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## **Worker (Intra-Company Transfer) Migrant – Entry Clearance Guidance Notes**

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## **Overview**

The Worker (Intra-Company Transfer) (ICT) Migrant route enables multinational employers to transfer their existing employees from outside the UK & Islands to their Isle of Man branch for training purposes or to fill a specific vacancy.

Applicants under the Worker (ICT) Migrant route are not required to meet the English language requirements and are exempt from the Resident Labour Market Test (RLMT).

### **Indefinite Leave to Remain (ILR) cannot be granted under this route.**

If your future intention is to apply for ILR after five years of lawful residence you should either initially apply for a visa that is a route to settlement (e.g: Worker Migrant) or you will need to apply to switch an eligible visa in the future. **Any time spent as a Worker (ICT) Migrant will not count towards the time required for ILR as a Worker Migrant.,**

An application made under this route **must** be supported by a valid Confirmation of Employment provided by an eligible Isle of Man Employer.

## **Entry Clearance Requirements checklist**

Entry clearance must be granted **before** a person arrives in the Isle of Man. To qualify for entry clearance, applicants must meet the requirements of Part 3.2 of Appendix W to the [Isle of Man Immigration Rules](#).

You should always check the rules to see the requirements for yourself and satisfy yourself that you will meet them before you make your visa application online. You should also have all your supporting evidence together before you make your visa application online. A checklist of the requirements for entry clearance, and the documents that you will need to have is set out below.

<b>Requirement</b>	<b>Do I meet the requirement?</b>
<p><b><u>All applicants – Confirmation of Employment</u></b></p> <p>You must have a Confirmation of Employment that is still valid at the date of your visa application (it is no longer valid if it is after the expiry date indicated in the Immigration Service stamp on the front page of the Confirmation of Employment).</p>	
<p><b><u>All applicants – Age requirement</u></b></p> <p>You must be over the age of 16 in order to make this application. If you are older than 16 and younger than 18 then you must have confirmation from your parent(s) or legal guardian(s) that they consent to you making this application – this should take the form of a letter confirming this.</p>	

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<p><b><u>All applicants – Maintenance funds</u></b></p> <p>You can meet this requirement in 2 ways:</p> <ul style="list-style-type: none"> <li>• Your employer has certified on the Confirmation of Employment that they will accommodate you and any dependents under the “Financial Support to Migrant” section of that form.</li> <li>• If your employer has not certified this, you must hold a minimum level of funds in your bank account. This is £1,270 plus an additional amounts for any dependants applying: £285 for a dependent partner, £315 for a dependent child and £200 for each additional dependent child. You must hold at least the level of funds in your bank account for 28 days before the date of application.</li> </ul>	
<p><b><u>All applicants – Criminal history</u></b></p> <p>You must indicate during your application any criminal convictions or offences that you have committed. These must not meet any of the thresholds set out in Part 9 to the <a href="#">Isle of Man Immigration Rules</a>.</p>	
<p><b><u>All applicants – No self-employment</u></b></p> <p>You must not be self-employed or in any arrangement akin to self-employment. For this reason, you must not:</p> <ul style="list-style-type: none"> <li>• have the final say in the running of the Employer’s business</li> <li>• invest your own money in the Employer’s business or act as surety or guarantor for the business,</li> <li>• be responsible for covering the losses of the business,</li> <li>• provide the major items of equipment needed to do your job t, (although you may provide small personal tools required for that purpose),</li> <li>• be free to hire other people on terms of your own choice to do the work for which you been employed,</li> <li>• pay yourself or another employee from the your own personal funds,</li> <li>• be obliged to correct unsatisfactory work in your own time or at your own expense, or</li> <li>• be expected to pay your own tax and National Insurance</li> </ul>	
<p><b><u>Some applicants – Tuberculosis certificate</u></b></p> <p><b>If you have been present in any country listed in Appendix T</b></p>	

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<p><b>to the <a href="#">Isle of Man Immigration Rules</a> for 6 months or more immediately prior to your application</b>, you must provide a valid medical certificate issued by a medical practitioner indicating that you have undergone screening for active pulmonary tuberculosis, and that you do not have it.</p>	
<p><u>Some applicants – Medical roles, criminal record certificate</u></p> <p>If your Confirmation of Employment records your SOC code as being any of the following, then you must provide a criminal record certificate from the relevant authority in every country that you have been resident in for 12 months or more over the last 10 years.</p> <p>1181, 1184, 1241, 1242, 2211, 2212, 2213, 2214, 2215, 2217, 2218, 2219, 2221, 2222, 2223, 2229, 2231, 2232, , 2312, 2314, 2315, 2316, 2317, 2318, 2319, 2442, 2443, 2449, 3213, 2316, 3217, 3218, 3219, 3231, 3234, 3235, 3239. 3443. 3562. 6121, 6122, 6123, 6125, 6126, 6141, 6143, 6144, 6145, 6146.</p> <p>If there are practical reasons as to why you cannot provide any of these criminal record certificates, then you may not be required to provide that certificate, however, you should detail why you are unable to provide this in a letter when you attend your biometric appointment and your other documentation is seen by an entry clearance officer.</p>	

### **Making your application**

All applications for entry clearance to the Isle of Man are made using the UK’s online visa website services.

