

Application to extend leave as an Isle of Man Worker (ICT) Migrant Main Applicant

Please complete in BLOCK CAPITALS and in black ink.

In accordance with paragraph 34 of the Immigration Rules, this form is a specified form for the purpose of the Immigration Rules and must be used for all applications made on or after the date shown on this page for the purposes stated on this page.

The fee :

Please tick which fee you are paying:

A Worker (ICT) Migrant applying for Further Leave to Remain (FLR) the fee is £704.

If the application is eligible as a Health and Care Visa, the fee is £232.

The fee must be paid at the time of application.

Dependants of a Worker (ICT) Migrant:

Each dependant must complete a separate FLR (DEP) form and pay the specified fee for each dependant. This form can be found in the application forms section of the Isle of Man Immigration website: www.gov.im/immigration

Disclaimer

Missing documentation could result in your application being delayed or refused.

Your passport will be returned to you once a decision has been made on your application.

The Isle of Man Immigration Service aims to have all applications processed within 28 business days once in possession of the application and supporting documents. **Your passport will be held by the Isle of Man Immigration Service until a decision has been made on your application. You should not book any travel until you have received a decision on your visa application and have had your passport returned to you. The Isle of Man Immigration Service does not accept any responsibility for travel that is booked by you.**

Where a person whose application or claim for leave to remain is being considered requests the return of their passport for the purpose of travel outside the common travel area, the application for leave shall, provided it has not already been determined, be treated as withdrawn on the date that request is received by the Isle of Man Immigration Service—Paragraph 34J of the Immigration Rules.

The Isle of Man Immigration Service is an office within the Cabinet Office of the Isle of Man Government. The Cabinet Office is a Department of Government.

Leave to
remain as a
Worker (ICT)
Migrant

Form valid
for use
from
02
August 2021

Fees notes

Payment methods

You must pay by one of the following methods:

- Cheque - made payable to 'Isle of Man Government'
- Postal Order - made payable to 'Isle of Man Government'
- Debit Card - (only 'in person' applications at the Immigration Service)
- Cash - (only 'in person' applications at the Immigration Service)

Consideration process

If the payment submitted does not cover the full cost of your application, it will be an invalid application and the form, together with any documentation submitted, will be returned to you.

The fee charged is for the processing and consideration of the application. This fee will be payable once the application is received by the Isle of Man Immigration Service, regardless of the outcome of the application.

The consideration process will not begin until the payment has cleared. Payments made by cheque may take 5 business days to clear. Payments made by debit cards or postal orders will clear immediately.

Should the application be withdrawn at any time during the consideration process the fee will not be refunded.

This form should be completed **fully** and returned, together with the relevant supporting documentation* to:

**The Isle of Man Immigration Service
Government Office
Bucks Road
Douglas
Isle of Man
IM1 3PN**

***please read the form carefully. You must supply original documentation where possible. Submission of documents that are fraudulent or not genuine will lead to refusal of the application.**

Application for an Initial Grant of Leave (Switching) or an Extension of Leave under Worker (Intra-Company Transfer) Route - Main Applicant

Section 1 Applicant's details

Title (Mr, Mrs, Ms, Miss, other)

First name(s)
(as shown in your passport)

Last or family name(s)
(as shown in your passport)

If you are known or have been known by any other name to those give above please give details below and provide evidence showing the name change.

Name known by	Date from/to	Evidence provided

Please use another sheet of paper if more space is needed.

Date of birth

Gender (please tick) Male Female

Place of birth:

City/Town/Province/State

Country

National Insurance Number
(if known)

Immigration Service Use Only

Section 1 Applicant's details (continued)

Address in the Isle of Man

Postcode

Email address

Telephone number(s)

 Home

 Mobile

Current passport/travel document

Document number

Document enclosed

Yes

No

For the application to be valid and complete you must provide your original current passport or travel document. You should also provide all previous passports and/or travel documents that you have used to travel to, and remain in, the Isle of Man (or United Kingdom). If you have a current grant of leave on a Biometric Residence Permit this must also be provided for the application to be complete.

If the passport is not included with the application, please provide an explanation including relevant details eg. a police station reference number

Section 2 Immigration history

It is mandatory to complete this section. If it is not completed the application will be invalid and will be returned to you.

