****

**Visa Fees Loan Scheme Application Form**

The Scheme is open to all non-UK nationals who have accepted a written offer of employment from, or who have an existing contract of employment with, SOAS University of London, who are making an application for a **Skilled Worker visa sponsored by the School, and/or a dependant visa for their dependant(s)**, subject to their eligibility within the Immigration Rules.[[1]](#footnote-1)

**Personal Details**

|  |  |
| --- | --- |
| **Title** |  |
| **Surname** |  |
| **Forename(s)** |  |
| **Home address (This must be the same as the address held on file by your bank)** |  |
| **Email address** |  |
| **Contact phone number** |  |
| **Job title**  |  |
| **Department / Directorate** |  |
| **Employee reference number (if known)** |  |
| **Employee Status** | [ ]  A new employee, making a visa application from abroad[ ]  A new employee, making a visa application from inside the UK[ ]  A current employee at the School, making a visa application inside the UK |
| * **Please circle “yes” or “no” for each of the following questions:**
 |
| **Have you previously been declared bankrupt?** |  Yes / No | Details: |
| **Do you currently hold any other loans from SOAS University of London, or have a loan application pending?** | Yes / No | Details: |
| **Have you previously been issued a loan under this Scheme, and your visa application was refused?** | Yes / No | Details: |
| * **The following questions are only applicable for current employees of the School:**
 |
| **Have you served notice terminating your employment or received notice from the School terminating your employment?** | Yes / No | Details: |
| **Are you subject to disciplinary proceedings?** | Yes / No | Details: |
| **Are you subject to an active final written warning?** | Yes / No | Details: |

**Who is the loan for?**

[ ]  Applicant only

[ ]  Applicant and dependant(s)

[ ]  Dependant(s) only

**Dependant(s) details (if applicable)**

|  |  |
| --- | --- |
| **Name(s) of dependants** | **Relationship (i.e. spouse/partner/child)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Loan amount**

Before completing the following section, please refer to the Home Office table of visa fees here: <https://www.gov.uk/government/publications/visa-regulations-revised-table/home-office-immigration-and-nationality-fees-1-july-2021>, the guidance, and the cost calculator attached.

* The maximum loan value that can be applied for under the visa loan scheme is £10,000.
* Loans totalling £3,000 or less must be repaid over a 10-month period. Loans totalling more than £3,000 must be repaid over 2-3 years depending on the contract.
* If the fees were/will be paid from a non-sterling bank account, please state the fees in the currency used to make the payment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Expense** | **Individual** | **Dependant(s)** | **Total** |
| Visa fees |  |  |  |
| Biometric fee[[2]](#footnote-2) |  |  |  |
| Priority or super priority service[[3]](#footnote-3)  |  |  |  |
| NHS surcharge |  |  |  |
| UK ENIC fee[[4]](#footnote-4) |  |  |  |
| **Total** |  |
| **Total loan applied for** |  |

|  |
| --- |
| **Affordability assessment**Before making a loan, the School is obliged to carry out a credit worthiness assessment of the borrower. This requires the School to consider the affordability of repayments under the loan, and whether making the loan would impact adversely upon the borrower’s financial situation. The School may, in exceptional cases, undertake a credit check if deemed necessary.Please provide details of your **monthly** financial commitments, as follows:  |
| **Current or anticipated household income** | £ |
| **Mortgage / Rent payments (expected or current)** | £ |
| **Existing loan commitments** | £ |
| **Travel costs (if applicable)** | £ |
| **Other material expenses** | £ |

**Bank details**

**Please** attach a print-out/screenshot of your bank account details (UK or overseas) including the name of the account holder and their home address. For overseas accounts, this must include your IBAN/SWIFT number.

(Current employees: Your loan will be paid into the same bank account into which your monthly salary is paid. For auditing and checking purposes, please ensure that you provide the details of this bank account.)

Your bank details will be held separately to your loan application and will be deleted once your loan has been repaid in full.

**Applications will not be processed until we receive this information**

**The information in this application form is true to the best of my knowledge and belief.**

**Employee signature:**  \_\_\_\_  **Date:** \_\_\_\_\_\_\_\_\_\_\_

**PLEASE SCAN/RETURN THE COMPLETED, SIGNED FORM TO:**

Hr-recruitment@soas.ac.uk for new employees and hr-operations@soas.ac.uk for current employees.

1. As defined within section SW 26 of the Immigration Rules [↑](#footnote-ref-1)
2. If you are applying from within the UK you will be required to pay a fee for providing your biometric information at a Post Office branch or a UK Visa and Citizenship Application Services centre. If you go to a premium service centre or apply from outside the UK, the cost is included in your application fee. [↑](#footnote-ref-2)
3. These services are optional when submitting a visa application [↑](#footnote-ref-3)
4. Only required for those individuals who use UK ENIC for confirmation that their overseas degree meets English language requirements. [↑](#footnote-ref-4)