses conduct and other grounds for refusal. **Eligibility** asks whether the route's substantive requirements are met. Evidence supports all three. They are analytical categories, not a promise that every case will be decided in one rigid sequence.

Part Suitability contains mandatory and discretionary provisions. Check its application section and the particular route: it does not apply identically everywhere. The words must and may matter. A possibility of discretion is not authority for a Level 1 adviser to conduct a complex discretionary case.

3.5 Record what was checked

A research note should show the question, facts assumed, exact rule reference, source URL, version/date, conclusion, evidence still needed and adviser name. Save an appropriate extract or copy where needed to demonstrate what was in force when advice was given. A bookmark to an updating webpage alone may not preserve that history.

Worked method. A learner sees an announced Student maintenance increase. Record the application date first, then the implementation provision. A future increase is not applied early merely because it already appears in a statement of changes.

Official sources (Appendix D) S01 S09 S10 S11

CHAPTER 04 / PROFESSIONAL FOUNDATIONS

The statutory framework without confusion

Learning objectives: locate the principal Acts; distinguish permission, removal, deportation and citizenship; recognise statutory issues requiring urgent referral.

4.1 Core legislation map

Provision	What to understand at Level 1
Immigration Act 1971, sections 1-3	Immigration control, right of abode, permission and conditions; section 3(2) is the basis for the Immigration Rules.
Immigration Act 1971, section 3ZA	Irish citizens generally do not require permission, subject to statutory exceptions.
Immigration Act 1971, section 3C	Existing limited permission can continue by statute after an eligible in-time application.
Immigration Act 1971, sections 24-26	Immigration offences, including specified breaches, deception, illegal working and facilitation.
Immigration and Asylum Act 1999, Part V	Regulation of immigration advice and services.
Immigration and Asylum Act 1999, sections 95 and 98	Asylum support and temporary support; these are not sections of the 2002 Act.
Nationality, Immigration and Asylum Act 2002, sections 82 and 84	Specified statutory appeal rights and grounds.
British Nationality Act 1981, sections 1-3, 6 and Schedule 1	Acquisition, registration and naturalisation.
British Nationality Act 1981, section 41A	Good character for specified registration provisions; naturalisation has its own Schedule 1 requirements.
Borders, Citizenship and Immigration Act 2009, section 55	Duty concerning safeguarding and promoting the welfare of children in the UK.
Human Rights Act 1998 and ECHR	Rights relevant to immigration decisions; complex claims require referral.

4.2 Permission is not the only lawful position

British citizens have the right of abode. Certain Commonwealth citizens may also have that right. Irish citizens generally benefit from their separate statutory position. Other exemptions and protected rights may be relevant. Therefore, the statement that every non-British person needs a visa is wrong.

The Common Travel Area includes the UK, Ireland, the Channel Islands and the Isle of Man. Travel within it does not give every traveller a general right to live or work in the UK. A journey through Ireland must not be presented as a way to avoid visa or immigration requirements.

4.3 Removal, deportation and refusal

An application refusal is a decision not to grant the permission requested. Cancellation changes or ends existing permission. Administrative removal and deportation are distinct legal processes with different powers and consequences. A deportation order is not another word for a refusal letter.

Where there is an enforcement notice, detention, reporting requirement, cancellation or deportation order, obtain the document and identify its legal effect and urgency. Do not assume every letter provides 60 days to leave, every refusal has an appeal, or every appeal prevents removal. Certification and the applicable statutory framework can alter the position.

4.4 Offences: recognise the risk, avoid criminal-law advice

Offences have specific legal elements, including different requirements about knowledge, reasonable cause and conduct. A mistake in a form is not automatically the same as proved deception. Conversely, deliberate concealment or document fabrication may have serious immigration and criminal consequences.

At Level 1, identify the relevant concern, stop any improper action, preserve accurate records and arrange suitable advice. This book does not teach sentencing or a defence to prosecution. Penalty summaries without offence dates, jurisdiction and amendments can mislead and have therefore been replaced by source-led awareness.

4.5 Nationality is a separate legal question

Indefinite permission is not British citizenship. A passport normally evidences nationality; it does not always create it. A person may already be British by operation of law, or may need registration or naturalisation. Identify the statutory route before choosing a form or charging for an application.

Check your understanding. A child born in London to two parents with temporary permission is not automatically British merely because of the place of birth. If one parent later becomes settled while the child is a minor, a registration entitlement may arise. Special automatic-acquisition rules must also be considered where relevant.

Official sources (Appendix D) S12 S13 S14 S15 S16 S34 S35

CHAPTER 05 / STATUS AND APPLICATIONS

Immigration status, conditions and section 3C

Learning objectives: build an accurate status chronology; distinguish a status from its evidence; explain continued permission without promising rights that the client does not have.

5.1 Build the chronology before choosing a route

Record every relevant grant, application, decision, withdrawal, review, appeal and journey. Use exact dates and supporting documents. The date printed on an old card, the visa decision date, the permission expiry date and the date a notice was received are not interchangeable.

Record	Questions to answer
Grant or eVisa	What route, start/end dates and conditions apply? Are there errors?
Application receipt	What was submitted, when, from where and by whom? Was it valid?
Decision notice	What decision was made, when was it served/received, and what remedy is offered?
Review or appeal	Was it available, in time and still pending? Has any later event ended it?
Travel	When did the person leave and return? What permission supported re-entry?
Fee waiver	Which route was requested, when was it decided, and what application followed?

Record uncertainty explicitly. A client saying that an application is pending is a starting point for investigation, not proof of current lawful permission.

5.2 Read the actual conditions

Limited permission can restrict employment, study, self-employment and access to public funds. A Student's term-time work limit is not the same as a Graduate's work permission. A Skilled Worker's conditions are not identical to those of their partner. Check the grant and current route rules together.

Public funds is a defined immigration term. It does not mean every publicly funded service. Assess the specific benefit or assistance and the applicable eligibility rules; seek appropriate welfare advice where necessary. An application to change an NRPF condition is different from a fee waiver or a new route application.

5.3 When section 3C operates

Section 3C can extend existing limited permission where a valid application to vary it was made before expiry and the existing permission expires before the application is decided. It may continue through relevant in-country appeal or administrative-review periods. The detailed statutory conditions and procedural history matter.

It generally continues the existing conditions; it does not give the conditions of the route being requested. It does not create permission for someone who never had qualifying leave, and an ordinary late application does not restart it. Departure from the UK causes section 3C leave to lapse.

Worked chronology. A person's Graduate permission expires on 30 November. A valid in-country application is submitted on 20 November and remains undecided after 30 November. If section 3C applies, their existing Graduate conditions continue. The adviser should retain proof of the application, check for later decisions and advise on any travel implications.

Different chronology. The person first applies on 2 December after permission expired. Do not say the application restores the old work rights. An exception that allows overstaying to be disregarded for an application is not a grant of leave.

5.4 The 14-day misconception

Part Suitability, SUI 13.1, can permit specified overstaying to be disregarded. It is not a universal 14-day grace period carrying lawful status or a right to work. Its limbs cover different situations, including certain short delays with a good reason and certain applications following an earlier in-time application.

Assess separately: whether the new application can be considered; whether any old permission remains; whether section 3C has ended; and whether work is permitted. Cases following refusal, administrative review, bail or a disputed date require particular care and may exceed Level 1.

5.5 Digital status and right-to-work evidence

An eVisa records identity, status and conditions. Help clients maintain access to their UKVI account and keep identity and travel-document details up to date. An expired BRP does not by itself establish that immigration permission expired. Retain historical documents where they help prove the chronology.

Use the correct official checking service and share-code purpose. Where status cannot be demonstrated through the normal process, an employer may need the Employer Checking Service. A letter from an adviser or a screenshot of an application is not automatically the employer's prescribed right-to-work check.

5.6 Travel and pending applications

Explain travel consequences before the client books. Lapse of section 3C on leaving the UK and withdrawal of an in-country application on travel outside the Common Travel Area are separate questions. Check the particular application rules, including any exceptions. Do not replace those rules with the vague phrase "travel is risky".

File action: write the client's present position, evidence relied on, conditions, key dates, travel advice and the event that will trigger a review. If the position is disputed, identify who is obtaining specialist advice and by when.

Official sources (Appendix D) S09 S11 S12 S17 S18 S19 S52

CHAPTER 06 / STATUS AND APPLICATIONS

Valid applications, dates, variations and fees

Learning objectives: complete a validity check; distinguish submission from booking; manage fee-waiver and variation dates; preserve an accurate submission record.

6.1 Validity is a separate assessment

A route may require a specified form, payment, identity document, biometrics, location, age, sponsorship reference or other prerequisite. Requirements vary. Some deficiencies may be capable of correction under the applicable provisions; others can cause rejection. Do not assume that a payment receipt means the whole application is valid.

Before submission	Evidence to retain
Correct route and application stage	Written route assessment and link to current form
Applicant eligible to apply from their location	Current status, location and switching check
Identity and prerequisite reference	Passport, CAS/CoS where required, correct personal details
Fee and IHS or recognised exemption/waiver	Fee quotation, payment reference or applicable waiver evidence
Final answers and declarations approved	Client-approved application and statements
Timely submission	Dated receipt, reference and complete submitted form
Required follow-up completed	Biometrics/identity confirmation and upload receipts

The submission date is generally the online submission date, subject to the Rules' special provisions. Starting a draft, booking an appointment, paying for training or asking a sponsor for a CoS is not an immigration application.

6.2 Biometrics and evidence after submission

Read the actual instructions and diary every deadline. Keep proof of identity checks or attendance and evidence of uploads. A booked appointment and a completed appointment are different facts. Raise access problems promptly and retain the communications.

Following the October 2026 amendment to paragraph 34BB, a person varying an application must still comply with the earlier application's biometrics deadline as specified by that provision. Submitting another form must not be treated as automatically resetting every outstanding requirement.

6.3 Variation is not withdrawal and resubmission

Where permitted, a later application can vary an undecided earlier application. Paragraphs 34BB and 34GB govern important aspects, including the application date. Record both submissions, fees, biometrics and any dependants added later. A newly added dependant may have a different application date under paragraph 34GC.

Do not withdraw an application casually to replace it. Withdrawal can affect section 3C, work rights and the ability to apply. A decided application cannot simply be treated as still pending for variation. Obtain specialist advice where the chronology or legal effect is unclear.

6.4 Fee waivers: purpose and the October change

A fee waiver addresses affordability within an eligible process. It is not a visa, a general means of extending work rights or a substitute for meeting route requirements. Evidence should explain actual income, expenditure, assets, support and essential needs in accordance with the applicable policy.

Under current paragraph 34G(4), the backdated application-date provision requires the subsequent permission application to be on the route for which the waiver was requested. It covers the specified application within ten working days of receipt of the waiver decision, or an eligible paid same-route application made before that decision. Under paragraph 34G(5), a different-route application takes its actual submission date.

A fee-waiver request alone must not be marketed as guaranteed section 3C protection. Repeating a fee-waiver request does not replace the required permission application. Complex later variations and disputed continuity require specialist analysis.

Read the Rules, the current fee-waiver guidance and the section 3C history together. Record the decision date and receipt date, use the safest verified deadline, and seek urgent advice if they appear inconsistent. Do not turn a ten-working-day requirement into ten calendar days.

6.5 Fees, IHS and budgeting

Home Office application fees, IHS, optional appointment services and professional fees are separate costs. Check the current fee table and portal. If the portal conflicts with the published legal requirements, investigate; a portal amount does not override the law.

At the review date, the general annual IHS rate is £1,035. The reduced rate is £776 for relevant students and their dependants, Youth Mobility Scheme applicants and applicants under 18. Actual payment depends on the permission period and applicable charging rules; use the official calculator. Health and Care Worker exemptions must be checked for the applicant and dependants.

Do not assume that paying the IHS makes every NHS service free or that refusal always produces a refund of every fee. Explain route-specific refund rules and separate any unused client money from payments already made to third parties.

Practice task. Create a submission checklist for a Student with permission expiring in ten days. List the legal prerequisites, evidence still outstanding, biometrics arrangements, client approval and contingency if the CAS or funding evidence is not ready. Do not promise that an incomplete application will preserve status.

Official sources (Appendix D) S09 S10 S17 S18 S21 S41 S42

CHAPTER 07 / STATUS AND APPLICATIONS

Evidence, drafting and document quality

Learning objectives: link each document to a requirement; apply specified evidence rules; resolve discrepancies honestly; prepare a clear application record.

7.1 Build an evidence matrix

The useful question is not "Have we collected enough documents?" but "Which requirement does each document prove?" A large bundle may still omit the only document needed for a mandatory element.

Requirement	Evidence	Quality check	Gap or action
Identity	Passport and relevant civil record	Names, date of birth, nationality, consistency	Explain a documented name change.
Permission	Grant, eVisa, relevant application history	Current route, conditions, dates	Investigate discrepancies before advice.
Income	Payslips, statements and employer letter	Correct category, period, gross/net reconciliation	Obtain missing specified information.
Relationship	Civil certificates and contextual evidence	Legal validity, chronology, continuing relationship	Ask about inconsistent addresses.
Accommodation	Tenancy/ownership and occupancy evidence	Permission to occupy, household and adequacy	Establish who actually lives there.
Sponsorship	CAS or CoS and relevant supporting records	Correct sponsor, dates, route and details	Ask sponsor to address errors.

Use a status such as received, checked, clarification needed or not applicable. A tick should mean that a document was assessed, not merely uploaded.