2.1 What is your current immigration status? (e.g. Worker (ICT) Migrant)

2.2 Where was your previous leave in 2.1 granted? (e.g. the Isle of Man, UK, Jersey or Guernsey)

2.3 When does your current leave expire?

2.4 Have you ever done any of the following?

Made false representations or failed to disclose any material for the purpose of obtaining leave to enter or a previous variation of leave, or in order to obtain required documents in support of a previous application?

Yes

No

Made false representations in order to gain documents that would prove you have a right to reside in the Isle of Man?

Yes

No

Previously failed to comply with conditions attached to a previous grant of leave to enter or remain?

Yes

No

2.5 If you have answered **Yes** to any of the above questions give details and dates when this happened.

2.6 Are you required to register with the police?

Yes

No

2.7 If **Yes**, please confirm when and where you registered.

Please submit your registration certificate with the application.

Section 3 Criminal history

It is mandatory to complete this section. If it is not completed, the application will be invalid and returned to you. Information given may be checked with other agencies.

Under the Rehabilitation of Offenders Act 2001 (Exceptions) (Immigration and Nationality) Order 2016, Sections 4 and 5 (1) of the Rehabilitation of Offenders Act 2001 Act do not apply, therefore for the purposes of this application you are required to **declare ALL convictions including those deemed as spent under the Rehabilitation of Offenders Act 2001.**

It is an offence under section 26(1)(c) of the Immigration Act 1971 to make a statement or representation which you know to be false or do not believe to be true. Information given will be checked with other agencies.

3.1 Do you have any Criminal Convictions in the Isle of Man, UK or other country (including traffic offences) or any civil judgements made against you?

Yes

No

If **Yes**, you must give details below. Continue on another sheet if necessary. (see note below)

First sentence

Nature of offence

Date sentenced

Sentence given

Country where sentenced

Second sentence

Nature of offence

Date sentenced

Sentence given

Country where sentenced

Third sentence

Nature of offence

Date sentenced

Sentence given

Country where sentenced

Section 4 Employment & Previous Application Type

Applicants should refer to Appendix W Part 3 of the Immigration Rules. The Rules can be found on the Isle of Man Government website: www.gov.im/immigration

A. EMPLOYMENT DETAILS**A.1 Give the full name of the employer**

A.2 Give the full address of the employer

	Postcode

A.3 Are you self employed or in any arrangement akin to self-employment?Yes No

Please refer to Help Text at the end of this application form

If you have answered **Yes** please give details below.

A.4 Job title

A.5 What will your gross annual salary be? (Before tax or any other deductions and including allowances where appropriate.)
 £
B. CONFIRMATION OF EMPLOYMENT

Applicants should refer to section 6 of Appendix W

B.1 Confirmation of Employment reference number

B.2 Date of Confirmation of Employment approval

B.3 You must submit the Confirmation of Employment with this application. Tick to confirm that you have enclosed:

Confirmation of Employment

C. SUPPORTING EVIDENCE**C.1 You must provide evidence that you were paid the appropriate salary throughout the period of your leave.**

Please refer to the Help Text at the end of this form.

Section 5

Public Funds

It is mandatory to complete this section. If it is not completed the application will be invalid and will be returned to the applicant.

5.1 Are you receiving any public funds?

Yes No

If you have answered **Yes** you must tick the boxes to show which public funds are being received. Please note that, under Immigration Rules, public funds include:

Housing & Homelessness Assistance	<input type="checkbox"/>	Attendance Allowance	<input type="checkbox"/>
Severe Disablement Allowance	<input type="checkbox"/>	Carers Allowance	<input type="checkbox"/>
Disability Living Allowance	<input type="checkbox"/>	Income Support	<input type="checkbox"/>
Working Tax Credit	<input type="checkbox"/>	Social Fund Payment	<input type="checkbox"/>
Council Tax Benefit	<input type="checkbox"/>	Child Benefit	<input type="checkbox"/>
Income Based Job Seekers	<input type="checkbox"/>	Housing Benefit	<input type="checkbox"/>
State Pension Credit	<input type="checkbox"/>	Child Tax Credit	<input type="checkbox"/>

Section 6

Declaration

Applicant Declaration

It is mandatory to complete this section. If it is not completed the application will be invalid and will be returned to the applicant.

