**Guidance**

*Who can request the loan and what will it cover?* You can apply for the loan if you are employed by the University of Edinburgh (“the University”) and are applying for residency/citizenship as listed below for yourself and/or your partner/dependants:

**EEA**
- Registration Certificate
- Permanent Residency
- EEA Residency card for close family members
- UK Citizenship
- Legal advice in support of residency/citizenship applications

**Non-EEA**
- Settlement (Indefinite Leave to Remain)
- UK Citizenship
- Legal advice in support of residency/citizenship applications

Please note you must only request the amount you actually need and the loan should be used for the payment of the fees listed. You can apply for the loan to cover yourself and/or your partner/dependants. It is not necessary to apply for a loan to cover all applications at the same time. For instance, you may choose to apply for a loan to cover your own fees and then apply for an additional one at a later date to cover partner/dependants residency/citizenship applications.

*How much can I borrow?* The amount loaned will be set at a maximum of £10,000.

*How long can I take the loan for?* The loan can be taken for between 12 and 48 months. However, if you are on a fixed-term contract your contract must be for a minimum duration of the length of the loan and if you are applying for an extension you must have at least 12 months remaining on your contract.

*How can I make an application?* Download the [UK Residency Loan form](#). We advise that you complete the form online if possible. Simply tab through and complete each field. Refer to the notes below for guidance on what should be entered. Also note that the form is set up to auto calculate certain fields. Once complete, email the form to your local College/Professional Services Group HR team (details below).

If you are applying for a loan to cover legal fees, you are also required to attach evidence of any anticipated legal fees (eg. by attaching the letter of engagement from your legal provider/firm). For audit purposes, you may be required to provide evidence of the actual amount paid to UKVI and so should retain a copy of your payment receipt(s).

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1 The EEA includes EU countries and also Iceland, Liechtenstein and Norway. EU countries are: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK.
# Section One – to be completed by Applicant

## A. Applicant’s Details

**Title, First Name, Surname, telephone number and email address:** Please complete these fields in full.

**Employee Number:** If you are unsure of your staff number, please look on MyEd (click on My Details, Show Personal Details) or on your on-line payslip (your employee number appears at the top above the Choose a Payslip drop down box). If you do not have access to a PC to access self-service contact your local HR team.

## B. Work Information

**Job Title:** Enter your job title.

**Annual Salary:** Enter your annual salary.

**Department/ School:** Enter the name of your Department or School.

**Fixed Term Contract End Date:** Enter the end of your fixed-term contract if applicable. Your contract must be for a minimum of the length of the loan you are requesting.

## C. Category Details

**Status Type:** Please add a tick to the box beside the type of residency documentation you are applying for and/or for a loan for legal fees.

**Fees Cover:** Please add a tick to the box which indicates whose fees are included in the application; the applicant only, the applicant plus partner/dependants; or just partner/dependants.

If you are including your partner/dependants, please list their name(s) in full plus their relation to the applicant.

**Family Application Fees:**
You can only apply for a loan to cover close family members who are defined as dependants by UK Visas and Immigration (UKVI), for example your husband, wife or partner; your child (under 21 for UK residency, under 18 for Settlement); or a dependent child over 21/18 if they are currently in the UK as a dependant.

More information for dependants applying for UK Residency can be found at: [https://www.gov.uk/eea-registration-certificate/apply](https://www.gov.uk/eea-registration-certificate/apply)

More information for dependants applying for Settlement can be found at: [https://www.gov.uk/remain-in-uk-family/family-members](https://www.gov.uk/remain-in-uk-family/family-members)
## SECTION TWO

**D. Loan Request Details**

The amount requested must be for the actual costs for you and/or your partner/dependants (if relevant) set at a maximum of £10,000.

The UKVI fees are as follows:
- Settlement (Indefinite Leave to remain): £2389
- UK Citizenship: Basic naturalization fee £1330
- UK Permanent Residence: £65 per person
- UK Registration Certificate: £65 per person
- UK Residence card for family members: £65 per person
- Biometric Card: £19.20 per person


Legal Advice:  [Local Immigration Law Firms](#)

The (UKVI costs calculator) can be used to help calculate your residency costs, based on your personal circumstances.

| **Document/application fees:** | Please enter the fees charged by UKVI for yourself as the applicant and/or any dependants. |
| **Biometric Fees:** | Enter the total amount for the biometric for yourself and/or any dependants. |
| **Legal fees:** | Please enter the amount required for legal fees. This sum must match either the actual fee note from the legal firm or a letter of engagement detailing the cost of the advice to be provided. |

**Grand Total:** The field will calculate the total based on the figures you enter. If completing by hand, score out the zero total and add in the correct amounts.

**Repayment period:** Loans to support fees may be repaid over a period of between 12 and 48 months. Please note the University will check the remaining length of your contract. If you have specified to repay the loan over a period of time beyond your contract end date, the University will automatically reduce the repayment period to end in line with the expiry of your contract.

Repayments will start in the month following the payment of the loan lump sum.

The University acknowledges that due to certain life events, ie maternity leave, long-term sickness, it may be necessary to re-negotiate the repayment amount and the period of the loan.

**Do you currently have any other loans with the University?** Please tick Yes or No. If you have ticked ‘Yes’ please give information on the purpose of the loan, the date this was given and the amount. Please note that you cannot be in receipt of combined interest free loans that exceed £10,000.
SECTION THREE

E. DECLARATION

If you are completing this form by hand or emailing it from a personal email address, you should sign and date it to confirm that you have accepted the terms of the loan. If you are emailing it from a University of Edinburgh email account, there is no requirement to sign and date the form.

**Next Step:** Check to ensure you have completed all parts of Section, then email it along with scanned evidence of legal fees paid/due to be paid, to your College/Professional Services Group HR team (details below). The loan sum will be paid into the bank account that your salary is paid into. Please ensure you keep receipts to enable you to evidence the payment made to UKVI.

<table>
<thead>
<tr>
<th>College of Arts, Humanities and Social Sciences</th>
<th>Email: <a href="mailto:hr.cahss@ed.ac.uk">hr.cahss@ed.ac.uk</a></th>
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<tr>
<td>Accommodation, Catering and Events</td>
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