7.2 Specified evidence and flexibility

Appendix FM-SE and other applicable provisions can prescribe the documents, contents and periods needed. Read the exact category rather than issuing a universal six-month checklist. A requirement for particular evidence differs from a general assessment of credibility.

The revised Level 1 syllabus expects learners to understand and apply relevant evidential flexibility provisions. It is wrong to say that all consideration of flexibility is outside Level 1. Equally, do not rely on a possible request for missing evidence as a substitute for a complete application. Complex disputes or substantial discretionary arguments may require referral.

7.3 Translations and certified copies

Follow the route's translation requirements. A proper translation normally identifies the translator, confirms accuracy, gives the date and provides contact details, with any required signature or qualifications. Translate the complete relevant document, including endorsements, rather than selected favourable lines.

Certification of a copy, certification of a translation, administering an oath and notarisation are different acts. There is no general rule that only a Commissioner for Oaths may certify a copy. The receiving organisation decides what certification it accepts; some processes have specific professional or independence requirements. Confirm those requirements before charging for certification.

7.4 Authenticity and discrepancies

Compare payslips to the matching bank credits. Explain timing differences, variable pay and legitimate corrections. Check whether a document belongs to the correct person and period. Do not silently replace an original with an edited version. Record who supplied each document and preserve the original file.

Where a discrepancy could be serious, ask neutral questions. "This statement shows a different employer name; please explain" is better than writing a speculative explanation for the client to approve. Fundamental genuineness concerns require a fresh scope assessment.

7.5 Statements and covering letters

A useful statement has a clear chronology, specific facts and references to evidence. Use the client's own knowledge and distinguish uncertain dates. Emotional impact may be relevant where true, but dramatic language cannot supply missing eligibility or evidence.

A covering letter should identify the applicant and route, explain how the main requirements are met, cross-refer to the evidence and address any material point transparently. Avoid copied legal arguments that do not apply. Keep complex human rights submissions outside a basic Level 1 retainer.

7.6 Upload and submission control

Use legible, correctly oriented files with descriptive names. Check file-size and format limits, complete pages, translations and upload categories. Keep a final indexed copy of exactly what was submitted, including the form, statements and receipts. Check that a successful upload was actually submitted where the service requires a further confirmation.

Quality exercise. Six payslips show gross monthly salary of £2,500, while bank credits are lower. This is not automatically a mismatch: bank credits normally reflect net pay. Reconcile the net figure and payment date, then check the employer letter and applicable income category.

Official sources (Appendix D) S01 S07 S28 S30 S46

CHAPTER 08 / STATUS AND APPLICATIONS

Reading decisions and managing consequences

Learning objectives: identify what a decision actually does; distinguish refusal, invalidity and cancellation; preserve deadlines and arrange an appropriate next step.

8.1 Start with the notice

Read the full notice and any covering communication. Record the route, decision-maker, decision date, receipt/service evidence, outcome, reasons, rule references, remedy information, deadline and stated effect on permission. Save the original file and communication headers where useful.

Decision or event	Main question	Immediate file action
Grant	Are route, dates and conditions correct?	Explain conditions and next expiry; address errors promptly.
Rejection as invalid	Was a valid application made, and can the defect be remedied?	Reassess status and urgency; obtain specialist help if disputed.
Refusal	Which eligibility/suitability grounds failed?	Map every ground to evidence and identify the available remedy.
Cancellation	When and on what basis does permission end?	Check the actual notice and consequences for work and travel.
Withdrawal	Was it express or treated as withdrawn?	Assess section 3C and any subsequent application urgently.
Bail, detention or removal notice	What power, conditions and deadlines apply?	Arrange an urgent referral within the appropriate category.

8.2 Cancellation is individual

Do not calculate a new end date simply from the date a sponsor stops employing someone. The Home Office may take cancellation action, but the notice and legal basis determine its effect. There is no universal entitlement to a fresh 60-day period.

Dependants have their own grants. A principal migrant's cancellation or change of route may expose them to action or affect a future application; it does not mean their permission always ends automatically at the same moment. Obtain each person's records and assess each position.

Section 3C cancellation has its own statutory basis. Ordinary cancellation rules must not be substituted for it. Disputes about the power exercised, service or the validity of cancellation require suitably authorised advice.

8.3 Identify the remedy, not just dissatisfaction

Administrative review addresses specified caseworking errors in eligible decisions. An appeal is a statutory challenge to a tribunal. Reconsideration is available only in particular circumstances. A complaint addresses service and does not ordinarily replace a legal remedy. Judicial review is a distinct court process requiring specialist authority.

Not every visitor refusal has administrative review or appeal rights. Not every nationality refusal carries an immigration appeal. Use the decision and the relevant law; if the notice appears wrong, refer instead of treating the notice as conclusive legal advice.

8.4 Communicate a useful next-step letter

Explain the outcome, the main reasons, any remaining permission or uncertainty, relevant restrictions, the available options, fees and deadlines, and who will act. Make clear when an option needs referral. Confirm whether the organisation is instructed to take the next step; do not assume a closed application retainer covers an appeal.

Worked example. A family application is refused because a specified income document is missing. The notice identifies an appeal. The Level 1 adviser may explain the refusal and urgently refer for appeal advice. They must not assume that paying for a new application is always better or that a service complaint preserves the appeal deadline.

8.5 Separate immigration bail from permission

Immigration bail is not leave to remain. Read its conditions, including reporting, residence and work restrictions. A later application does not automatically remove those conditions. Current Rules may allow certain applications on bail to be considered where the overstayer exceptions apply, but this does not by itself restore section 3C or work rights.

Official sources (Appendix D) S05 S09 S11 S17 S43 S44 S45 S53

CHAPTER 09 / IMMIGRATION ROUTES

Visitors, permitted activities and ETA

Learning objectives: assess a genuine temporary visit; distinguish permitted activities from prohibited work; explain the difference between a visa, an ETA and permission to enter.

9.1 Choose the correct route

Appendix V governs visitor applications. Standard Visitor is the main route for tourism, family visits and a range of specified activities. Business meetings, certain academic activity, permitted study and private medical treatment have their own requirements within the visitor framework. They are not all separate generic "business visas".

Check nationality, purpose, duration and immigration history. A visa national generally requires entry clearance. An eligible non-visa national may need an ETA before travel. Exemptions and nationality lists can change, so use the official eligibility service rather than a remembered list.

9.2 The genuine visitor assessment

The applicant must establish a genuine permitted temporary purpose, an intention to leave, sufficient support and no intention to make the UK their main home through repeated visits. Assess the whole picture: employment or business, family circumstances, finances, previous travel, proposed activities and the practical reason to return.

There is no universal minimum visitor bank balance. The budget should be credible for the proposed trip and the applicant's circumstances. A sudden deposit is not automatically disqualifying, but its source and availability may need explanation. A wealthy sponsor does not remove the need to assess the applicant's intentions.

Evidence area	Questions to test
Purpose	What will the visitor actually do, with whom and for how long?
Funding	Who pays for travel, accommodation and daily costs? Is the support credible and permitted?
Circumstances abroad	What obligations, relationships and activities explain the return plan?
UK host	What is the relationship, address, status and accommodation arrangement?
Travel pattern	Are earlier visits consistent with a temporary visit rather than residence?

9.3 Work and other activities

Do not teach that every unpaid activity is forbidden. The permitted-activities Appendix allows specific business activities and volunteering for a registered charity for up to 30 days in total. Permitted paid engagements have separate requirements. Remote activity for overseas employment can be permitted where it is not the primary purpose of the visit.

Equally, calling a role voluntary does not make work for a UK business permissible. Check the real activities, remuneration, contracts and purpose. A visitor cannot use repeated visits to run an ordinary UK job or live here.

Short study and recreational courses have different limits. Private medical treatment requires additional evidence and funding. Family visits involving support during illness should describe the intended activities honestly; paid employment or a role that amounts to prohibited work must not be disguised as a family visit.

9.4 Duration, marriage and switching

The ordinary maximum stay is six months, with defined exceptions such as qualifying medical or academic visits. A long-validity visitor visa does not permit continuous residence for its whole validity. There is no universal rule that a person may spend exactly six months in every twelve-month period; assess the genuine visitor provisions.

Someone coming to marry or form a civil partnership and then leave will usually need the Marriage/Civil Partnership Visitor route. Someone intending to settle with a qualifying partner needs the appropriate family route. An ordinary Standard Visitor visa is not the correct route for giving notice or marrying.

Most routes restrict in-country switching from Visitor. Check the proposed destination route before suggesting an application. Do not invite a person to enter as a visitor with a concealed plan to settle.

9.5 ETA

An ETA is permission to travel, not a grant of a visa or a guarantee of admission. At the review date it costs £20. An ETA normally permits repeated travel during its validity, subject to the passport and applicable conditions; the visitor must still meet the requirements for entry each time. Use the current official page for eligibility and validity before travel.

Practice case. A parent proposes a four-week family visit funded by their adult child. Create a proportionate checklist covering the purpose, trip cost, host's support and accommodation, the parent's circumstances and return plan. Do not invent a compulsory £10,000 balance or require a paid flight booking merely to make the application look stronger.

Official sources (Appendix D) S38 S39 S40 S46 S47

CHAPTER 10 / IMMIGRATION ROUTES

Family routes: partners and parents

Learning objectives: distinguish Appendix FM from dependant routes; test relationship and sponsor requirements; identify ordinary five-year cases and referral issues.

10.1 Choose the family route by the sponsor's status

A partner of a British or settled person may apply under Appendix FM. A partner of a Skilled Worker or Student usually applies under that route's dependant provisions. A qualifying EUSS family member may have a different route. The everyday word spouse does not select the correct application.

Appendix FM contains partner, parent and relevant child provisions. Adult dependent relatives now have a separate Appendix. Read the relevant sponsor categories: British or Irish citizenship, settlement and certain other specified statuses can qualify; not every person with permission in the UK is an Appendix FM sponsor.

10.2 Partner eligibility

Both partners must be at least 18. Check the legal relationship, previous relationships, genuine and subsisting relationship, intention to live together permanently, finances, accommodation, English, suitability and any in-country status restriction. A marriage certificate establishes a legal event; it does not prove every other element.

An unmarried partner must meet the requirement for a relationship similar to marriage or civil partnership for at least two years. Two years of cohabitation is not an absolute condition. Where the parties lived apart for work, study or cultural reasons, assess evidence of a durable commitment and the explanation. An ordinary dating relationship is not automatically equivalent.

Relationship evidence	What it may demonstrate
Marriage or civil partnership certificate	Legal status, subject to recognition and validity
Joint tenancy, bills and official correspondence	Shared residence and household arrangements
Travel and communication history	Continued contact and time together when apart
Joint finances or responsibilities	Practical commitment and shared life
Children and care arrangements	Family circumstances and responsibilities

Select evidence relevant to the history. Avoid demanding intimate material or collecting excessive private communications without a clear purpose. Discuss inconsistencies with the client and record their explanation.

10.3 Fiancé(e) and proposed civil partner applications

This route normally grants six months to marry or form a civil partnership. Work and study are not permitted during the engagement. A further application is required after the ceremony; marriage alone does not change the conditions. Fiancé(e) time does not count towards the ordinary five-year partner settlement period.

Ordinary partner entry clearance is normally up to 33 months; an extension or qualifying switch is normally up to 30 months. Some grants, including specified protection-sponsor cases, are limited by the sponsor's permission. Always check the actual grant and applicable rule.

For ceremonies in England and Wales, notice is normally required at least 29 days before the ceremony, with district residence and appointment requirements. Immigration investigation can extend the notice period to 70 days. Marriage and civil partnership procedures differ across UK jurisdictions; do not assume the England and Wales process applies everywhere.

10.4 English and accommodation

The ordinary partner English progression is A1 speaking and listening for the first application and A2 where required at extension. For settlement under the applicable Appendix KoLL provisions, the test threshold is B1 speaking and listening before 26 March 2027 and B2 from that date, alongside Life in the UK, subject to exemptions and accepted evidence. Nationality, qualifications or a specified exemption may satisfy the rule instead of a new test. Check exactly what is accepted at the application stage.

Accommodation must meet the relevant adequacy requirement, including occupancy and public-health considerations. A tenancy alone does not prove that an overcrowded household is adequate. Identify all occupiers, rooms, permission to occupy and any relevant restrictions. A property inspection report may be useful; it is not a universal mandatory document.

10.5 Parent route

The parent route focuses on a qualifying child and the applicant's parental role. Check the child's age, status and residence, the applicant's responsibility or access, and evidence of active involvement in the child's upbringing. The requirements differ between entry clearance and in-country applications.

It is not a way for a couple who qualify as partners to avoid the partner financial requirements. Assess whether the applicant is eligible to apply as a partner. Parent cases may involve separate adequate-maintenance and accommodation requirements. Do not transplant the £29,000 partner threshold into every parent case.

10.6 Five-year and ten-year pathways

An ordinary five-year partner application must meet the applicable standard requirements. Cases relying on EX.1, exceptional circumstances, complex human rights submissions or the ten-year family/private-life route require higher-level assessment under the competence guidance. A ten-year route is not a penalty that can be selected merely because evidence is inconvenient to obtain.

Practice case. A couple have been together for three years but lived in separate countries for work. A learner should investigate commitment, visits, shared responsibilities and the reason for living apart. They should not reject the case solely because no joint tenancy covers two years.

