

## GRADUATE ADMISSIONS, UNIVERSITY OF ESSEX FEE STATUS QUESTIONNAIRE

Please read these instructions carefully:

Please complete **all relevant sections** of the questionnaire and return this by email to [pgquery@essex.ac.uk](mailto:pgquery@essex.ac.uk)

### Supporting documents

Please return your completed form with scanned copies of the following supporting documents:

- Immigration documents as specified in Section C;
- Proof of your ordinary residence in the UK or EU since 1 September 2018 – this can be any official documents showing your name, address and the date the document was issued, such as bank statements or utility bills. We require one piece of evidence dated each year from 2018 onwards, and the evidence from 2018 must be dated earlier than 1 September 2018;
- The passport of your relevant family member if you are applying as the family member of a relevant national, plus the corresponding marriage certificate or birth certificate;
- Any documents relating to temporary absence from the UK/EEA (if applicable), such as employment contracts, proof of residential property ownership in the UK/EEA, and proof of return visits to the UK/EEA.

### Outcome of your fee status assessment

We will contact you by email to inform you of the outcome of your assessment, or request any additional information that we require – so please check your email and reply to any requests for additional information by the deadline given.

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### Further information regarding fee status:

The University of Essex adheres to the Fee Regulations for England when considering fee status.

For details of these Fee Regulations and the categories of students who may be eligible to pay 'home' fees, please read the following web page carefully:

[www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status](http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status)

SECTION A: APPLICATION DETAILS
1. <b>PG number:</b> <small>Click here to enter text.</small>
2. <b>Course applied for</b> <small>Click here to enter text.</small>
3. <b>Last name/Family name:</b> <small>Click here to enter text.</small>
4. <b>Other name(s):</b> <small>Click here to enter text.</small>

SECTION B: PERSONAL DETAILS
5. <b>Date of birth:</b> <small>Click here to enter text.</small>
6. <b>Current permanent address:</b> <small>Click here to enter text.</small>

Click here to enter text.  
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**7. Date that you began living in the UK (if applicable):**

Click here to enter text.

**8. If not living in the UK, date that you began living in the EU (if applicable):**

Click here to enter text.

**9. If you are not already living in the UK, what date will you enter the UK to live in 2018?**

Click here to enter text.

**10. Nationality (if you have dual nationality, please state both):**

Click here to enter text.

**SECTION C: IMMIGRATION STATUS**

Please complete this section if you are resident in the UK. See guidelines at [www.ukcisa.org.uk/Information-Advice/Fees-and-Money/England-fee-status](http://www.ukcisa.org.uk/Information-Advice/Fees-and-Money/England-fee-status) for settled status and other relevant categories

Immigration status	Please tick if applicable	Please provide colour copy of
British citizen (or spouse of British Citizen)	<input type="checkbox"/>	Photo page of your passport (If spouse, copy of spouse's passport and copy of marriage certificate)
Right of abode	<input type="checkbox"/>	Photo page of your passport
Indefinite Leave to Remain/Enter	<input type="checkbox"/>	Biometric Residence Permit (both sides) or Home Office letter confirming status
Right of Permanent Residence	<input type="checkbox"/>	Permanent residence card If you do not have a permanent residence card but believe that you have the right of permanent residence, please let us know
EEA or Swiss national (or spouse of EEA national)	<input type="checkbox"/>	Photo page of your passport (If spouse, copy of spouse's passport, copy of marriage certificate, and proof of spouse's employment in the UK)
Refugee status Or child/spouse of someone with refugee status	<input type="checkbox"/>	Home Office letter or refugee status travel document and passport when possible
Granted humanitarian protection Or child/spouse of someone granted humanitarian protection	<input type="checkbox"/>	Home Office letter and passport when possible
British Overseas Territory citizen	<input type="checkbox"/>	Photo page of your passport
Time limit on stay	<input type="checkbox"/>	Biometric Residence Permit (both sides) or Home Office letter confirming status and photo page of passport

If none of the above categories applies to you, or your status is likely to change before the start of the course, please give details and supporting evidence:

Click here to enter text.

**SECTION D: RESIDENCY DETAILS**

Please list where you currently live, where you have previously lived and the reason for living there.

Country	From (dd/mm/yy)	To (dd/mm/yy)	Purpose (e.g. born, work, study, migrated in order to settle)	Living with
			Click here to enter text.	

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## SECTION E: RELEVANT FAMILY MEMBERS

We ask for this information because some students are not entitled to Home fees in their own right, but could be entitled to Home fees because of their family members.

**1. Mother's nationality:** Click here to enter text.

**2. Father's nationality:** Click here to enter text.

**3. Mother's current permanent address (if different from yours):**  
Click here to enter text.

**4. Father's current permanent address (if different from yours):**  
Click here to enter text.

**5. Do any members of your family, other than your parents, have EU nationality? If yes, please detail and provide appropriate evidence:**

See guidelines at [www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status](http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status) for relevant family members

Click here to enter text.

**6. Are you or any members of your family nationals of Iceland, Liechtenstein, Norway, Switzerland or Turkey who lives or has lived in the UK? If yes please give details including dates and purpose of residence, and provide appropriate evidence.**

See guidelines at [www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status](http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status) for relevant family members

Click here to enter text.

## SECTION F: TEMPORARY ABSENCE

Please complete this section if you have been resident outside of the UK/EEA during the last 4 years because you, your spouse or your parent/s were temporarily working abroad.

See guidelines at [www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status](http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status) for temporary absence

**1. Who was employed outside of the UK/EEA?**

Click here to enter text.

**2. Dates of employment outside of the UK/EEA:**

Click here to enter text.

**3. Details of the work:**

For example, to include job title, employer, location, temporary or permanent post, part-time or full-time

Click here to enter text.

**4. Details of residential property owned by you or your family in the UK/EEA:**

Please include address, dates of ownership and dates of visits to the property during your absence

Click here to enter text.

**5. Details of visits to the UK/EEA during your absence**

Please include dates, locations of stay and reasons for your visit/s

Click here to enter text.

**SECTION G: STUDENT FINANCE**

**Have you been granted Student Finance for your course? Yes  No**

If 'Yes', please send us a copy of your Student Finance England entitlement letter

**If no, have you made an application for Student Finance? Yes  No**

**If no, do you intend to make an application for Student Finance? Yes  No**

**SECTION H: OTHER RELEVANT INFORMATION**

Please use this section to inform us of any other information that you feel is relevant to your fee status assessment.

Click here to enter text.

**SECTION I: DECLARATION**

**The information I have given is, to the best of my knowledge and belief, accurate and complete and I enclose copies of the relevant documentation as requested.**

**Signed:** Click here to enter text.  
Please type name if returning by email

**Date:** Click here to enter text.