Your application will be routed to the Isle of Man Immigration Service for consideration.

To make your entry clearance application as a Worker (ICT) Migrant to the Isle of Man, click on this link and follow the below steps: <https://visas-immigration.service.gov.uk/country-selection>

1. Select your preferred language option and click 'NEXT':



English - please select your language

2. Select Visa type – select the “**Crown Dependency**” option and click ‘NEXT’.

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### Crown Dependency

3. Enter the country that you are making the application from and click 'NEXT'.
4. Confirm that you are able to travel to a biometric enrolment location (the link on the website will take you to a list of available locations for your country).
5. Reason for application – select the "Work" option and click 'NEXT'.



### Work

6. Select visa type – select "Isle of Man worker (Intra-company transfer) migrant".

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Isle of Man worker (Intra-company transfer) migrant

£719

[Apply now](#)

[Find out if you are eligible to apply](#)

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7. Continue with the application process as prompted from here.
8. When you have completed the form and the Declaration page, you will be taken to the fee payment page. Once the fee has been paid you will be taken to the next steps to be completed for Biometric Resident Permit and Immigration Health Survey. See those sections in this guidance document for further information.

### **Dependants of a Worker (ICT) Migrant**

When applying for a visa as the dependant of a Worker (ICT) Migrant, applicants should select from the following options from the application accessed via the AccessUK website (see screen shot for further guidance): <https://visas-immigration.service.gov.uk/apply-visa-type/funnel>

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- 1 Select Visa category = **“Join or accompany a family member”**.

## Select a visa category

You will be shown **more information** once you select a category, click 'Next' and enter the country you are applying from.

- Join or accompany a family member**, who either is already in or will be travelling to the UK, the Channel Islands or the Isle of Man (and you cannot apply on any other form)
- Armed forces** subject to immigration control and **dependants, relevant civilian employees, former member of UK armed forces** (HM forces) or a **bereaved family member** of certain armed forces
- Other **work** visas for the UK (non points-based working visas)
- Visit, study, work** or **settle** in certain British Crown dependencies, Commonwealth countries or British overseas territories
- Return to the UK** after you were removed, deported or left the UK and have won an appeal against an immigration decision made by the Home Office

Next

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2. Select - **“Working in the UK, the Channel Islands or the Isle of Man”**.

## Select a visa subcategory

You will be shown **more information** once you select a subcategory, click 'Next' and enter the country you are applying from.

Your family member may already have (or is currently applying for) permission to be in the UK. Select the category most relevant to the family member you are **joining** or **accompanying**.

Your family member is:

- Exempt from UK immigration control
- Working in the UK, the Channel Islands or the Isle of Man
- Studying in the UK, the Channel Islands or the Isle of Man
- In the UK with **protection status**
- A current or former member of **UK armed forces (HM forces)**
- A **British citizen, settled in the UK** or in the UK for another reason

Next

3. Visa type = **“Dependants of other work categories”**

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Dependants of other work categories  
(staying for more than 6 months)

£637

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[Find out if you are eligible to apply](#)

4. The applicant will be prompted to create an account on the AccessUK website and will then be guided through the various fields and sections to complete to apply for the Isle of Man Worker Migrant route.
5. Complete the application process as prompted until you reach the below screen.

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Your category of application:

**Partner or child of an Isle of Man worker migrant**

Provide additional information about your application. You do not need to provide details that you have already provided in this application.

Select the guidance for your category of application below to read about the additional information you should provide.

You are **joining** or **accompanying** someone who is:

- ▶ Exempt from immigration control
- ▶ Working in the UK, the Channel Islands or the Isle of Man
- ▶ Studying in the UK, the Channel Islands or the Isle of Man
- ▶ A British citizen, settled in the UK or is in the UK with limited leave to enter or remain in a family category
- ▶ In the UK with refugee leave or under humanitarian protection

Maximum of 3,000 characters

[Save and continue](#)

6. You will need to complete this with the information requested in the Working in the UK, the Channel Islands or the Isle of Man dropdown.

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▼ Working in the UK, the Channel Islands or the Isle of Man

Provide information about the person you are dependant on, such as:

- their employer or business
- where they will work
- what they will earn
- your relationship with them

You should also provide additional information about:

- how you will be maintained and accommodated in the UK, the Channel Islands or the Isle of Man
- where you will stay in the UK, the Channel Islands or the Isle of Man

You can either supply evidence to support the above or provide details below.