Official sources (Appendix D) S27 S28 S29 S32 S47 S63 S67

CHAPTER 11 / IMMIGRATION ROUTES

Family finances and worked calculations

Learning objectives: select the applicable threshold and income category; calculate a permitted shortfall; distinguish gross income, savings and adequate maintenance.

11.1 Identify the correct test first

For most new partner applications under the ordinary Appendix FM route, the minimum gross annual income is £29,000. There is no additional child amount under that new threshold. Certain continuing cases linked to a successful application made before 11 April 2024 may use transitional requirements with the same partner.

The older structure starts at £18,600 with additions of £3,800 for the first relevant child and £2,400 for each further relevant child, subject to the applicable £29,000 cap. Identify which children count and whether the transitional provisions apply; do not choose the cheaper threshold without checking the history.

Where the sponsor receives a specified qualifying disability, carer or other listed benefit, adequate maintenance and accommodation may replace the minimum income test. Receipt of any benefit is not enough. Check the actual benefit and the rule.

11.2 Income categories

Category	Basic teaching point	Evidence focus
A: employment held for the relevant six months	Salaried and non-salaried calculations differ	Payslips, matching bank statements, employer confirmation and the applicable period
B: employment held for less than six months or variable history	Assess the current income requirement and the separate prior 12-month earnings test	Current employment plus historical gross earnings evidence
C: non-employment income	Only specified sources and permitted combinations count	Ownership, receipts and continuing income where required
D: cash savings	Qualifying cash above the £16,000 base can contribute	Ownership, control, source, accessibility and holding period
E: pension	Apply the pension evidence and commencement requirements	Official confirmation and receipt
F/G: self-employment or specified limited-company income	Relevant financial year or permitted two-year average	Tax, accounts, company and banking evidence under the exact provisions

A director or employee of a specified family-controlled company may fall under the limited-company rules rather than an ordinary Category A calculation. Not every director does. Check the definition and ownership facts. Turnover, company bank receipts and company profit are not automatically the individual's qualifying income.

11.3 Category A and Category B examples

Stable salaried employment. A sponsor has earned £2,500 gross each month with the same employer for the required six months. The annualised figure is £30,000, above £29,000, subject to all category and evidence requirements. Reconcile net bank credits separately; do not compare them directly with gross salary.

Recent job. A sponsor starts a £32,000 salaried job two months before applying but earned only £20,000 in the relevant preceding twelve months. The current salary alone does not establish Category B eligibility. Apply both tests and any permitted combination rules. Do not automatically annualise the last two months and ignore the second test.

For salaried Category A cases, check the lowest salary level throughout the required period. For non-salaried employment, apply the specified average calculation. Overtime, bonuses, changes in hours, statutory leave and overseas employment have their own treatment. Record the calculation actually used.

11.4 Savings calculations for entry or extension

For an eligible combination at the entry-clearance or limited-permission stage, the ordinary formula is:

Required qualifying savings = £16,000 + (2.5 × income shortfall).

Example	Calculation	Result
£29,000 threshold, no qualifying income	£16,000 + (2.5 × £29,000)	£88,500 savings
£29,000 threshold, £20,000 qualifying income	Shortfall £9,000; £16,000 + (2.5 × £9,000)	£38,500 savings
£29,000 threshold, £25,000 qualifying income	Shortfall £4,000; £16,000 + (2.5 × £4,000)	£26,000 savings
£40,000 qualifying savings	(£40,000 - £16,000) ÷ 2.5	£9,600 income equivalent

These are arithmetic illustrations, not a finding that every income source can be combined with savings. Savings cannot simply be added to self-employment or specified company income under Categories F/G, and Category B has special combination limits. Read the current guidance before combining sources.

11.5 Savings evidence and settlement

The ordinary cash-savings holding period is six months. Check account ownership, access and source. Certain conversions of investments or property proceeds have specific provisions; they are not a general exemption for a new unexplained deposit. Borrowed funds do not become qualifying savings merely by remaining in an account.

At settlement, the treatment of savings differs: the amount above £16,000 can be used without the 2.5 divisor under the relevant provisions. For illustration, a £29,000 requirement met entirely from savings

would produce £45,000, subject to the correct settlement rule, history and evidence. Do not reuse the £88,500 limited-permission calculation indiscriminately.

11.6 Adequate maintenance

The usual assessment compares weekly net income after eligible housing costs with the relevant Income Support-equivalent level for the household. In the familiar expression **A - B ≥ C**, A is relevant net income, B housing costs, and C the applicable comparison amount. Check current rates, family composition and permitted income.

Illustrative arithmetic only. If verified weekly net income is £360, housing costs £120 and the independently established comparator £220, the remainder is £240 and the numerical test is met by £20. The £220 is a fictional teaching input, not a current benefit rate. Adequate accommodation still needs separate assessment.

11.7 Final finance review

Document the threshold, transitional position, category, income owner, calculation, evidence periods, allowed combinations and remaining gaps. Check the source and date of each figure. For entry clearance, do not automatically count the applicant's overseas employment as though it were permitted UK income. Distinguish paid fees and IHS from funds relied on to meet a financial requirement.

Official sources (Appendix D) S27 S28 S30 S31

CHAPTER 12 / IMMIGRATION ROUTES

Children, dependants and adult relatives

Learning objectives: select the child's actual route; assess parentage and care evidence; identify safeguarding, dependency and nationality issues early.

12.1 Start with nationality and the parent's route

Before applying for a child's visa, consider whether the child is already British or has a relevant registration route. Then identify the immigration route: Appendix FM, a work or study dependant route, Appendix EU or another specific provision. Appendix Children supplies requirements where the route incorporates it; it is not a universal standalone visa category.

Check both parents' identities, status and applications. Obtain full birth records and any material evidence of parentage, custody, adoption or name changes. A child's application is not automatically granted because a parent's application succeeds.

12.2 Age, independence and relationship

The under-18 requirement and any continuation provisions must be read in the relevant route. Some people first granted permission as children can continue after turning 18 if the conditions are met. Do not assume that every dependent child must complete five years before settlement; child settlement requirements differ from dependent-partner requirements.

Assess whether the child is leading an independent life where the rule requires it. Education away from home and genuine family dependence need careful factual assessment. Marriage, a separate family unit or other evidence of independence may matter, but the legal definition controls.

12.3 Parental responsibility and care

Questions about both parents, sole responsibility, a deceased parent or serious and compelling circumstances are route-specific. Sole responsibility is not proved merely by a consent letter from the other parent. Establish who makes the important decisions about the child's upbringing, education, health and welfare.

Evidence area	Useful questions
Parentage	Who are the legal parents and what records establish this?
Current care	Where does the child live and who provides day-to-day care?
Decisions	Who decides education, health, religion and major welfare matters?
Proposed care	Who will receive and accommodate the child in the UK?
Consent	Whose consent is required, and is it freely and lawfully given?
Welfare	Are there safeguarding concerns, disputes or risk of harm?

Child welfare is a primary consideration, not an automatic override of all other rules. Do not teach that Level 1 advisers must ignore welfare. They must identify relevant facts, act responsibly and refer complex disputes or legal arguments.

12.4 Each dependant needs an individual check

Check permission, suitability, identity, relationship, funds, application date and any English requirement separately. The main applicant's financial exemption does not automatically answer every dependant's position. The main applicant's change of employer or cancellation also requires individual consideration for each family member.

A child born in the UK does not automatically receive the parents' permission. Check nationality, the relevant immigration route, any need to apply, and travel consequences before the family leaves the UK. A UK birth certificate alone is not a travel document or proof of British citizenship.

12.5 Adult dependent relatives

The Adult Dependent Relative route has demanding care criteria. The applicant must require long-term personal care for everyday tasks because of age, illness or disability, and the required care must be unavailable or unaffordable in the country of residence even with the sponsor's financial help, as the rule specifies.

This is not a general retirement route for parents. Emotional preference to live together and a sponsor's willingness to pay are not enough. Assess the permitted relationship, sponsor status, entry-clearance requirement, maintenance, accommodation and care evidence. Such cases often require specialist assessment; a route appearing in the Rules does not make a difficult care case straightforward Level 1 work.

Referral exercise. A parent says they have sole responsibility but the child lives with the other parent, who makes school and medical decisions. Record the actual facts and seek higher-level advice. Do not ask the family to sign a statement that conflicts with the care arrangement.

Official sources (Appendix D) S05 S16 S21 S24 S27 S35 S48

CHAPTER 13 / IMMIGRATION ROUTES

Students: CAS, funds, English and conditions

Learning objectives: assess a straightforward Student application; calculate maintenance using the correct date; distinguish dependant eligibility from funds.

13.1 The basic route assessment

The Student route normally applies from age 16. Check the appropriate route for a younger child or an independent-school course. A Confirmation of Acceptance for Studies is an electronic reference issued by a licensed sponsor. It is not permission to enter or stay.

Read the CAS against the passport, course, qualification, fees, payments, English assessment and course dates. Check the sponsor's status and applicable academic progression, time-limit, ATAS and parental-consent requirements. Genuine-student assessment remains relevant even where a CAS has been issued.

The route awards 50 points for the study requirements, ten for finances and ten for language. All requirements must be satisfied; extra strength in one category does not compensate for a missing requirement elsewhere.

13.2 Timing and in-country applications

Check the CAS issue date, application window, course start date and current permission. A CAS must have been issued no more than six months before applying. Apply no earlier than six months before the course starts for entry clearance, or three months before it starts for permission to stay. In-country switching is prohibited from specified categories, including Visitor and certain other short-term permissions.

For permission to stay, check the requirement about the course starting no more than 28 days after existing permission expires and the applicable academic-progression provisions. Do not assume that admission by a college means the Home Office application is valid or eligible.

13.3 Maintenance: current and forthcoming rates

Where funds must be shown, calculate unpaid course fees for the relevant academic year plus the required living costs. The amounts below concern the main applicant and a maximum of nine months.

Application date	London per month	Outside London per month	Nine-month totals
Up to 29 November 2026	£1,529	£1,171	£13,761 / £10,539
From 30 November 2026	£1,570	£1,203	£14,130 / £10,827

The later figures are enacted but commence after this edition's review date. Check the implementation and transitional provisions. The application date matters; later travel does not itself trigger the increase.

The normal funds rule requires 28 uninterrupted days ending within 31 days before application. Check Appendix Finance for accounts, ownership, currency conversion and evidence. Sponsorship and student loans have specific provisions. Differential evidence does not remove the requirement to have funds.

An in-country applicant who has lived in the UK with permission for at least twelve months may meet the financial requirement without showing funds. Check the route rules, actual residence and relevant absences; visa duration alone is insufficient.

13.4 Worked funding examples

Application on 13 November 2026, London, nine months. Unpaid tuition is £8,000. Living costs are £1,529 × 9 = £13,761. Total required funds are **£21,761**, before any permitted adjustment or exemption.

Application on 1 December 2026, outside London, nine months. Unpaid tuition is £7,500. Living costs are £1,203 × 9 = £10,827. Total is **£18,327**.

A later top-up cannot repair an earlier shortfall. Calculate the first date on which the full uninterrupted period is met, and check the evidence closing date. Check the effect of spending maintenance funds on application charges.

13.5 English and study conditions

The usual language level is B2 for degree-level study or above and B1 below degree level, in the required components. Check the CAS and Appendix English Language; permitted evidence depends on the sponsor and course.

Under ST 26.1, qualifying full-time degree-level study or above normally permits 20 hours' work weekly in term time. Qualifying full-time study below degree level with a higher education provider having a track record permits ten hours. Other study, including part-time study, normally permits no employment. Check sponsor eligibility and the grant; permitted course-related placements have separate rules.

Obtain actual term dates. Dissertation or research periods are not automatically holidays. Self-employment and business activity are generally prohibited except where an express rule permits them.

13.6 Dependants

First determine whether the Student can have dependants. ST 31.1 includes government-sponsored full-time study lasting at least six months, and qualifying full-time postgraduate study of at least nine months with a higher education provider having a track record. For postgraduate courses starting on or after 1 January 2024, the course must be doctoral or a research-based higher degree. Protected continuation cases and particular child provisions also exist. A taught master's does not ordinarily qualify merely because it is postgraduate.

Where funds are required, the published dependant amounts at the review date are £845 a month in London or £680 outside London, up to nine months, for each eligible dependant. Do not apply the main student's November increase to dependants unless the dependant rule itself changes.

Official sources (Appendix D) S10 S20 S21 S22 S54 S68

CHAPTER 14 / IMMIGRATION ROUTES

Graduates: completion and timing

Learning objectives: verify the completion and sponsor requirements; explain the 2027 duration change; recognise when a provider problem makes the case unsuitable for routine advice.

14.1 Completion is more than receiving a certificate

The applicant must satisfy the Graduate route's validity, suitability, successful-completion, qualification and UK-study requirements. They must apply in the UK and meet the requirement concerning their Student or Tier 4 history. Check whether they have previously held Graduate or Doctorate Extension Scheme permission.

Under GR 4.1, the last Student sponsor must be a higher education provider with a track record of compliance **on the date of application**. Under GR 4.3, the sponsor must have notified the Home Office of successful completion by that date. These are separate from whether the student personally passed the course.

Check	Evidence or action
Current and previous permission	Grant, eVisa and relevant Student/Tier 4 records
Eligible qualification	Course and award/completion information
Sponsor notification	Confirmation that completion was reported to the Home Office
Sponsor status	Check the provider and track-record position at application
Study in the UK	Course length, study locations, travel and any applicable concessions
Location and timing	Applicant in the UK and valid application before relevant permission ends

Sponsor revocation, loss of track record, teach-out arrangements or a dispute about notification requires careful assessment. Do not promise eligibility just because an institution says a course was completed.

