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Our Ref: { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD client\_no }/{ MERGEFIELD matter\_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy" } }

{ MERGEFIELD LINKNAME\_TITLE\_1 } { MERGEFIELD LINKNAME\_INITIALS\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1 }  
{ MERGEFIELD CALCULATION\_ADDRESS }

Dear { MERGEFIELD FW\_IMM\_1\_FW\_SALUTATION }

**Re: { MERGEFIELD MATTER MATTER DESCRIPTION }**

I am { MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }, a { MERGEFIELD CALCULATION\_STATUS\_DESCRIPTION }, in the Immigration Department. I will have conduct of your matter throughout. I am supervised by { MERGEFIELD CALCULATION\_EXECUTIVE\_NAME } who will also be aware of your matter.

### **Your Instructions**

### **Our Advice**

{ IF { MERGEFIELD FW\_IMM\_1\_FW\_IMM\_MATTERT } = "Citizenship" " In order to become a British citizen, you must provide evidence that you have lived in the UK for a period of five years and you have been free from immigration control for a 12 month period.

You must be able to show that you have not left the UK for more than 450 days in the last five years, and not more than 90 days in the last 12 months. Before you submit your application you must also be able to show that exactly 12 months ago to the day you were in the UK.

The Home Office guidance states that you must be of good character and it is important to notify me immediately of any issues or concerns which may go against your good character.

You are required to have a level B2 or higher English language qualification or taught a degree in English. You must also have passed the Life in the UK test.

You must have two referees who will support your application. One person must be the holder of a British passport and either a professional or over 25 years of age. The other should be any person who has a professional standing, such as a doctor or accountant.

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It is important that neither referee are related to you or to each other, they are not employed by the Home Office and do not have an imprisonable conviction within the last 10 years. Please note that I cannot be a referee for you, nor can any other member of staff at this office.

At the conclusion of this matter you will be required to attend a ceremony at your local Town Hall." "{ IF { MERGEFIELD FW\_IMM\_1\_FW\_IMM\_MATTERT } = "Detention" "You fall within the automatic deportation provisions contained within section 32 UK Borders Act 2007, due to the length of your sentence. The Home Office can hold you under section 36 of the Act. You do, however, have the right to apply for bail." "{ IF { MERGEFIELD FW\_IMM\_1\_FW\_IMM\_MATTERT } = "Employed Spouse" "You must provide your marriage certificate and evidence that you and your partner have been in contact with each other regularly, showing the relationship is genuine. You can do this for example by providing photos of you both together, or text/phone contact.

You will also need to provide evidence of your income, in the form of six months' payslips (or 12 if you have not been with your current employer for six months). You will also need to provide a letter from your employer confirming your gross annual salary, the length of your employment with them and type of employment, and the period you have earned the salary with which you are relying on. You should also provide original bank statements which show your salary being paid into your account. Please ensure your bank statements are dated within 28 days of the date of your application.

You will also need to provide evidence that the home you and your partner will occupy is big enough for both of you and will not be overcrowded. You may evidence this by providing pictures of the property, sales particulars or an estate agent's report. If you are living with family/friends who own the property you reside in, you will need written evidence from them that they agree to you and your partner living in the house, in addition to the evidence required above.

Finally, your partner must have passed an A1 language test or have been taught, in English, a course equivalent to a UK Bachelor's or Master's degree or PhD.

Please note that I will be unable to prepare your application without sight of all of the above-named documents and so I should be grateful if you would please provide them to me as soon as possible." "{ IF { MERGEFIELD FW\_IMM\_1\_FW\_IMM\_MATTERT } = "Entry Clearance" "Entry Clearance" "{ IF { MERGEFIELD FW\_IMM\_1\_FW\_IMM\_MATTERT } = "Family reunion" "Family reunion" "{ IF { MERGEFIELD FW\_IMM\_1\_FW\_IMM\_MATTERT } = "Immigration" "Immigration" "{ IF { MERGEFIELD FW\_IMM\_1\_FW\_IMM\_MATTERT } = "Please select" "Please select the correct matter type from the questionnaire within the Task" "" }" }" }" }" }" }

### **Next Steps**

I will also require you to sign and return the enclosed copy of this client care letter as soon as possible. { IF { MERGEFIELD FW\_IMM\_1\_FW\_IMM\_ } = "Yes" "Please also sign and return the enclosed Authority so I may request a copy of your file from your previous representative." "" }

If you have any questions, please do not hesitate to contact me. I would encourage you to send any responses via our secure online portal where you will also be able to check the progress of your case. If you have any trouble accessing the internet would you please let me know. We send documents out to you via our secure portal to protect your personal

data, however if you are unable to access the internet easily, I can arrange for correspondence to be sent to you via post or another means.

I look forward to hearing from you.

Yours sincerely

**{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }  
{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }**

Signed .....  
          { MERGEFIELD LINKNAME\_FORENAME\_1 } { MERGEFIELD  
LINKNAME\_SURNAME\_1 }

Date: .....