You must sign below to show that you have read and understood the following declaration. It must be authorised by you, the applicant and not by a representative or other person acting on their behalf. If the applicant is under 18, their parent or guardian may sign.

I hereby apply for Leave to Remain as a Worker (ICT) Migrant in the Isle of Man for myself.

The information I have given in this application is complete and is true to the best of my knowledge.

If there is a material change in my circumstances or any new information relevant to my application becomes available before it is decided, I will inform the Isle of Man Immigration Service immediately.

I understand that documents provided in support of this application will be checked for authenticity, and that false documents will be retained and may result in my application being refused and/or in my prosecution and subsequent removal from the Isle of Man.

I am aware that it is an offence under the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999 and the Nationality, Immigration and Asylum Act 2002, to make, to a person acting in execution of any of these Acts, a statement or representation which I know to be false or do not believe to be true.

I understand that all information given by me will be treated in confidence and will be processed by the Cabinet Office for the purpose of determining my visa application.

Data will be processed in accordance with the Data Protection Act 2018 and the GDPR and LED Implementing Regulations 2018. Privacy Notices can be found at www.gov.im/immigration
(Data Protection Officer: DPO-CabOff@gov.im Tel: 01624 686779)

Name (please print)

Signature

Date

Section 7 Summary Sheet

Fill in this part of the form to help us make sure that we have received your documents and to keep a record of them while they are with us. At 'A', tell us how many of each of the listed documents you have sent with this application. This is a standard list, you should only send in the documents from this list that are required for your application. At 'B', list any other documents and state how many in each case. Continue on a separate sheet if necessary.

A. Type of document	How many?	B. Listed items	How many?
Passports, Identity Card for Foreign Nationals and/or travel documents. Passports should have two clear pages back to back.			
Police registration certificate.			
Marriage or civil partnership certificate.			
Birth certificate.			
Driving licence.			

Fill in summary sheet below the supporting evidence (documents) sent. You must send the required evidence as shown. (please write over the faint print) Failure to submit required evidence is likely to lead to refusal of the application.

Evidential requirements	Documents provided (please list)
Possession of a Confirmation of Employment (Section 4 - question B.1)	Please provide Confirmation of Employment
To be paid the appropriate salary (Section 4 - question C.1)	Please supply your tax returns for the period of your leave, payslips from your employer for the period since the last tax return, and your most recent bank statement

Finally, please ensure your application is submitted/addressed correctly as follows:

Isle of Man Immigration Service
 Government Office
 Bucks Road
 Douglas
 Isle of Man
 IM1 3PN

Worker Route - Application Form Help Text

Introduction

This document provides information to help applicants to complete the Worker application form.

For further information on the Worker route, please see the paragraph W of the Immigration Rules. This is available on the Isle of Man Government website.

Who should apply using this form?

This application form should only be completed by individuals who are already in the Isle of Man. Applicants should use the application form if they are:

- Currently in the Isle of Man as a main applicant under the Tier 2 (ICT) or the Worker (ICT) Migrant route seeking to extend their leave for a further period within their existing job category

This application form should not be used by dependants of main applicants. A separate application form titled 'Worker Route- Dependants Application Form' is available for this purpose and can be found on the Isle of Man Immigration Service website.

Please note: Turkish nationals who have accrued employment rights under Decision 1/80 of the Turkey ECAA Association Council do not require Confirmation of Employment. More information on Decision 1/80 rights is available on the Gov.UK website.

Submitting a valid application

The applicant will only be considered to have submitted a 'valid' application if the following has been complied with:

- the correct application form must be completed and submitted;
- the correct application fee must be paid;
- the applicant's current passport, Identity Card for Foreign Nationals (ICFN), if applicable, or travel document must be provided, unless it is not available for one of the reasons specified on the application form;
- the mandatory sections in the application form must be completed.

Applicants who are required to register with the Police must also include their Police Registration Certificate with their application.

Supporting evidence

Applicants must ensure that all of the necessary supporting documentation needed to verify compliance with the Immigration Rules is provided at the time the application is submitted.

Only those documents specified in the application form and set out in detail in the Immigration Rules relevant to this application need to be provided.

It is only necessary to submit evidence that is directly appropriate to the application as requested.

The applicant must be selective in submitting evidence, as sending large amounts of irrelevant or poor quality documentation may delay the consideration of the application.