14.2 Period of permission

Qualification and application date	Period under the reviewed Rules
Non-doctoral qualifying award; application before 1 January 2027	Two years
Non-doctoral qualifying award; application on or after 1 January 2027	Eighteen months

Qualification and application date	Period under the reviewed Rules
PhD or other doctoral qualification	Three years

The application date controls this distinction; a decision issued in 2027 does not by itself reduce a qualifying application made in 2026. Do not encourage premature submission before completion and notification simply to reach a deadline.

14.3 Conditions and later planning

The Graduate route is unsponsored and permits a broad range of work, subject to its conditions, including restrictions concerning professional sport. It is not itself a route to settlement and cannot simply be extended as another Graduate grant. Eligible time may be relevant to another route such as long residence.

Study restrictions, public-funds conditions and dependant requirements must be checked. A new spouse is not automatically eligible to join someone simply because the Graduate's work rights are broad. Existing Student dependants and children born in the UK have specific provisions.

When considering a later Skilled Worker application, assess the job, sponsorship and salary as a fresh route. Time already held on Graduate permission can count towards the maximum period relevant to the Skilled Worker new-entrant discount.

Practice case. A student receives a completion email on 20 December. Before advising submission, verify the exact notification to the Home Office, the provider's current status, the qualifying course and study period, the applicant's location and permission, and the remaining validity requirements.

Official sources (Appendix D) S23 S24

CHAPTER 15 / IMMIGRATION ROUTES

Skilled Workers: sponsorship, salary and evidence

Learning objectives: select the correct salary option; distinguish salary from maintenance; check genuine sponsorship, English, switching and dependant restrictions.

15.1 The assessment structure

A Skilled Worker needs an eligible sponsored job and must meet all relevant requirements. The mandatory points are sponsorship (20), an appropriate skill level (20) and English (10), plus 20 points under a qualifying salary option. Suitability, finance and other requirements remain relevant after the points are counted.

A CoS is an electronic sponsorship record. Check the sponsor, assignment date, job title and actual duties, occupation code, hours, salary, work locations, start/end dates and any maintenance certification. Use the current eligible-occupation tables. A job title alone does not determine the code, and the worker's degree alone does not establish the job's skill level.

Following the July 2025 changes, below-degree-level occupations depend on the applicable lists or transitional provisions. Eligibility, salary and dependant rights must each be tested. Do not assume that a role once eligible remains available to every new applicant.

15.2 Salary options at the review date

Both the general annual threshold and the applicable occupation rate must be met. The following is a teaching reference; the full option and salary-calculation provisions control.

Option	General threshold	Occupation-rate requirement	Qualifying basis
A	£41,700	100%	Standard option
B	£37,500	90%	Relevant PhD
C	£33,400	80%	Relevant STEM PhD
D	£33,400	100%	Eligible Immigration Salary List job
E	£33,400	70%	Qualifying new entrant
F	£31,300	100%	Eligible health/care or transitional group
G	£28,200	90%	Eligible F-J group with relevant PhD
H	£25,000	80%	Eligible F-J group with relevant STEM PhD
I	£25,000	100%	Eligible F-J group with qualifying list job
J	£25,000	70%	Eligible F-J group with new-entrant basis

Option	General threshold	Occupation-rate requirement	Qualifying basis
K	£25,000	Applicable listed rate	Eligible health or education occupation

F-J are restricted, not alternative discounts open to every worker. Check SW 4.2, the relevant occupational table, continuous permission and the applicable dates. There is also a specific prison-officer provision. Health and Care eligibility, lower salary options and IHS exemption are related but separate questions.

15.3 Hours and the going rate

Check the hours on which the published occupation rate is based and adjust it as directed. Do not pro-rate the general annual threshold down simply because the job is part-time. Apply the rules about which pay counts, deductions, allowances, hourly floors and the maximum hours used for salary assessment.

Example. Assume an eligible Option A job has a published going rate of £45,000 for 37.5 hours and the proposed job is also 37.5 hours. A £42,000 salary meets the £41,700 threshold but fails the £45,000 going rate. The application is not rescued by being above the general threshold.

Hours illustration. On a table that requires direct pro-rating, £45,000 ÷ 37.5 × 40 = £48,000. Confirm the actual occupational table and salary rules before applying this calculation. Do not use a fabricated code or a convenient job title to obtain a lower rate.

15.4 New entrants

A new-entrant discount requires a specified qualifying ground and evidence. Being under 26 on the application date is one possible ground. Recent study/Graduate history, professional qualification and postdoctoral provisions have their own conditions. Being new to the employer is not sufficient.

Under SW 12.3, the proposed grant must not take combined Skilled Worker, Graduate and/or Tier 2 permission beyond four years, whether continuous or not. The count is not confined to periods using a salary discount. Check the full grant history and proposed period before relying on a CoS.

15.5 English, funds and switching

The usual English requirement is B2 in reading, writing, speaking and listening. A B1 provision can apply where the most recent permission was Skilled Worker granted subject to the B1 requirement. Check the actual transitional condition and acceptable evidence. Health and Care cases use the Skilled Worker framework; a relevant professional assessment may satisfy the rule in specified cases.

Where maintenance must be shown, the main applicant amount is £1,270. Eligible dependants require £285 for a partner, £315 for the first child and £200 for each additional child. Apply the 28-day/31-day evidence rules unless a valid exemption or sponsor certification applies.

Family applying together, no exemption	Calculation	Funds
Worker only	£1,270	£1,270
Worker, partner and one child	£1,270 + £285 + £315	£1,870

Family applying together, no exemption	Calculation	Funds
Worker, partner and two children	£1,270 + £285 + £315 + £200	£2,070

Check switching restrictions, including the Student completion or specified doctoral-study provisions. A pending request for a CoS is not an assigned CoS. An eligible in-country application does not itself authorise immediate commencement of every new job; check the person's existing conditions and the change-of-employment rules.

15.6 Dependants and ongoing conditions

Care-worker, senior-care-worker and certain medium-skilled roles have dependant restrictions with important exceptions and transitional rules. Check occupation, application location, previous grants and relevant dates. Do not tell every Skilled Worker that they can bring a partner and children.

Explain the sponsored role, permitted supplementary work, study, public-funds condition and reporting responsibilities. Appointment as a director or ownership of shares does not by itself settle whether the actual work complies with permission. A material change of duties, occupation, hours, pay or sponsor needs a fresh assessment and may require specialist sponsor-compliance advice.

Official sources (Appendix D) S24 S25 S26 S55 S56

CHAPTER 16 / IMMIGRATION ROUTES

Other work and business routes

Learning objectives: identify possible alternative routes; distinguish employer sponsorship from endorsement; avoid assuming that every work route leads to settlement.

16.1 Use a route comparison before a detailed checklist

Route or group	Main identifying feature	Settlement awareness
Global Talent	Qualifying endorsement or eligible prize	Can lead to settlement; period depends on category.
Innovator Founder	Endorsed qualifying business and ongoing requirements	Has a settlement route with demanding additional criteria.
Global Business Mobility	Defined overseas-business assignments	Does not itself provide a direct settlement route.
Temporary Work	Specific sponsored activities such as charity, creative, seasonal or religious work	Normally temporary; examine the particular route.
Youth Mobility Scheme	Nationality, age and scheme-specific eligibility	Temporary; no direct settlement route.
High Potential Individual	Eligible overseas qualification and other requirements	Temporary; no direct settlement route.
UK Ancestry	Qualifying Commonwealth nationality and ancestry requirements	Can lead to settlement if requirements are met.
Hong Kong BN(O)	Qualifying status or family link under its Appendix	Has its own settlement and residence framework.

This is a navigation table, not a complete eligibility statement. The list of eligible countries, universities, prizes, endorsing bodies, occupation codes and routes can change. Open the exact Appendix before advising.

16.2 Sponsorship and endorsement are different

A licensed employer sponsors a job under a sponsored work route. An endorsing body assesses an applicant or business for specified endorsed routes. Neither document guarantees permission. Check the relevant body's authority, the scope and validity of the endorsement or sponsorship, and the immigration requirements that remain to be met.

Owning a company does not create a separate "self-sponsorship visa". A company and worker must meet the requirements of an actual immigration route and the sponsor regime. Complex ownership, control, genuine-vacancy or compliance arrangements require suitably authorised expertise.

16.3 Ask questions that narrow the options

Establish nationality, age, qualification, relevant dates, current status, work objective, available employer or business, family links and long-term intention. Explain why a possible route merits investigation rather than promising eligibility from one attractive fact.

Example. A person has an overseas master's degree and no job offer. That does not automatically mean the High Potential Individual route applies: the awarding institution, award date, qualification and current eligibility list must be checked. Another route may need sponsorship, an endorsement or a different qualifying fact.

16.4 Define the service you can safely provide

Routine applications may be within Level 1 where the facts and evidence straightforwardly meet the requirements. The level is determined by the case and the authorised category, not by the route sounding commercial or sophisticated. Do not undertake business-planning, endorsement disputes, sponsor sanctions or legal challenges beyond your competence.

Record the route selected, alternatives considered, source checked, evidence required, conditions and whether it can lead to settlement. Be explicit where the next step is a specialist referral.

Official sources (Appendix D) S05 S57

CHAPTER 17 / RESIDENCE AND NATIONALITY

EU Settlement Scheme and family permits

Learning objectives: identify the correct EUSS eligibility basis; distinguish pre-settled from settled status; recognise late-application and residence issues requiring referral.

17.1 A separate framework

Appendix EU and Appendix EU (Family Permit) operate alongside the citizens' rights framework. They are not the same as Appendix FM or an ordinary work route. Nationality, residence before the relevant deadline, qualifying family relationship and application history all matter.

Do not assume every EU national can newly move to the UK under EUSS. Conversely, do not assume that the general 30 June 2021 deadline ended every person's ability to apply. Joining family members, children and other categories may have their own deadlines or late-application provisions.

17.2 Establish the legal basis and evidence

Issue	Questions for the interview
Identity	What nationality or nationalities and identity documents does the applicant hold?
Residence	When did UK residence begin and what evidence covers the claimed period?
Sponsor or family link	What qualifying relationship exists and when was it established?
Earlier applications	Was an application made, granted, refused, rejected or withdrawn?
Current status	Is there pre-settled/settled status, another grant, or an unresolved issue?
Absences	What journeys occurred and what reasons and evidence are relevant?
Deadline	Which deadline applies to this person and, if missed, what explains the whole delay?

Use tax, employment, education, medical, housing and other appropriate records proportionately. Automated checks may reduce the evidence needed, but an adviser must understand what period and requirement they establish.

17.3 Settled and pre-settled status

Settled status is indefinite permission under the scheme. Pre-settled status is limited permission. Automatic extensions or conversion processes do not remove the need to monitor the client's actual record and assess eligibility. The client should maintain contact and identity details and read Home Office communications.

Current public guidance for conversion from pre-settled to settled status describes a five-year residence assessment with alternatives including no more than 30 months outside the UK in the last five years, or the usual six-months-in-any-twelve-months approach with permitted exceptions. Read the exact Appendix EU category and guidance before applying this. It is not a universal 30-month allowance for every EUSS question.

Do not import the Skilled Worker 180-day test or the nationality 450-day test into EUSS. Equally, the lapse of status after absence and meeting the residence requirement for settlement are separate issues.

17.4 Late applications and Level 1

A late applicant must establish the relevant reasonable grounds for the delay, including the period since the deadline. The IAA guidance identifies some late applications that may remain straightforward Level 1 work, such as certain cases involving a person who was a child at the relevant deadline. The facts and evidence still need assessment.

Complex retained or derivative rights, repeated refusals, contested dependency, significant status gaps and detailed legal arguments should be referred. Do not submit repeated applications on the assumption that every new receipt restores rights. A refusal and a rejection for invalidity have different implications.

17.5 Family permits and rights evidence

An EUSS family permit is an entry route for qualifying family members. It is not a substitute for assessing the subsequent Appendix EU position and deadline. Check the relationship, sponsor, location, arrival and application history, including current rules affecting repeat entrants or earlier unsuccessful applications.

A certificate of application, pre-settled status and settled status are different documents or statuses. Explain the correct prescribed process for proving work or other rights. If a digital record is missing or inconsistent, seek correction and use official checking arrangements where applicable.

Practice task. A parent obtained EUSS status but never applied for their child. Identify the child's date of birth, nationality, residence, current age, parent's position and relevant deadline. Assess the IAA late-application guidance before deciding that the case can be accepted.

Official sources (Appendix D) S05 S36 S37 S52

CHAPTER 18 / RESIDENCE AND NATIONALITY

Settlement and long residence

Learning objectives: identify the correct qualifying period; calculate absences under the right framework; distinguish eligibility for settlement from an automatic right to remain indefinitely.

18.1 Settlement is route-specific

Indefinite leave removes a time limit on stay, but it can lapse or be revoked in specified circumstances. It is not citizenship. Many routes have a settlement stage; others are temporary. Time on one route does not automatically count towards the five-year requirement of another.

Route	Initial screening questions
Skilled Worker	Is there a permitted five-year combination, compliant residence, continuing sponsorship and the required salary?
Appendix FM partner	What route was granted, what time counts, and are relationship, financial, accommodation and knowledge requirements met?
Dependent partner	Is the required dependant period and residence satisfied? What is the principal's position?
Dependent child	What parent and child requirements apply? Do not assume the partner's five-year rule applies.
Long residence	Is there ten years of qualifying lawful residence, with the correct exclusions and absence rules?
EUSS or BN(O)	Apply that scheme's specific requirements rather than a generic five-year checklist.

