Indefinite Leave to Remain

Guidance for current and prospective staff
Contents
Overview of Indefinite Leave to Remain (ILR) ................................................................. 2
Five year “work” route ................................................................................................. 2
  Eligibility .................................................................................................................. 2
  Life and Language requirements ............................................................................. 3
  When can I apply? ................................................................................................... 5
  How do I apply? ....................................................................................................... 5
  What documents do I need? ...................................................................................... 6
  Further guidance/reading ......................................................................................... 7
Ten year “long residence” route .................................................................................. 8
  Eligibility ................................................................................................................ 8
  Life and Language requirements ............................................................................. 8
  When can I apply? ................................................................................................... 10
  How do I apply? ....................................................................................................... 10
  What documents do I need? ...................................................................................... 10
  Further guidance/reading ......................................................................................... 11
Overview of Indefinite Leave to Remain (ILR)

Gaining Indefinite Leave to Remain (ILR)/Settlement in the UK is possible through a variety of different routes, and how you gain it depends on the type of visas you hold/held and over what period of time.

The most common route for non-EEA University staff to gain settlement is through either the five year “work route” or the 10 year “long residence” route. Therefore, guidance on these two routes only will be covered within this document.

**Note:** for EU/EEA/Swiss nationals applying for ‘settled status’, that is a different legal route, and guidance on that can be found here: [https://www.gov.uk/settled-status-eu-citizens-families](https://www.gov.uk/settled-status-eu-citizens-families)

This guidance is designed to be basic guidance for straightforward cases. If, having read this guidance, you are unsure as to your eligibility for ILR through the five year or ten year route, please seek further guidance from the Compliance Team.

### Five year “work” route

**Eligibility**

Eligibility for settlement after five years requires that you have held any combination of the following types of visas continuously for a period of five years:

- Tier 1 (Entrepreneur)
- Tier 1 (Exceptional talent)
- Tier 1 (Investor)
- Tier 2 (General)

Where a Tier 2 visa has been held for five years, this can be across multiple employers, multiple jobs and multiple extensions.

You cannot combine time spent on Tier 1/Tier 2 visas with time spent on dependant visas—you must either hold dependant visas for a full 5 years or a Tier 1/Tier 2 visa for a full five years.

**Note:** if you currently hold a Tier 1 (Exceptional Talent) visa, and were endorsed under the ‘world leader’ category, you are eligible to apply for settlement after three years, not five. For further guidance on this, please see here: [https://www.hr.admin.cam.ac.uk/hr-services/immigration/working-uk/time-limited-right-work/tier-1-exceptional-talent](https://www.hr.admin.cam.ac.uk/hr-services/immigration/working-uk/time-limited-right-work/tier-1-exceptional-talent)

In all other cases, eligibility under the five year ILR route requires five years **continuous and lawful residence** in the UK. ‘Continuous and lawful’ is defined as follows:
• You have continuously held one, or a combination of, one of the above visas, and have not overstayed beyond the expiry date of any of these visa; and

• ‘Continuously’ means no more than 180 days absence from the UK each year. This is calculated as follows:
  
  o Absences from the UK which occurred before 11 January 2018, cannot have been for more than 180 days in a consecutive 12 month period, based on the date you apply for ILR.

  o Absences from the UK which occurred after 11 January 2018, cannot have been for more than 180 days outside the UK in any 12 month rolling period.

However, in practice it depends on when your visa(s) were issued:

For example: If your first visa was granted on 1 July 2015, your second visa was granted on 28 July 2018, and your ILR application date was 30 June 2020, you would calculate the 180 days absences as follows:

  o From 1 July 2015 to 28 July 2018 – any absences during this period would be considered in separate 12-month periods e.g. from 1 July 2015 to 30 June 2016, then 1 July 2016 to 30 June 2017, then 1 July 2017 to 28 July 2018 (i.e. start of most recent visa).

  o From 30 June 2018 to 30 June 2020 – any absences during this period would be considered on a 12-month rolling basis.

When calculating absences, this includes all personal and business-related travel.