7. When you have completed the form and the Declaration page, you will be taken to the fee payment page. Once the fee has been paid you will be taken to the next steps to be completed for Biometric Resident Permit (BRP) and Immigration Health Survey.

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### **Biometric Resident Permit**

Worker Migrants and their families coming to the Isle of Man will not be issued with a Biometric Resident Permit.

To complete this section regarding where the Biometric Resident Permit must be collected from, Select "Collect from a UK Post Office" and insert the postcode SW1H 0AX.

The Isle of Man Immigration Service does not issue Biometric Resident Permits, a vignette (the visa) will be placed into your passport. This will state your visa category, visa issue and visa expiry dates.

### **Immigration Health Surcharge (IHS)**

Having made your appointment to provide your biometric data, you will be taken to the IHS section.

Isle of Man applicants are exempt from paying the IHS. However, applicants must continue to complete this section to obtain an IHS reference number. On the IHS screen, select that you are applying to stay in the Isle of Man, Jersey or Guernsey.

Having completed these sections and confirmed your details are correct, it will show you are exempt from paying the IHS. You will be provided with an IHS reference number. You will then be taken to the Biometric appointment booking webpage.

### **Biometric Appointment**

Once you have completed the above application process, you will be redirected to the biometric appointment booking webpage in order for you to make an appointment to provide your biometric data and supporting documentation.

When you attend your appointment to give your biometric data, you should also take with you all necessary documentation required to support your application, including your passport and Confirmation of Employment.

### **Police Registration – Removed**

The Police Registration Requirement has been removed. Those with this condition will no longer have to register with the Police and this condition will no longer be issued to new applicants.

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**General Information**

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 process from starting the application to arriving in the Isle of Man can take up to 3 months to complete.

**Your passport will be retained by UK Visas and Immigration (UKVI) 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.**

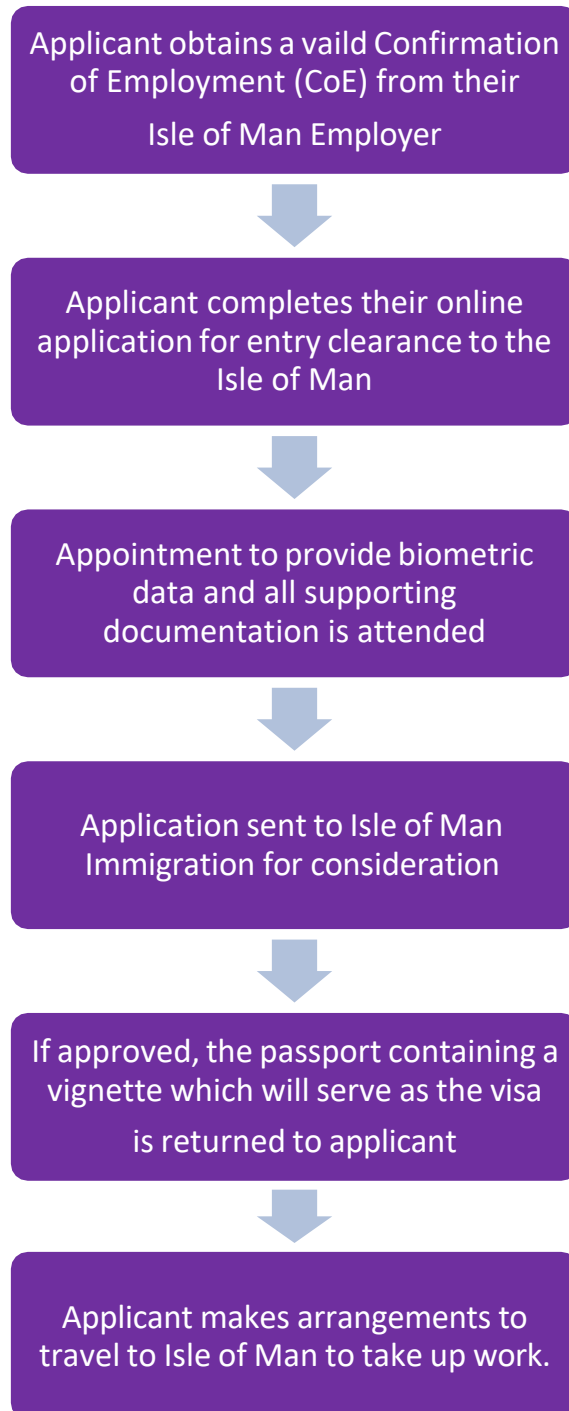
If the application is successful, a vignette (the visa) will be placed into your passport. This will state your visa category, visa issue and visa expiry dates.

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## Process Flowchart



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