Check the earliest permitted submission date. "Five years in the UK" is not a sufficient calculation. Use grant history, relevant route provisions, entry dates where applicable and the current guidance.

18.2 Long residence

Appendix Long Residence concerns ten years of qualifying lawful and continuous residence. Some categories are excluded, including Visitor, Short-term Student, Seasonal Worker and Ukraine Scheme permission under the reviewed Rules. Immigration bail and periods of overstaying are not simply qualifying permission.

The current framework normally requires twelve months on the current route for settlement, subject to the stated exception concerning permission granted before 11 April 2024 and any applicable provisions. Read the exact current rule for the applicant. There is no dependant route under Long Residence; family members need their own eligibility assessment.

A case with uncomplicated valid grants may be suitable for Level 1. Gaps, disputed section 3C, adverse history, exceptional absence arguments or complex historical residence require referral. Some IAA guidance still uses historical long-residence paragraph numbers; use the current Immigration Rules for the substantive application.

18.3 Absences: use the correct period

Long-residence period	Basic reference point
Absence beginning before 11 April 2024	Consider the 184-day single-absence limit and the 548-day aggregate restriction for the relevant pre-change period, subject to the precise transition.
Absences beginning on or after 11 April 2024	Apply the 180-day limit in any rolling twelve-month period, subject to permitted exceptions.

Mixed periods need careful treatment under Appendix Continuous Residence and the guidance. Count whole days as directed; do not automatically include departure and return days. Annual totals by calendar year can miss a breach of a rolling twelve-month limit.

Simple whole-day example. A person leaves on 1 June and returns on 11 June. The whole days outside are 2-10 June: nine days. This arithmetic does not itself establish which route limit applies.

Rolling-period exercise. Two trips fall in different calendar years but within the same twelve-month window. A spreadsheet should examine overlapping windows, not just add January-December totals. Record evidence for each departure and return.

18.4 English and knowledge of life

Check the applicable settlement language and Life in the UK provisions, accepted previous evidence and exemptions. Do not require a fresh test where the rule accepts evidence already used. Do not promise exemption merely because a person feels anxious about testing; the relevant criteria and evidence must be met.

Forthcoming change: 26 March 2027. For Long Residence, LR 13.1 specifies B1 speaking and listening before this date and B2 for applications on or after it, unless exempt. Appendix KoLL also introduces the date-specific B2 threshold. Skilled Worker settlement has a new B2 speaking-and-listening provision in SW 22A. Other affected routes have their own amendments. Check the actual route wording; do not import the four-component English requirement for an initial work application into every settlement case.

The general age and health exemptions must be applied precisely. Citizenship and different settlement routes can have their own legal provisions. Keep test references and accepted evidence in the file.

18.5 Advice after a grant

Check the eVisa, explain how to prove status and warn about the route-specific effects of long absences. If the client wants citizenship, undertake a separate assessment of naturalisation dates, absences, good character, language and other requirements. Settlement does not guarantee citizenship.

Do not teach future settlement reform as already applicable law. The Government announced its earned-settlement policy on 2 November 2026. The House of Commons Library explains that the major changes to qualifying periods are not due to take effect until 2027. Check the actual Rules, commencement and transitional protection before changing an individual client's eligibility assessment.

Official sources (Appendix D) S24 S27 S33 S36 S58 S63 S64 S66

CHAPTER 19 / RESIDENCE AND NATIONALITY

British nationality: acquisition, registration and naturalisation

Learning objectives: identify whether citizenship already exists; distinguish registration from naturalisation; calculate the basic residence framework and recognise complex cases.

19.1 Ask whether the person is already British

Start with date and place of birth, parents' nationality and status at the relevant time, and how any British parent acquired citizenship. Different historical periods produce different results. A person born before 1 January 1983 needs a different analysis from someone born after commencement of the 1981 Act.

Route	Core distinction
Automatic acquisition	Citizenship arises by law when the conditions are met; evidence may still be needed.
Registration	A statutory application route; some routes are entitlements and others discretionary.
Naturalisation	Adult acquisition under section 6 and Schedule 1; meeting residence alone is insufficient.
Passport	Normally evidence of existing nationality; not a substitute for the nationality analysis.

For a UK-born child, a British or settled parent at birth can establish automatic citizenship under section 1(1). Armed-forces and other special provisions exist. EUSS-related automatic acquisition can be technically complex; check the date-specific official guidance.

19.2 Children and registration

Under section 1(3), a UK-born child who was not automatically British may become entitled to registration where a parent becomes British or settled while the child is a minor and the application is made while the child is a minor. Check the additional requirements, including good character from age ten where applicable.

Section 1(4) concerns UK birth and residence during the first ten years, with an ordinary limit of 90 days' absence in each of those years, subject to the statutory discretion. It is not the same as ten years of lawful residence for ILR and an application is not confined to childhood.

Section 3 includes other registration provisions. Cases involving a child born abroad, a British-by-descent parent, adoption, disputed parentage or discretionary registration need careful analysis. Do not assume that every child of a British citizen is automatically British or that all foreign birth certificates are sufficient proof of entitlement.

19.3 British citizenship by descent

A child born abroad to a British citizen otherwise than by descent may acquire citizenship by descent under section 2, subject to its requirements. A British citizen by descent does not generally pass citizenship automatically to a further generation born abroad, although exceptions and registration routes exist.

Identify the parent's basis of citizenship, not merely the place where their passport was issued. Historical discrimination, missing generations, Crown service and sections 4-5 can raise specialist issues. Record the family tree and supporting certificates before referring.

19.4 Naturalisation comparison

Requirement	Ordinary section 6(1) route	Spouse/civil partner of British citizen, section 6(2)
Qualifying period	Normally five years	Normally three years
Presence at start	Physically present on the required date five years before application	Physically present on the required date three years before application
Total absences	Normally no more than 450 days	Normally no more than 270 days
Final twelve months	Normally no more than 90 days outside	Normally no more than 90 days outside
Immigration time restrictions	Normally free of restrictions for twelve months before application and at application	Free of restrictions at application; no standard twelve-month wait
Future intentions	Applicable future-home/service requirement	Ordinary future-home requirement does not apply in the same way

Both routes have further requirements, including age, capacity, good character and knowledge of language and life, subject to applicable provisions and discretion. Marriage to a British citizen does not automatically provide settlement after three years. The person must actually be free from immigration time restrictions when applying.

19.5 Good character and evidence

Good character is wider than having no convictions. Check all questions honestly, including immigration history, deception, financial matters, proceedings and other conduct relevant to the guidance. Changes affecting illegal entry and other immigration history require particular care. Do not advise a client to omit spent or overseas matters without checking what must be disclosed.

Referees, identity, residence, settlement and language evidence must follow the current form and guidance. A familiar friend is not automatically an eligible referee. For children, check parental consent, responsibility and any relevant fee-waiver process separately.

19.6 Scope and practical examples

Example A: an adult has held ILR for fourteen months, is not married to a British citizen and meets the ordinary five-year residence pattern. Continue checking all naturalisation requirements; ILR is not the whole test.

Example B: an applicant married to a British citizen receives ILR today and has the required three-year residence. The ordinary twelve-month waiting requirement does not apply, but every other requirement still needs assessment.

Refer excess-absence discretion, serious character issues, deprivation, statelessness, disputed automatic acquisition and complex historical provisions. A nationality application does not extend immigration permission under section 3C.

19.7 A nationality screening exercise

Assume an applicant on the ordinary five-year naturalisation route has 420 days outside the UK over the qualifying period, including 95 days in the final twelve months. All dates have been accurately counted, and no discretion has yet been assessed.

The total is within the ordinary 450-day limit, but the final-year figure exceeds the ordinary 90-day limit by five days. Both tests must be considered. Do not approve the case from the total alone or assume that any excess is automatically excused. Obtain the full history and refer the discretionary issue as required by competence.

Evidence check	Purpose
Absence schedule and travel records	Verify both the overall and final-year calculations.
Permission and settlement history	Establish the applicable route and freedom from time restrictions.
British spouse/civil-partner evidence, if relevant	Identify whether section 6(2), rather than section 6(1), applies.
Identity, language, knowledge and character records	Complete the other requirements; residence figures alone cannot establish eligibility.

Official sources (Appendix D) S15 S34 S35 S59 S60

CHAPTER 20 / PROTECTION, REMEDIES AND PRACTICE

Protection, human rights and safe referral

Learning objectives: recognise a protection or rights issue; distinguish awareness from authority to conduct the case; make a timely, informed referral.

20.1 The essential concepts

A refugee claim concerns a well-founded fear of persecution for a Convention reason and the associated legal requirements. Humanitarian protection and human rights can address other serious risks. ECHR Article 2 concerns life, Article 3 prohibits torture and inhuman or degrading treatment, and Article 8 protects private and family life subject to its legal framework.

The five Convention grounds are race, religion, nationality, membership of a particular social group, and political opinion. Recognising a possible ground is only an initial step. Protection, risk, internal relocation and other legal questions require specialist assessment. Financial difficulty or a wish for better employment does not by itself establish persecution; equally, a person describing an economic problem may also disclose threats that need protection advice.

Awareness helps an adviser recognise a problem; it does not authorise a Level 1 adviser to assess and present the merits of a substantive asylum claim. Do not decide that someone has no protection claim because they initially asked about a work or family visa.

20.2 Recognise disclosure and urgency

If a client expresses fear of return, threats, trafficking, domestic abuse, detention or imminent removal, ask enough to identify urgency, safe contact and the need for specialist help. Do not conduct an extended traumatic interview merely to satisfy curiosity. Record the client's words accurately and avoid promising an outcome.

Seek an appropriately authorised adviser in the correct category. Tribunal advocacy, bail applications and judicial review require the corresponding authority. A Level 2 immigration adviser and a Level 2 asylum adviser do not necessarily have identical permissions.

20.3 Support, bail and limited assistance

Asylum support may be available subject to statutory and policy criteria. Sections 95 and 98 of the 1999 Act are relevant support provisions. Immigration bail is not permission to stay and may include reporting, residence and work conditions.

The competence guidance allows certain limited administrative or conditions work at Level 1, depending on category. This must not be expanded into substantive asylum representation or a bail application. Check the precise permission before accepting even an apparently simple task.

20.4 Refugee family reunion

At the review date, Appendix Family Reunion (Sponsors with Protection) is closed to new applications pending review. Applications made before 15:00 on 4 September 2025 have the specified transitional treatment. Other routes, including Appendix FM and Child Relative (Sponsors with Protection), may be relevant but have different requirements.

Do not offer a new application under a suspended route or promise that an alternative carries the same fee and evidential concessions. Family reunion and protection-related cases must be assessed against the regulatory scope guidance and referred as appropriate.

20.5 A useful referral note

Record the client's identity and safe contact details; the problem in their words; current documents and status; the next deadline; any detention, removal or safeguarding issue; what has and has not been done; and consent for transfer. Contact the receiving adviser where authorised and confirm that the referral has been accepted. A name on a list is not confirmation that someone will act.

Practice case. A client wants a visitor extension but says they cannot return because of a serious threat. Pause the routine route assessment, identify immediate safety and immigration deadlines, and arrange protection advice. Do not merely submit a weak visitor application and ignore the disclosure.

Official sources (Appendix D) S05 S13 S16 S49 S50 S61 S65

CHAPTER 21 / PROTECTION, REMEDIES AND PRACTICE

Administrative review, appeals and complaints

Learning objectives: select the correct remedy; calculate a deadline from the right event; draft a straightforward review issue and recognise the referral boundary.

21.1 Choose the right process

Process	Purpose	Level 1 approach
Administrative review	Correct specified caseworking errors in an eligible decision	May be undertaken for Level 1 type cases within the published exclusions.
Statutory appeal	Tribunal determination where a legal appeal right exists	Explain and refer; do not prepare or conduct an appeal beyond authorisation.
Nationality reconsideration	Specified reconsideration of a nationality decision	Limited Level 1 cases may concern overlooked information or a premature decision; legal disputes require referral.
Home Office complaint	Service failure, delay or conduct	Use the published process; it does not ordinarily preserve a legal challenge deadline.
Judicial review	Specialist challenge to lawfulness	Refer; Level 1 does not permit the pre-action protocol or judicial review work.

Before recommending a fresh application, assess its effect on the pending review, status and costs. Refusal does not automatically mean "apply again".

21.2 Administrative-review eligibility and scope

Check eligibility under Appendix Administrative Review and every refusal ground. Potential errors include miscalculation, overlooked evidence or the wrong requirement. Review is not a general opportunity to rebuild the application.

New evidence is permitted only in specified circumstances; check the rule before submitting it. Credibility or fundamental genuineness disputes fall outside Level 1 administrative-review permission, even where the adviser considers the allegation wrong.

21.3 Deadlines and fee

Eligible decision category	Ordinary limit under the reviewed Rules
Entry-clearance refusal	28 calendar days from receipt of notice
Permission-to-stay refusal, not detained	14 calendar days from receipt of notice
Relevant refusal/cancellation where detained on the decision date	7 calendar days from receipt of notice
Relevant cancellation, not detained	14 calendar days from receipt of notice
Eligible period/conditions-of-grant review	14 calendar days from receipt of the grant notice

The deadline does not create a review right. Check the decision, rule and receipt evidence. The current fee is £80. Late requests need urgent advice and a fresh scope assessment.