If your absences exceed 180 days for any given year and your most recent Certificate of Sponsorship contains a PhD level SOC Code (2111, 2112, 2113, 2114, 2119, 2311), then any absences for the purpose of research activities overseas shall not count towards the 180 day threshold. Please contact the Compliance Team if this situation applies to you, so that the evidential requirements of this can be discussed.

Life and Language requirements

Before applying for ILR, you must have passed the Life in the UK test and met English language requirements.

• The Life in the UK test has no expiry date and can be sat at any time prior to making an application for ILR. There is more information on booking the test here: https://www.gov.uk/life-in-the-uk-test
English language requirements are very strict and can only be met in one of the following ways:

**EITHER**

**Being a national of an English speaking country**

You will automatically meet the English language requirement if you are a citizen of one of the following countries:

- Antigua and Barbuda
- Australia
- The Bahamas
- Barbados
- Belize
- Canada
- Dominica
- Grenada
- Guyana
- Jamaica
- New Zealand
- St Kitts and Nevis
- St Lucia
- St Vincent and the Grenadines
- Trinidad and Tobago
- United States of America

**OR**

**For Tier 2 visa holders**

If you currently hold a Tier 2 visa, you will automatically meet the English language requirements. However, see the note below.

- **English language tests** – if you sat an English language test in order to get your first Tier 2 visa, and that test was **anything other** than an IELTS or a Trinity College London Test, then you must re-sit the English language test before applying for ILR, as your previous test results will no longer be valid.

- **Overseas degree taught in English** - if you used your overseas degree taught in English to get your first Tier 2 visa, and didn’t use the UK NARIC process to verify it (because there was no requirement to do so at that time), then you don’t now need to use the UK NARIC process for the ILR application.
For Tier 1 visa holders

You will meet English language requirements if:

- A citizen of an English speaking country (as above); or
- You hold a degree of any discipline from any UK University; or
- You hold a degree of any discipline taught in English, which was issued by a University outside of the UK. In these circumstances, you must use the UK NARIC service to verify comparability: https://www.naric.org.uk/visas%20and%20nationality/Default.aspx; or
- You sit and pass an English language test (covering speaking and listening only) at minimum B1 level: https://www.gov.uk/government/publications/guidance-on-applying-for-uk-visa-approved-english-language-tests

When can I apply?

You must have held one of the aforementioned combination of visa types for a period of five years. The five year period starts from the date the very first qualifying visa was issued (i.e. not the date you entered the UK for the first time).

You are then permitted to apply up to 28 days before you reach the five year qualifying period. For example, if your very first Tier 2 visa was issued on 1 July 2015, you could submit an application for ILR no earlier than 3 June 2020.

Do not apply more than 28 days before you reach the 5 year qualifying period, or your application will be automatically refused.

How do I apply?

You can only apply online, using immigration form SET(O):

Indefinite Leave to Remain costs £2,389

Through the ‘standard’ application route, the application can take up to 6 months to be decided. However, in practice, it rarely takes more than 2-3 months for a decision.

If you currently hold Tier 2 and applying for ILR, you can access the ‘ILR Priority service’. This costs an additional £500 and will provide a decision within 5 working days, following which your new ILR Biometric Residence Permit will follow in the post within 5-10 working days.
There is also the option to expedite via the ‘Super Priority’ service. Both Tier 1 and Tier 2 visa holders can access this route, which will cost an additional £800. This will result in a decision within 24-48 hours, following which your new ILR Biometric Residence Permit will follow in the post within 5-10 working days.

**What documents do I need?**

**For Tier 2 visa holders:**

- Your current, valid passport
- Any previous passports you hold (only if applicable – if no longer held, it won’t be an issue)
- Your current Biometric Residence Permit (BRP)
- Your most recent payslip at the time you make the application
- 3 months of bank statements covering the 3 months preceding the date of application
- The Life in the UK test certificate
- If applicable, for English language requirements – UK degree certificate, or overseas degree certificate and UK NARIC certificate, or English language test certificate
- Sponsor employer letter – your department/institution normally creates this letter for you (please find a template in Appendix A of this guidance document). If the department/institution requires any guidance on the production of this letter, they should contact the HR Compliance team.
- A list of work-related absences for period of your employment at Cambridge, certified by your department/institution (please use the template in Appendix B of this guidance document).
- If applicable – a list of work-related absences from any previous employers who sponsored you through Tier 2 in the past five years.