Any documentary evidence that the applicant provides should be original (unless otherwise stated).

Where a document is not in English, the original must be accompanied by a fully certified translation by a professional translator. This translation must include

details of the translator's credentials and confirmation that it is an accurate translation of the original document. It must also be dated and include the original signature of the translator.

Application types

Applications can be made for further leave to remain as a Worker (Intra-Company Transfer) Migrant only if the last grant of leave was as a Worker (ICT) Migrant, Tier 2 (ICT) Migrant or a Tier 2 (ICT) Migrant in the Long-Term Staff Sub-category. Part 3.3 of Appendix W sets out the requirements. Residence in the Isle of Man under the Worker (ICT) Migrant route does not count as residence for the purposes of applying for indefinite leave to remain.

Question-specific help text

Further advice on specific questions in the application form is detailed below.

Section 1

The applicant should provide full details of their name and title. If they have previously been known by any other name(s) they should provide full details of each name, the date of each change and submit the relevant supporting legal documentation.

Evidence of name change(s) should show the applicant's full name before and after the change and may include:

- deed poll documents or marriage certificates; and,
- both the old passport and the new passport.

Should the applicant submit documentation in support of their application that refers to them under a name(s) not given in this section, we will not consider that documentation.

The applicant should indicate their gender. If the applicant has been the subject of Gender Reassignment and the application contains documents relating to the previous identities, the applicant should provide a relevant Gender Recognition Certificate (GRC). The only exception to this is where the applicant has previously submitted their GRC with an earlier application. In such cases the applicant will therefore not be required to resubmit it. An applicant should tick the gender as indicated on their GRC.

National Insurance Numbers are usually in the format of 2 letters followed by 6 numbers followed by 1 letter (e.g. AA 123456 A) or 2 numbers followed by 1 letter followed by 5 numbers (e.g. 12 A 34567). Where an applicant does not have a National Insurance number in this format this question should be left blank.

The applicant should specify under which nationality they entered the Isle of Man. They should also provide details of any additional nationalities they currently hold or have previously held.

The applicant must provide details of all passports or travel documents, current or expired, that they used to enter or remain in the United Kingdom, including:

- passport number;
- issue date;
- expiry date; and,
- place of issue.

Where the applicant needs more space than is available they should photocopy the relevant page of the application form, add in additional details and submit with their application.

Continued over page.

Where the applicant holds, or has held, other nationalities they should provide the relevant passport or travel document for each nationality held and provide the above details.

Please note for the application to be valid and complete the applicant's current passport, travel document or ICFN must be provided unless it is not available for one of the reasons specified on the application form. They should be original documents and not copies.

In certain circumstances certified photocopies will be accepted where the applicant does not have the original at the time. The applicant must provide details as to its location and state when they will provide it. The applicant must then ensure that the original document is submitted as soon as they can.

If the applicant's current grant of leave was issued on an identity card (ICFN) they must also provide the ICFN in order for the application to be valid, unless it is not available for one of the reasons specified on the application form.

Section 4

Applicants should provide details of any shares in the organisation for which they are going to work in the Isle of Man, or the organisation that is sponsoring them. Where the applicant holds shares they must indicate how many.

The applicant is required to have been issued with Confirmation of Employment from their employer before they can apply for leave to remain. The applicant must provide the original Confirmation of Employment.

Any application submitted without a valid Confirmation of Employment will be refused. The applicant must obtain this from their employer.

The applicant should provide the title of the job for which they are applying for leave. This should be the job title provided by their employer when assigning the Confirmation of Employment.

The applicant must state what their prospective salary including allowances for the coming year will be. They will normally have been provided with this information by their employer.

Applicants who have previously been granted leave as Worker (Intra-Company Transfer) Migrants and Tier 2 (Intra-Company Transfer) Migrants must provide the below evidence. These applicants are required to show that they have been paid the appropriate salary throughout the period of their most recent grant of leave.

The evidence is:

- All annual self-assessment tax returns covering the period of their grant of leave;
- Where the tax return is not yet due for filing, applicants must provide original payslips from their employer covering the period between the date of the last filed tax return and the date of application;
- A bank or building society statement showing that the income has been paid into an account in the name of the applicant or in the name of the applicant and their partner jointly.

Data Processing

The data submitted will be processed by the Cabinet Office for the purpose of determining the applicant's visa application.