Section 3C depends on the underlying history and the statutory review provisions. An administrative review does not grant immigration permission to someone who did not have qualifying continued leave. Explain the effects of a new application, withdrawal or travel before the client takes action.

21.4 Draft an issue precisely

Identify the challenged finding, caseworking error, applicable rule, submitted evidence and requested correction. Cite document references. Avoid unsupported unfairness claims or new circumstances unrelated to an eligible error.

Original training example: "The decision states that the required funds were held for 27 days. The statement submitted with the application covers 1 to 28 September inclusive and shows the required minimum throughout. Please review the calculation against the financial requirement and the submitted statement at document F2. No allegation of document genuineness is made in the decision."

This example assumes an eligible review, correct dates and no other refusal ground. Check the actual statement and Rules.

21.5 Appeals and service complaints

Section 82 of the 2002 Act provides appeal rights for specified protection and human-rights decisions and protection-status revocation. Other appeal rights can arise under separate legislation, including the EUSS framework. The usual tribunal time limits are short and depend on the applicable rules and location; verify them immediately and refer.

A Home Office complaint can challenge poor service but normally does not reconsider the legal merits or suspend a review/appeal deadline. Similarly, an MP enquiry is not a statutory appeal. Record parallel processes separately so that a client does not lose a remedy while waiting for a complaint response.

Official sources (Appendix D) S05 S14 S43 S44 S45 S62

CHAPTER 22 / PROTECTION, REMEDIES AND PRACTICE

Managing the file from first enquiry to closure

Learning objectives: maintain a file another adviser can understand; monitor deadlines and client money; close a case with a clear outcome, documents record and financial statement.

22.1 A practical file structure

Section	Records to keep
Intake	Identity, contact details, conflict check, initial history and vulnerability needs
Retainer	Scope decision, client care agreement, authority and fee information
Advice	Research notes, eligibility assessment, options, risks and client decisions
Evidence	Index, source documents, translations, checks and explanations
Application	Client-approved form, statements, submitted bundle and receipts
Monitoring	Biometrics, outstanding tasks, correspondence, progress updates and diary entries
Decision	Original notice, reasons explained, next steps and any referral
Accounts and closure	Invoices, receipts, refunds, originals returned and closure communication

Maintain a secure case list recording reference, client, route, adviser, level/category, opening and closure dates, status, deadline and outcome. Follow the organisation's systems and regulatory requirements.

22.2 Attendance notes

Record the date, method, participants, interpreter, instructions, material facts, documents seen, advice, reasons, options, client decision and actions. Identify who will do each action and by when. Distinguish a contemporaneous note from a later reconstruction; never backdate a record.

Weak note: "Client called. All okay."

Useful note: "Employer letter outstanding; salary evidence remains unverified. Client will request the letter today; adviser will review on receipt. No application submitted. Permission expiry checked against grant notice; reminder set for 18 November."

22.3 UKVI interview and communication records

Record interview dates, participants, questions, answers and corrections accurately. Distinguish a summary from a verbatim transcript. Retain the client's explanation; never coach concealment.

Keep material communications in the file. Arrange inbox monitoring and absence cover so deadlines are not hidden in one account. Tell clients how to forward Home Office messages and who reviews them.

22.4 Client money and original documents

Keep a ledger distinguishing professional fees, disbursements, money held, payments made and refunds due. Issue invoices and receipts as required. Return unused client money and relevant refunds promptly. Reconcile the ledger before closure.

Give the client copies of any originals retained and return originals as soon as their purpose is served. Record the item, date, method and recipient. A general statement that "documents were returned" is less useful than an itemised record.

22.5 Closure letter

State the completed work and outcome, current permission/conditions where relevant, important future dates, any unresolved matter or referral, the documents returned, the final financial position and the retention/contact arrangements. Say whether there is anything further the organisation is instructed to do.

Closure item	Example of precise recording
Outcome	"Decision dated [date] grants [route] until [date], subject to [conditions]."
Originals	"Passport [reference], marriage certificate and birth certificate returned by [method] on [date]."
Finance	"Professional fees invoiced £[ ]; paid £[ ]; disbursements £[ ]; balance/refund £[ ]."
Next action	"Client to seek extension advice by [date]; no further application currently instructed."
Referral	"With consent, file sent to [provider] on [date]; acceptance/deadline responsibility confirmed [details]."

22.6 Retention and audit

The Code requires at least six years' retention of client files and records. Follow its guidance and a documented retention/destruction schedule; justify longer retention. Use secure storage, access controls and reliable backups.

A file should show what was done and why. Check whether another adviser can identify status, legal basis, evidence gaps, money held and the next deadline from the records alone.

Official sources (Appendix D) S06 S07 S08

CHAPTER 23 / PROTECTION, REMEDIES AND PRACTICE

Casework workshop with model answers

Learning objectives: apply the full method to realistic facts; state assumptions; produce a clear next action instead of an unsupported yes/no answer.

These cases are fictional. The suggested answers identify the main learning points and do not exhaust every possible issue. Use the current official sources during the exercise. Suggested timing is a teaching choice, not an IAA assessment specification.

Case 1: A visit with family support

Facts. Naila proposes a five-week visit to her daughter. Her daughter will provide accommodation and pay £1,600 towards the trip. Naila is retired, owns her home abroad and cares for another family member when at home. Her account contains a recent £3,000 transfer.

Task. List the facts and evidence needed; identify any concern; write a provisional route assessment.

Model answer. Consider Standard Visitor and nationality/visa requirements. Confirm the actual purpose, dates, budget, host's status and capacity to support, accommodation, Naila's circumstances and return plan. Ask for the source and availability of the transfer; do not assume it is deceptive or automatically sufficient. Explain that sponsorship does not resolve the genuine-visitor test. Refer if adverse history or credibility issues make the case complex.

Case 2: Partner income and savings

Facts. A new partner application requires the £29,000 threshold. Assume £20,000 of annual income is fully evidenced in an eligible category that can be combined with savings. Qualifying savings of £40,000 have been held for the required period.

Task. Calculate the shortfall and assess the numerical savings requirement.

Model answer. The shortfall is £9,000. Required savings are £16,000 + (2.5 × £9,000) = £38,500. The £40,000 exceeds that amount by £1,500. This answers only the financial arithmetic on the stated assumptions. Verify source, ownership, holding period, permitted combination, relationship, English, accommodation, suitability and validity before advising that an application is ready.

Case 3: A recent salary increase

Facts. A sponsor earned £25,000 for four months and £31,000 for two months with the same employer. The client says the latest payslip proves an annual salary above £29,000.

Task. Explain why the latest payslip is not a complete answer.

Model answer. Determine the correct category and salaried/non-salaried calculation. Under the ordinary salaried Category A approach, the lowest salary in the relevant six-month period matters. Consider whether Category B or another permitted source is available, checking its separate requirements. Do not invent six months at the higher rate or automatically use a simple average. Record the evidence and timing options.

Case 4: Student application across a change date

Facts. A London Student must show nine months of living costs and £6,000 unpaid tuition. They plan to apply on 1 December 2026. No exemption or other adjustment applies.

Task. Calculate the required amount and explain the evidence dates.

Model answer. Use £1,570 per month: £14,130 plus £6,000 = £20,130. The old £1,529 rate does not apply to this submission date. Check the uninterrupted 28-day holding period and the 31-day closing-date requirement, along with account eligibility and any relevant rules about continued availability. Check CAS and all other requirements separately.

Extension exercise. For an eligible Student outside London applying before 30 November 2026 with one eligible dependant, nine months' living costs are £10,539 + £6,120 = £16,659. Add unpaid tuition as applicable. Check each person's exemption and eligibility separately; the main applicant's later increase does not automatically change the dependant rate.

Case 5: Skilled Worker salary

Facts. Assume a genuine eligible Option A job at 37.5 hours has a £44,000 going rate. Proposed salary is £42,000. The employer says it meets the national threshold.

Task. State the numerical conclusion and appropriate next action.

Model answer. The salary meets £41,700 but falls £2,000 below the £44,000 going rate. It therefore fails the stated Option A salary test. Verify the code and duties, relevant table, hours and pay elements. A discount cannot be selected without an eligible basis. Seek corrected genuine sponsorship terms or an appropriate alternative; do not relabel the job to force a result.

Case 6: Completion with a sponsor problem

Facts. A student passed a qualifying course and the institution reported completion. Before the Graduate application, the provider lost the relevant sponsor status.

Task. Identify the missing legal question.

Model answer. GR 4.1 requires the relevant higher education sponsor with a track record of compliance on the application date. Completion and notification do not independently cure a failure of that requirement. Obtain the actual dates and records and refer the disputed eligibility issue. Do not promise that a completion letter guarantees a Graduate grant.

Case 7: Refusal followed by another application

Facts. A client says their administrative review was unsuccessful yesterday and wants to submit a new work application within fourteen days, continuing their former work rights.

Task. Identify the distinctions and the urgent evidence required.

Model answer. Obtain the grants, original application, refusal, review application and review outcome with receipt dates. Assess when section 3C ended and whether SUI 13.1 assists the new application's consideration. A fourteen-day provision does not automatically revive permission or work rights. Check bail and any other conditions. Refer the complex status and remedies issue promptly; do not promise continued work from the new receipt.

Case 8: Child born in the UK

Facts. A child was born in the UK while both parents had temporary permission. One parent has now obtained ILR. The child is seven.

Task. Identify a potential nationality route and the documents needed.

Model answer. Check whether the child was already British under any special provision. If not, section 1(3) registration may be available while the child remains a minor because a parent has become settled. Obtain the full birth certificate, parentage and identity records, parent's ILR evidence and consent/responsibility information. Do not describe citizenship as automatically backdated to birth.

Case 9: Overlooked document or genuineness?

Facts. A refusal says a bank statement was not provided. The submission record shows it was uploaded. A second paragraph alleges that the account details are false.

Task. Decide whether the apparent upload error makes this routine Level 1 review work.

Model answer. No. Read all grounds. The fundamental genuineness allegation means the case does not fall within the ordinary Level 1 administrative-review permission. Preserve the upload and original evidence, identify the review deadline and obtain an urgent referral. Do not ignore the second ground because the first appears easy to answer.

Case 10: Closing a paid file

Facts. A case is complete. The organisation holds an original certificate and £150 unused client money. The adviser has emailed "case closed".

Task. List what remains to be done.

Model answer. Explain the outcome and any dates/conditions, return and itemise the original, reconcile the ledger, return the unused money, issue the final financial statement, confirm any remaining instructions and record retention arrangements. Update the case list. An email saying "closed" does not establish that these duties were completed.

A marking approach for trainers

Assess whether the learner identifies the right issue, asks for missing facts, locates the source, applies it accurately, gives a reasoned provisional conclusion, stays within scope and records a practical next action. Reward a justified qualification or referral; do not reward confident guessing. Ask learners to correct their work and explain what evidence would change their conclusion.

Official sources (Appendix D) S05 S07 S09 S11 S20 S23 S24 S27 S28 S30 S35 S38 S43

CHAPTER 24 / PROTECTION, REMEDIES AND PRACTICE

Knowledge checks and assessment preparation

Learning objectives: test common misconceptions; explain the reason for an answer; practise finding the controlling source efficiently.

24.1 Twenty-four knowledge checks

Choose one answer for each question. Then check the answer table and explain why the other options are unsafe. These are training questions, not a prediction of the official examination format or pass mark.

1. A private training certificate: A. authorises Level 1 practice; B. is evidence of learning but does not itself confer authorisation; C. replaces the IAA assessment in every case.

2. The best starting point for scope is: A. the route's familiar name; B. the fee offered; C. the exact facts, work required, authorisation and competence.

3. A valid in-time application remains undecided when limited leave expires: A. section 3C may continue existing permission; B. the requested route's conditions immediately apply; C. the applicant becomes British.

4. An ordinary late application within fourteen days: A. always restores work rights; B. is always prohibited; C. may engage a specific exception but does not itself restore permission.

5. A fee-waiver request is: A. a visa grant; B. an affordability process with specific requirements and application-date consequences; C. an automatic unlimited extension.

6. An application is varied after the October 2026 changes: A. earlier biometrics duties can be ignored; B. the earlier biometrics deadline must still be addressed under the applicable rule; C. no fee can ever be due.

7. A visitor's bank balance must: A. always exceed £10,000; B. always exceed the host's balance; C. be assessed against the credible trip and applicable requirements.

8. An ETA: A. guarantees admission; B. permits travel subject to the applicable conditions, without guaranteeing entry; C. gives settlement.

9. An unmarried partner necessarily needs: A. exactly two years of joint tenancy; B. no evidence of commitment; C. a qualifying two-year relationship, with cohabitation not an absolute requirement.

10. The ordinary new partner income threshold at the review date is: A. £18,600 for every case; B. £29,000, subject to the applicable exceptions/transitions; C. £41,700.

11. £20,000 eligible income leaves a £9,000 shortfall against £29,000. Entry-stage savings required under the stated formula are: A. £9,000; B. £22,500; C. £38,500.

12. All family income sources can be combined with savings: A. true; B. false; C. true if the applicant writes a declaration.

13. A London Student applying on 1 December 2026 needs nine months' maintenance at: A. £1,529 per month; B. £1,570 per month; C. £845 per month.

14. A taught master's Student beginning a course after 1 January 2024: A. automatically qualifies to bring dependants; B. can never have a child; C. must meet the specific dependant eligibility rules.