**For Tier 1 visa holders:**

- Your current, valid passport
- Any previous passports you hold (only if applicable – if no longer held, it won’t be an issue)
- Your current Biometric Residence Permit (BRP)
- Evidence of currently working at an ‘exceptional talent level’. This does not need to cover the full three/five year period. We recommend the following evidence:
  - A letter from your department/institution which confirms you are currently employed, dates of employment, your job title and your salary; and
  - Your last 6 months of payslips.
- The Life in the UK test certificate
- For English language requirements – UK degree certificate, or overseas degree certificate and UK NARIC certificate, or English language test certificate
Further guidance/reading

Indefinite Leave to Remain: Calculating continuous period in UK:

Knowledge of Life and Language in the UK:

Tier 1 policy guidance:
https://www.gov.uk/government/publications/guidance-on-policy-for-uk-visas-under-tier-1-exceptional-talent

Tier 2 policy guidance:
Ten year “long residence” route

Eligibility

Eligibility for settlement after ten years requires that you have held any combination of UK visas continuously and lawfully for a period of at least ten years.

Continuously and lawfully in the context of the ten year route, is defined as follows:

- Any combination of any UK visa types over at minimum ten year continuous period, preceding the date of application; and
- Absences from the UK of no more than 540 days during the full ten year period, with no more than 6 months’ absence at any one time.

Note: Continuous residence is not considered broken if, during the ten year period, the applicant held a valid visa when they left the UK, that visa expired whilst abroad but they re-entered the UK within 6 months of departure, on a new visa type (any visa type).

Example: ‘A’ held a points-based dependant visa, valid until 30 April 2015. They left the UK on 28 April 2015 and re-entered on a Tier 2 (General) visa on 18 July 2015.

Continuous residence in this case is not broken as ‘A’ left the UK whilst their previous visa was still valid and re-entered on a new visa type within 6 months of departure.

However, the period from 28 April to 18 July 2015 does count toward the 540 day limit on absences for the ten year period.

When calculating absences, this includes all personal and business-related travel, unless there are compelling compassionate reasons for travel (e.g. reasons outwith your control, such as illness of a family member).

Important note: The Home Office are highly unlikely to give discretion for absences for work or business purposes (e.g. conferences, meetings, overseas research trips etc.) where this leads to excessive absences and a breach of continuous residence. If in doubt, please contact the Compliance Team for guidance.

Life and Language requirements

Before applying for ILR, you must have passed the Life in the UK test and met English language requirements.

- The Life in the UK test has no expiry date and can be sat at any time prior to making an application for ILR. There is more information on booking the test here: https://www.gov.uk/life-in-the-uk-test
English language requirements are very strict and can only be met in one of the following ways:

**EITHER**

### Being a national of an English speaking country

You will **automatically** meet the English language requirement if you are a citizen of one of the following countries:

- Antigua and Barbuda
- Australia
- The Bahamas
- Barbados
- Belize
- Canada
- Dominica
- Grenada
- Guyana
- Jamaica
- New Zealand
- St Kitts and Nevis
- St Lucia
- St Vincent and the Grenadines
- Trinidad and Tobago
- United States of America

**OR**

### For Tier 2 visa holders

If you currently hold a Tier 2 visa, you will **automatically** meet the English language requirements. **However**, see the note below.

**Important note:** if for your Tier 2 visa application you sat an English language test as a means of meeting English language requirements, and that test was **anything other** than an IELTS or a Trinity College London Test, then you **must** re-sit the English language test before applying for ILR, as your previous test results will no longer be valid.

**OR**

### All other visa holders

You will meet English language requirements if:

- A citizen of an English speaking country (as above); **or**

- You hold a degree of any discipline from any UK University; **or**
• You hold a degree of any discipline taught in English, which was issued by a University outside of the UK. In these circumstances, you must use the UK NARIC service to verify comparability: https://www.naric.org.uk/visas%20and%20nationality/Default.aspx; or

• You sit and pass an English language test (covering speaking and listening only) at minimum B1 level: https://www.gov.uk/government/publications/guidance-on-applying-for-uk-visa-approved-english-language-tests

When can I apply?