15. Graduate eligibility requires: A. only a graduation ceremony; B. the applicable completion, notification, sponsor, qualification and study requirements; C. only a job offer.

16. A non-doctoral qualifying Graduate application made on 2 January 2027 normally gives: A. two years; B. eighteen months; C. five years.

17. Option A salary is £42,000, with a £44,000 applicable going rate: A. the stated salary test is met; B. only the national threshold matters; C. the stated salary test is not met.

18. Skilled Worker new-entrant time limits: A. concern only time paid below the standard rate; B. require checking the combined relevant Skilled Worker, Graduate and Tier 2 permission; C. restart with each employer.

19. Every dependant's leave ends automatically when the principal loses a job: A. true; B. false, each person's permission and any action must be assessed; C. true unless married.

20. A straightforward eligible administrative review with no credibility/genuineness issue: A. may be within Level 1 competence and authorisation; B. is always prohibited; C. is a tribunal appeal.

21. A service complaint: A. always pauses an appeal deadline; B. replaces all review rights; C. should not be assumed to preserve a legal challenge deadline.

22. A UK-born child whose parent becomes settled later: A. is always automatically British from birth; B. may qualify for registration, subject to the statutory requirements; C. can never become British.

23. A person married to a British citizen who has ILR: A. must always wait twelve further months; B. never needs residence evidence; C. does not have the ordinary twelve-month settlement wait, but must meet all other requirements.

24. A client has not paid the final invoice and asks for their file: A. withhold it until payment; B. follow the Code's transfer duties without prejudice to the client; C. destroy it.

24.2 Answer key with reasons

Q	Answer	Why
1	B	Learning evidence and regulatory authorisation are different.
2	C	Scope depends on the actual work, authorised category and competence.
3	A	Section 3C can continue the old permission and conditions.
4	C	Disregarding overstaying is not a grant of leave or work rights.
5	B	The request has a defined purpose and conditional procedural effects.
6	B	Variation does not automatically erase the earlier biometrics requirement.
7	C	There is no universal visitor bank-balance threshold.
8	B	Travel authorisation is distinct from admission.

Q	Answer	Why
9	C	The legal relationship test is not an absolute cohabitation rule.
10	B	Check new, transitional and adequate-maintenance cases separately.
11	C	£16,000 + (2.5 × £9,000) = £38,500.
12	B	Category-specific combination restrictions apply.
13	B	The increased main-applicant rate starts on 30 November 2026.
14	C	Course, sponsorship, history and specific child provisions matter.
15	B	Completion alone is not the complete Graduate test.
16	B	The non-doctoral period changes for applications from 1 January 2027.
17	C	Both the general threshold and applicable going rate must be met.
18	B	Check all relevant permission within the rule's combined maximum.
19	B	Related status is not the same as automatic simultaneous cancellation.
20	A	Current guidance expressly permits qualifying review work.
21	C	Service complaints and legal remedies are separate.
22	B	Section 1(3) can provide registration; special automatic rules need checking.
23	C	The spouse route removes the ordinary wait, not the other requirements.
24	B	Outstanding fees do not justify prejudicing the client by withholding transfer.

24.3 Prepare for practical assessment

Use the revised syllabus and current IAA candidate instructions. Practise finding a rule and explaining it clearly under a time limit. Work from a short client history, prepare a chronology, identify the issue and write a concise advice note with reasons. Practise ethical decisions as seriously as calculations.

Do not assume an old resource book, past question count or historical pass mark describes the new arrangements. The IAA announced approved website access and an additional ethics component. Check the current platform, permitted material, timing and accessibility arrangements before the actual assessment.

Keep a learning log: topic, error made, correct source, revised explanation and action to prevent repetition. A learner who can explain why an attractive wrong answer fails is better prepared than one who memorises the letter of the correct answer.

Official sources (Appendix D) S01 S02 S03 S05

APPENDIX A / REFERENCE AND TOOLS

Practical casework tools

These structures are teaching aids. Adapt them to the actual service, current Code and client's needs. A completed form must record the reasoning and evidence, not merely a sequence of ticks. Do not insert hypothetical facts into a live client's record.

A1. Initial interview and scope record

Record	Information to complete
Administrative details	Client name; date of birth; reference; interview date; adviser; interpreter and consent
Instructions	Result sought; urgency; proposed travel; who is the client and who is paying
Identity and family	Nationalities; identity documents; partner and children; relevant relationships
Immigration history	First entry; every grant; expiry; applications; refusals; reviews; appeals; cancellations; absences
Current position	Location; permission and conditions; pending matters; documents establishing the position
Adverse or sensitive history	Criminal matters; previous breaches; disputed evidence; safeguarding; protection or human rights issues
Route analysis	Relevant Appendix or nationality provision; validity; suitability; eligibility; alternatives
Evidence gaps	Missing document; purpose; responsible person; date due
Scope decision	Authorised level/category; competence; reasons to accept, limit or refer; reviewer
Agreed next steps	Written advice; costs; deadline owner; client action; adviser action; review date

A2. Chronology and deadline tracker

Date/event	Evidence/reference	Legal significance	Required action, owner and deadline
[Date of grant]	[Decision/eVisa]	[Route, duration and conditions]	[Check record and advise client]
[Permission expiry]	[Authoritative record]	[Last day of existing permission]	[Route and validity check before filing]
[Application submitted]	[Receipt and full form]	[Actual date; any deemed-date issue]	[Biometrics, evidence and payment steps]

Date/event	Evidence/reference	Legal significance	Required action, owner and deadline
[Request received]	[Email/portal notice]	[What is required and how time runs]	[Named owner and diary alert]
[Decision received]	[Notice and service evidence]	[Outcome; remedy; status implications]	[Urgent advice and referral if needed]

Record dates in a consistent unambiguous format, such as 13 November 2026. Separate the decision date from the date and method of receipt. For a working-day deadline, identify weekends, relevant holidays and the rule for starting the count. Do not use a generic calculator without checking the legal basis.

A3. Evidence schedule

Requirement and rule	Evidence relied on	What it proves	Gap or inconsistency	Action
[Identity]	[Passport details]	[Identity / nationality]	[Name difference]	[Explanation / source document]
[Financial category]	[Payslips, statements, letter]	[Amount, period and receipt]	[Missing month]	[Obtain and reconcile]
[Relationship]	[Certificate/other records]	[Specified legal or factual link]	[Date conflict]	[Check original and instructions]
[English]	[Reference / qualification]	[Required level or exemption]	[Provider / date issue]	[Check applicable rule]

Do not make a document list the starting point of the analysis. First identify the requirement; then explain why the evidence meets it. Maintain an upload index that matches the actual files supplied.

A4. Advice-note structure

Client and instructions: [Who instructed you, what they seek, material dates and the scope of the service.]

Facts and evidence: [Verified facts, the client's account, disputed matters and documents reviewed. Keep these categories clear.]

Applicable framework: [Route/provision; version and commencement date; current guidance; regulatory scope.]

Assessment: [Validity, suitability and eligibility; calculations; missing evidence; alternatives; reasons for the conclusion.]

Advice and consequences: [Recommended next step; significant risks; effect on work, study, travel or family members where relevant; no unsupported guarantee.]

Actions and deadlines: [Client action; adviser action; exact due date; owner; review date; referral if required.]

Client understanding: [How advice was explained, questions answered, interpreter used, and approval obtained.]

A5. Final submission review

1. Confirm identity, instructions, authority to act, client care agreement and scope.
2. Recheck immigration history, expiry and any pending application or remedy.
3. Open the correct route, current rule version, form and application location.
4. Check validity requirements, fees or waiver, IHS and any required reference.
5. Recalculate financial and residence requirements; have another competent person review material calculations where practicable.
6. Reconcile names, dates and amounts across the form, statements and source documents.
7. Check translations, specified evidence, file readability and upload limits.
8. Obtain informed client approval of the final form and representations.
9. Retain the complete submission, attachments, payment and reference receipts.
10. Diary biometrics, evidence requests and updates; tell the client what happens next.

A6. Closure and original-document return

Matter: [Client and reference]. **Outcome and date:** [Accurate decision summary]. **Final advice:** [Status, conditions, remedies or next application, with dates where known].

Original item	Identifying detail	Return date and method	Recipient/acknowledgement
[Passport]	[Record enough to identify safely]	[Date/method]	[Name/receipt]
[Certificate]	[Description]	[Date/method]	[Name/receipt]
[Other]	[Description]	[Date/method]	[Name/receipt]

Final financial statement: Professional fees charged £[ ]; disbursements £[ ]; payments received £[ ]; refund £[ ]; outstanding balance £[ ]. State clearly where the balance is nil and enclose the relevant receipt or statement.

Confirm which electronic copies are retained, the applicable retention arrangements, any transfer to another adviser, and whether any further work remains agreed. Do not say that a document was returned or a fee paid unless the record supports that statement.

A7. Urgent referral note

Record the client's consent and safe contact details; exact problem; status chronology; decision and receipt dates; possible deadline; documents enclosed; work already done; unresolved questions; and proposed receiving practitioner's authorisation. Identify any language, disability or safeguarding needs with an appropriate lawful basis.

Ask the receiving practitioner to confirm whether they accept the matter and the deadline. Tell the client when responsibility has actually transferred. A referral email alone is not confirmation that another person is acting.

A8. Trainer's update and learning log

Date checked	Source and version	Change found	Chapters affected	Action and owner
[Date]	[Official title and link]	[Change and start date]	[Book, slides, questions]	[Update and check]
[Date]	[Source/version]	[Change]	[Chapter/material]	[Action/owner]
[Date]	[Source/version]	[Change]	[Chapter/material]	[Action/owner]
[Date]	[Source/version]	[Change]	[Chapter/material]	[Action/owner]

For each session, check the syllabus, current registration/assessment notice, affected Immigration Rules and dates, fee table, relevant financial figures and essential guidance. Keep a copy of the material actually taught. If an error is discovered, correct it and communicate the correction to affected learners.

A9. Learner reflection and action plan

Reflection	Your entry
Topic or case studied	[Identify the chapter, issue and learning task.]
What I initially thought	[Record the mistaken assumption or unanswered question.]
What the source establishes	[Rule or guidance reference and a plain-language explanation.]
How I will apply this	[Change to interview questions, calculation, evidence check or referral decision.]
How I will check my learning	[Explain to a colleague, repeat the calculation or answer a new case.]

Use one completed reflection after each study block. Revisit it when the same issue appears in a later case: can you now identify the relevant facts and explain the result without repeating the original error?

Official sources (Appendix D) S05 S06 S07 S08 S09 S51

APPENDIX B / REFERENCE AND TOOLS

Dated figures and deadline reference

Edition date: 18 November 2026; source review undertaken 13-18 November. This reference is a navigation aid. Use the chapter and official rule for exceptions, transitions and evidence. Figures that appear similar may belong to different routes and must not be interchanged.

B1. Key financial figures

Item	Figure or formula	Qualification
Most new Appendix FM partner cases	£29,000 gross annually	Transitional and adequate-maintenance cases need separate treatment.
Partner cash savings, entry/extension	£16,000 + 2.5 × annual shortfall	Only where that category/combination is permitted and all evidence requirements are met.
Savings alone against £29,000, entry/extension	£88,500	£16,000 + (2.5 × £29,000).
Partner savings at settlement	£16,000 + annual shortfall	The 2.5 multiplier does not apply at that stage under the reviewed guidance.
Student, London, through 29 November 2026	£1,529 monthly; £13,761 for nine months	Living costs only; unpaid course fees may also be required.
Student, outside London, through 29 November 2026	£1,171 monthly; £10,539 for nine months	Apply the actual course/location rules.
Student, London, from 30 November 2026	£1,570 monthly; £14,130 for nine months	Forthcoming rate at the review date.
Student, outside London, from 30 November 2026	£1,203 monthly; £10,827 for nine months	Forthcoming rate at the review date.
Eligible Student dependant	£845 London / £680 outside London monthly	For up to nine months; assess dependant eligibility first.
Skilled Worker Option A	£41,700 and 100% of the applicable going rate	See the full A-K table and eligibility restrictions in chapter 15.
Skilled Worker maintenance	£1,270 main; £285 partner; £315 first child; £200 each further child	Unless a valid exemption/certification applies.
IHS standard annual rate	£1,035	Route, duration and exemptions affect the actual charge.

Item	Figure or formula	Qualification
IHS reduced annual rate	£776	Students, relevant dependants, Youth Mobility and under-18 cases as specified.
ETA application	£20	Check nationality, eligibility and the current fee before purchase.
Administrative review application	£80	Eligibility, refunds and the correct deadline need separate assessment.

B2. Dates that require different treatment

Trigger	Practical effect
17 November 2026	Announced start of the revised IAA registration application journey. Check the current assessment and transition notices.
30 November 2026	Increased main-applicant Student maintenance rates.
1 January 2027	Non-doctoral Graduate applications move from a two-year grant to 18 months. Doctoral grants remain three years.
26 March 2027	B2 English applies under the specified settlement amendments. Check the relevant route and accepted evidence.
Student/SW funds evidence	Where the ordinary funds test applies: 28 consecutive days; latest evidence within 31 days before application.
Relevant fee-waiver outcome	The specified application and ten-working-day requirement need precise checking under paragraph 34G and guidance.
Administrative review	Common limits: 28 days for entry-clearance refusal; 14 days for an in-country refusal if not detained; seven days if detained. Read the exact decision and rule.
Immigration appeal	The decision, appeal rules and service position control the deadline. Refer immediately; a complaint does not preserve it.

B3. Keep these distinctions visible

Keep expiry, submission and decision dates separate. Distinguish a fee-waiver request from an application; a threshold from a holding period; and a training certificate from authorisation. Explain work and travel rights from established status and conditions, not merely an application receipt or pending complaint.

Official sources (Appendix D) S03 S09 S10 S18 S20 S21 S22 S23 S24 S30 S40 S41 S42 S43 S44 S51 S54 S55 S63 S64

APPENDIX C / REFERENCE AND TOOLS

Working glossary

Term	Meaning in this manual
Administrative review (AR)	A defined Home Office review of eligible decisions for specified caseworking errors.
Appeal	A statutory challenge to a tribunal where a right exists; distinct from administrative review or complaint.
CAS	Confirmation of Acceptance for Studies; an electronic sponsorship record used for a Student application.
CEFR	Common European Framework of Reference for Languages; the scale used for A1, A2, B1, B2 and other language levels.
Client care letter	Written explanation of the service, responsibilities, charges and other required client information.
CoS	Certificate of Sponsorship; an assigned electronic record, not a guarantee of a work visa.
Credibility	Whether the account or asserted intention is accepted as believable; disputed credibility can change the scope decision.
Disbursement	A third-party expense incurred for the matter, distinct from the adviser's professional fee.
Discretion	A legally authorised judgment or exception; it does not mean the decision-maker can disregard all requirements.
Eligibility	The substantive route requirements, separate from validity and suitability.
Entry clearance	Permission sought through the relevant process before travel to enter the UK.
ETA	Electronic Travel Authorisation; permission to travel for eligible travellers, not a guarantee of entry.
EUSS	EU Settlement Scheme, principally under Appendix EU and Appendix EU (Family Permit).
eVisa	A digital record of immigration status and relevant conditions, accessed through official systems.
Fee waiver	A specified waiver of charges where the applicable test is met; not a general immigration status.
FM / FM-SE	Family Members / Family Members - Specified Evidence appendices of the Immigration Rules.
Going rate	The relevant occupation's salary benchmark, read with the particular salary option and hours rules.

Term	Meaning in this manual
IAA	Immigration Advice Authority; OISC is its former name.
IHS	Immigration Health Surcharge, payable in applicable applications unless exempt.
ILR / ILE	Indefinite leave to remain / indefinite leave to enter.
Judicial review (JR)	Court or tribunal supervision of lawfulness; a specialist remedy with its own procedural rules.
Limited permission	Immigration permission restricted to a period and usually subject to conditions.
Naturalisation	Acquisition of British citizenship through the statutory adult application framework.
NRPF	No recourse to public funds; a condition requiring careful interpretation of what counts as a public fund.
Overstaying	Remaining beyond permission without a continuing or other lawful basis; exact dates and statutory extension matter.
PAP	Pre-action protocol correspondence before judicial review; not a general customer-service complaint.
Registration	Depending on context, IAA authorisation procedures or a statutory nationality acquisition route.
Section 3C	A provision of the Immigration Act 1971 that can extend limited leave in defined circumstances.
Settlement	Indefinite immigration permission under a qualifying route; different from citizenship.
Specified evidence	Documents or information required in a particular form by the applicable rules.
Suitability	Requirements addressing matters such as conduct, history and other refusal grounds.
UKVI	UK Visas and Immigration, part of the Home Office.
Validity	Requirements for an application to be accepted as a valid application under the relevant framework.
Variation	A change to an outstanding application where permitted; it is not a decision granting the new route.

APPENDIX D / REFERENCE AND TOOLS

Official sources and update record

Source review period: 13-18 November 2026. Click a source title to open the official page. Chapter reference codes link to the corresponding entry here. The links are starting points for current verification, not a substitute for reading the applicable provisions and commencement rules. Guidance can explain a rule but cannot override legislation.

For legislation, check the territorial extent, commencement, amendments and outstanding changes. For Immigration Rules, check the version applying on the relevant date and any transitional provisions. For assessment and registration, follow the latest published IAA notice and direct candidate instructions.

S01 IAA: 2026 competence assessment syllabuses
Level 1 syllabus published 23 September 2026; learning coverage and practical skills. [GOV.UK]

S02 IAA: changes to the competence assessment process
Announcement of 23 September 2026; ethics, approved websites and revised process. [GOV.UK]

S03 IAA: making registration applications easier and more efficient
Announcement of 28 October 2026; revised application journey from 17 November 2026. [GOV.UK]

S04 IAA adviser registration explained
Levels, categories and registration context. [GOV.UK]

S05 IAA guidance on competence: Level 1
Reviewed October 2026 guidance, including limits, referrals and administrative review. [GOV.UK]

S06 IAA Code of Standards 2024
Current Code, effective from 1 September 2024; read the Code linked on this page. [GOV.UK]

S07 IAA guidance notes: Code of Standards 2024
Official explanatory guidance for professional conduct and practice. [GOV.UK]

S08 IAA model documents
Official model client care and practice documents; adapt to the actual service. [GOV.UK]

S09 Immigration Rules: Part 1
Application procedures, dates, variation, biometrics and withdrawal; particularly paragraphs 34G, 34GB, 34BB and 34K. [GOV.UK]

S10 Statement of Changes HC 584: 3 September 2026
Read amendments and commencement provisions together, including fee-waiver dates and Student maintenance. [GOV.UK]

S11 Immigration Rules: Part Suitability
Current suitability framework; SUI 13.1 covers the specified overstayer exception. [GOV.UK]

S12 Immigration Act 1971
In particular sections 3, 3C and 3ZA; check the relevant amended provision. [legislation.gov.uk]

S13 Immigration and Asylum Act 1999
Part V regulates immigration advice; Part VI includes asylum-support provisions. [legislation.gov.uk]

S14 Nationality, Immigration and Asylum Act 2002
Section 82 appeal framework and related provisions; read the current version. [legislation.gov.uk]

S15 British Nationality Act 1981
Citizenship acquisition and applications, including sections 1, 3, 6 and 41A and Schedule 1. [legislation.gov.uk]

S16 Borders, Citizenship and Immigration Act 2009: section 55
Duty concerning safeguarding and promoting the welfare of children in the UK. [legislation.gov.uk]

S17 Home Office guidance: section 3C and 3D leave
Extension of leave, conditions, decisions, remedies and travel. [GOV.UK]

S18 Fee waiver: human rights and specified applications
Eligibility, financial assessment, subsequent application and procedural consequences. [GOV.UK]

S19 View an eVisa and prove immigration status
Official digital-status and share-code guidance. [GOV.UK]

S20 Student visa: money required
Public guidance; read with the amended Rules for application-date changes. [GOV.UK]

S21 Immigration Rules: Appendix Student
Validity, study, finance, English, conditions and dependants. [GOV.UK]

S22 Student visa: family members
Dependant eligibility and maintenance; read with Appendix Student. [GOV.UK]

S23 Immigration Rules: Appendix Graduate
Completion, sponsor requirements, eligibility, conditions and grant periods. [GOV.UK]

S24 Immigration Rules: Appendix Skilled Worker
Salary options A-K, sponsorship, English, new entrants, dependants and settlement. [GOV.UK]

S25 Sponsor guidance: sponsor a Skilled Worker
Employer sponsorship requirements; use the latest occupational tables and sponsor guidance. [GOV.UK]

S26 Skilled Worker visa: knowledge of English
B2 requirement and the specified B1 transitional position. [GOV.UK]

S27 Immigration Rules: Appendix FM
Partner, parent and related family requirements; check the specific route and stage. [GOV.UK]

S28 Immigration Rules: Appendix FM-SE
Specified evidence, income categories and financial documents. [GOV.UK]

S29 Family life as a partner or parent: caseworker guidance
Relationship, family-route requirements and exceptional-circumstances framework. [GOV.UK]

S30 Family migration financial requirement: caseworker guidance
Official 11 November 2025 guidance; categories, combinations and savings calculations. [GOV.UK]

S31 Appendix FM family-member guidance collection
Includes adequate maintenance and accommodation guidance; check current benefit rates separately. [GOV.UK]

S32 Family visa: knowledge of English
Partner/parent English evidence; read settlement requirements with Appendix KoLL. [GOV.UK]

S33 Immigration Rules: Appendix Long Residence
Qualifying residence, exclusions, current-route requirement and English-language dates. [GOV.UK]

S34 Guide AN: naturalisation as a British citizen
Adult naturalisation, residence, absences, lawful status and evidence. [GOV.UK]

S35 Registration as a British citizen: children
Entitlement and discretionary child-registration provisions. [GOV.UK]

S36 EU Settlement Scheme: caseworker guidance
Read with Appendix EU. Public conversion guidance:
gov.uk/settled-status-eu-citizens-families/switch-from-presettled-status-to-settled-status. [GOV.UK]

S37 IAA guidance on EU Settlement Scheme work
Regulatory scope, including late-application and referral considerations. [GOV.UK]

S38 Standard Visitor: official guidance
Purpose, eligibility and conditions; also consult Appendix V: Visitor. [GOV.UK]

S39 Immigration Rules: Visitor permitted activities
Permitted activities and their restrictions; read with Appendix V. [GOV.UK]

S40 Electronic Travel Authorisation (ETA)
Eligibility, application, current charge and travel-authorisation limits. [GOV.UK]

S41 Immigration Health Surcharge: how much to pay
Standard and reduced rates, duration calculations and exceptions. [GOV.UK]

S42 Home Office immigration and nationality fees: 8 October 2026
Fee table current at the review date; check for replacement before payment. [GOV.UK]

S43 Immigration Rules: Appendix Administrative Review
Eligible decisions, filing requirements, deadlines and review framework. [GOV.UK]

S44 Administrative review: caseworker guidance
Reviewable errors, evidence, outcomes and procedural consequences. [GOV.UK]

S45 Appeal to the Immigration and Asylum Tribunal
Official appeal information; the decision and applicable tribunal rules control the individual case. [GOV.UK]

S46 Certifying a document
General official guidance; the receiving body's specific requirements must also be checked. [GOV.UK]

S47 Marriages and civil partnerships: giving notice
Notice requirements; use the linked guidance for persons from outside the UK or Ireland. [GOV.UK]

S48 Immigration Rules: Adult Dependent Relative
Care, relationship, sponsor, maintenance and accommodation requirements. [GOV.UK]

S49 Immigration Rules: family reunion, sponsors with protection
Closure to new applications and preserved provisions; check other possible routes and refer appropriately. [GOV.UK]

S50 Asylum support: official guidance
Overview of support and application processes; protection advice requires appropriate authorisation. [GOV.UK]

S51 IAA: 2026 assessment dates
Check the current pause/restart position and booking instructions directly. [GOV.UK]

S52 Check an employee's immigration employment status
Employer Checking Service and prescribed checking arrangements where applicable. [GOV.UK]

S53 Applications from overstayers: caseworker guidance
The effect and limits of the overstayer exception and associated suitability provisions. [GOV.UK]

S54 Immigration Rules: Appendix Finance
Permitted accounts, currency, evidence dates and ownership of funds for applicable routes. [GOV.UK]

S55 Skilled Worker visa: partner and children
Dependant eligibility, restrictions, maintenance and application information. [GOV.UK]

S56 Dependent family members in work routes
Current caseworker guidance, including route-specific and transitional requirements. [GOV.UK]

S57 Immigration Rules: complete index
Open the relevant Appendix for other work, business, residence and family routes. [GOV.UK]

S58 Continuous residence: caseworker guidance
Absences, whole days, rolling periods and long-residence transitional rules. [GOV.UK]

S59 British nationality: good character requirement
Current nationality guidance; complex adverse history requires specialist analysis. [GOV.UK]

S60 Check British citizenship: UK births from 1 July 2021
Date-specific guidance, including special EU Settlement Scheme situations. [GOV.UK]

S61 Human Rights Act 1998: Schedule 1
Convention rights, including Articles 3 and 8; read with the applicable legal framework. [legislation.gov.uk]

S62 UK Visas and Immigration: complaints procedure
Service complaints are distinct from administrative review, appeal and judicial review. [GOV.UK]

S63 Immigration Rules: Appendix KoLL
Knowledge of language and life, accepted evidence and the 26 March 2027 language change. [GOV.UK]

S64 HC 1691: explanatory memorandum, 5 March 2026
Paragraphs 5.60-5.62 explain the affected settlement routes and 26 March 2027 commencement. [GOV.UK]

S65 Claim asylum in the UK: eligibility
Introductory protection guidance and a link to the Refugee Convention; a basis for recognising the need for specialist advice. [GOV.UK]

S66 House of Commons Library: visa and settlement rule changes
Briefing updated 3 November 2026; distinguishes implemented changes from future earned-settlement reform. [House of Commons Library]

S67 Family visas: apply as a partner or spouse
Official overview of age, relationship, conditions and grant periods; read with Appendix FM. [GOV.UK]

S68 Student and Child Student: caseworker guidance
Application timing, CAS checks, study, employment and other route requirements; updated 16 October 2026. [GOV.UK]

Publication update record

Edition	Review date	Main work
May 2026 expanded edition	28 May 2026	Source edition supplied for revision.
November 2026 professional revision	18 November 2026	Consolidated structure; updated scope, procedure and route guidance; corrected legal references; new teaching cases, questions, tools and linked sources.

Next review: before the next training session and whenever an identified change takes effect. Prioritise the scheduled dates in Appendix B and any intervening IAA or Home Office announcement. Record amendments in the trainer's log rather than silently treating an older printout as current.