As stated, you must have held any combination of UK visas types for a continuous period of at least 10 years.

The ten years period starts from the date you first entered the UK.

You are then permitted to apply up to 28 days before you reach the ten year qualifying period. For example, if you entered the UK on 1 July 2000, you could submit an application for ILR no earlier than 3 June 2020.

Do not apply more than 28 days before you reach the ten year qualifying period, or your application will be automatically refused.

How do I apply?

You can only apply online, using immigration form SET(LR): https://visas.immigration.service.gov.uk/product/set-lr

Indefinite Leave to Remain costs £2,389

Through the ‘standard’ application route, the application can take up to 6 months to be decided. However, in practice, it rarely takes more than 2-3 months for a decision.

There is an option to expedite the application, through the ‘Super Priority’ service, for an additional £800. This will result a decision within 24-48 hours, following which your new ILR Biometric Residence Permit will follow in the post within 5-10 working days.

What documents do I need?

• Your current, valid passport
• All previous passports you hold
• Your current Biometric Residence Permit (BRP)
• The Life in the UK test certificate
• If applicable, for English language requirements – UK degree certificate or overseas degree certificate and UK NARIC certificate/English language test certificate
• Note: If you do not hold current/expired passports going back at least ten years, you will need to prove residence in the UK for the ten year period. This can be any of the following:
  o Letter from employer
- Payslips/P60/P45
- Bank statements
- Tenancy agreements/mortgage statements
- Letters from an official source (local council, NHS, DWP, other government departments)

- These are **not** required if you hold current and expired passports going back at least ten years.

**Further guidance/reading**

**Long Residence guidance:**
https://www.gov.uk/government/publications/long-residence

**Knowledge of Life and Language in the UK:**
Appendix A – Sponsor employer letter

Instructions:

- This letter is **only** required for those applying through the five year ILR route where they hold a Tier 2 General visa.
- Departments should complete the letter with the required information. **No other text within the letter must be altered or removed.**
- The letter must be accompanied with a list of absences for the applicant (see Appendix B for a template)
- **The letter must be dated and placed on University headed paper.**
- For further guidance on using this letter, please contact the HR Compliance Team.

Dear Sir/ Madam

We are writing this letter in support of [name] application for indefinite leave to remain in the United Kingdom.

We confirm that the employee started working at the University of Cambridge on [date] at [Department] and has been employed continuously since this time. We have identified SOC 2010 Code ‘[Number]’ as the most applicable to [name]’s role. We confirm that we are his/her current sponsor and he/she is still required for the employment in question and for the foreseeable future.

[name] salary is currently £[xxxx]; this is in line with the usual annual increments and market adjustments which are paid to all employees at his/her level. [Name] is contracted for [x] hours per week and we confirm that [name] is being paid above the appropriate rate for the job as stated in the Codes of Practice in Appendix J. [Name] will continue to receive this salary as a minimum for the foreseeable future. As [Name] is currently in a PhD level SOC Code, they are exempt from the ILR minimum salary requirement.

We further confirm that [name]’s business and non-business-related travel is set out in the attached schedule and this is in line with his/her annual leave and that he/she has not taken any unpaid leave during his employment. **[delete if not applicable]** Where there were absences in excess of 180 days during any given period, we confirm that these were for research and academic purposes, and therefore should be waived.

We trust that this letter is satisfactory for your purposes; however, should you have any queries in relation to the above, please do not hesitate to contact me.

Yours Sincerely,
Appendix B – List of absences

Instructions:

- This letter is only required for those applying through the five year ILR route where they hold a Tier 2 General visa.
- This letter accompanies the sponsor employer letter, as found in Appendix A.

Dear Sir/Madam,

Please find below the list of absences that Name has had from the United Kingdom during the period they were employed by us:

<table>
<thead>
<tr>
<th>Date left</th>
<th>Date returned</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Yours Sincerely,