## **Ukraine Extension Scheme**

This guide is for people looking to apply under the Ukraine Extension Scheme. Please note the deadline to submit an application to the Ukraine Extension Scheme is 16<sup>th</sup> May 2024

You are eligible to apply for the Ukraine Extension Scheme if:

- 1. You are in the UK, and
- 2. You are a Ukrainian citizen or applying with an immediate family member who is a Ukrainian citizen, and
- 3. You must have had leave to enter or remain in the UK at some point between 18<sup>th</sup> March 2022 and 16<sup>th</sup> November 2023, unless you had permission to enter or stay in the UK on 31<sup>st</sup> December 2021
- 4. If you are a child born in the UK, and your parents meet the requirements above, you can also apply to the Ukraine Extension Scheme.

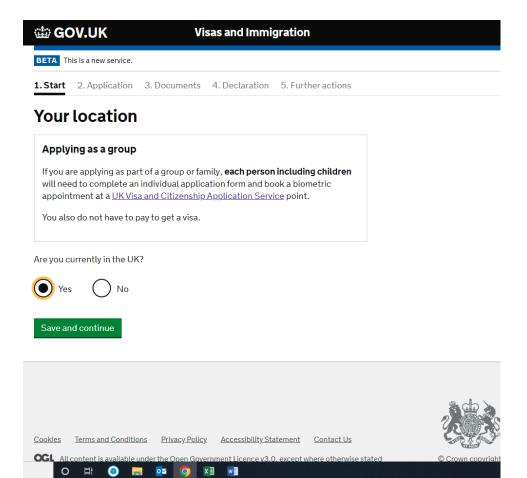
Please note that having permission to enter the UK as a visitor after 18<sup>th</sup> March 2022 does not count as leave to enter or remain in the UK for the purposes of this application. If you are not sure whether you qualify for leave to remain under the Ukraine Extension Scheme, please do not hesitate to contact us using our online referral form.

Under the Ukraine Extension Scheme, you will be granted 18 months leave to remain and will be able to work, study and access benefits. To find out more about the scheme and to apply, go to:

https://www.gov.uk/guidance/apply-to-stay-in-the-uk-under-the-ukraine-extension-scheme?utm\_medium=email&utm\_campaign=govuk-notifications-topic&utm\_source=8ff413b2-0f19-4d0f-82e1-1409c6fb3620&utm\_content=immediately#apply

The application form is available in English, Ukrainian and Russian.

We have created this handy guide to help you complete the application form. The people in the application form are fictional. The information in this guide is correct as of 21<sup>st</sup> February 2024.



If you are not in the UK, you will not be able to apply under this scheme. You may be eligible to apply for the Ukraine Sponsorship Scheme (Homes for Ukraine) instead. For more information, please refer to the relevant guide on our website.

You will then be asked whether you have any outstanding applications with the Home Office.



## Other Home Office applications

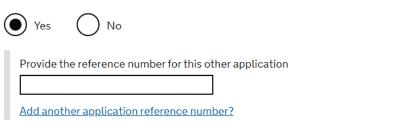
#### Applying as a group

If you are applying as part of a group or family, **each person including children** will need to complete an individual application form and book a biometric appointment at a <u>UK Visa and Citizenship Application Service</u> point.

You also do not have to pay to get a visa.

Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision?

If you have submitted any other applications to the Home Office which have not yet been decided then submitting this application varies those previous applications. This means that only this application, which you are now completing, will now be considered.

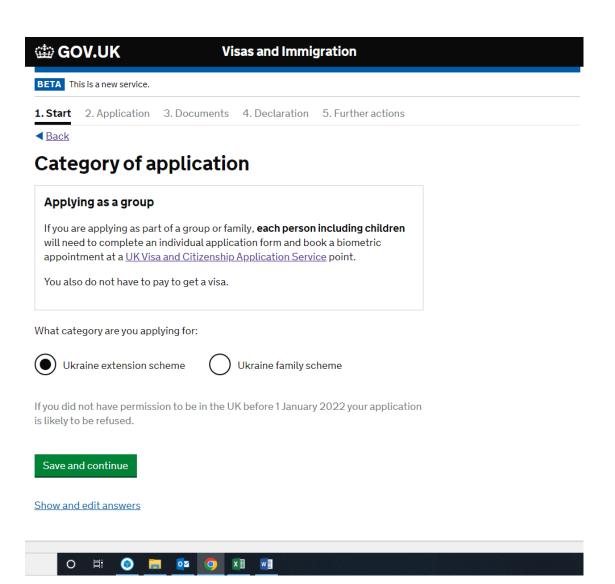


Save and continue



If you do have any outstanding applications with the Home Office, including an asylum claim, you will need to enter your Home Office reference number in the text box provided. You can find your Home Office reference number at the top of any letters or emails from the Home Office.

Next, you will be asked to select the type of application you are making. It is important that you select the correct one – Ukraine Extension Scheme.



You will then be asked to register an email. This should be an email that you have regular and easy access to as it will be the Home Office's main method of communication with you.

**◀** Back

## Register an email

#### Applying as a group

If you are applying as part of a group or family, **each person including children** will need to complete an individual application form and book a biometric appointment at a <u>UK Visa and Citizenship Application Service</u> point.

You also do not have to pay to get a visa.

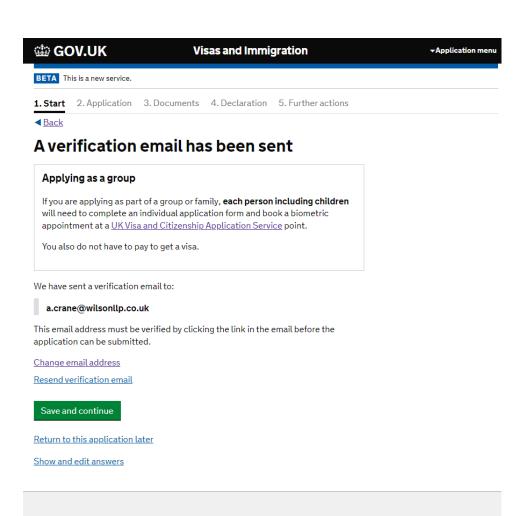
Enter an email address and password so you can save your answers. You will then be emailed a unique link to let you log back in to your application at a later point, if

Throughout your application, you can select the option to 'Return to this application later' in order to re-send the link to your latest saved application.

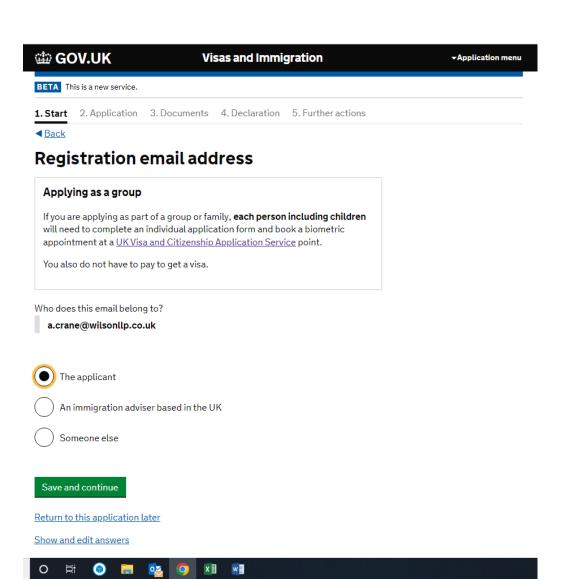
Emails sent to this address may contain personal sensitive information. We will send a verification email to this email address. This email address must be verified by clicking the link in the verification email before the application can be submitted

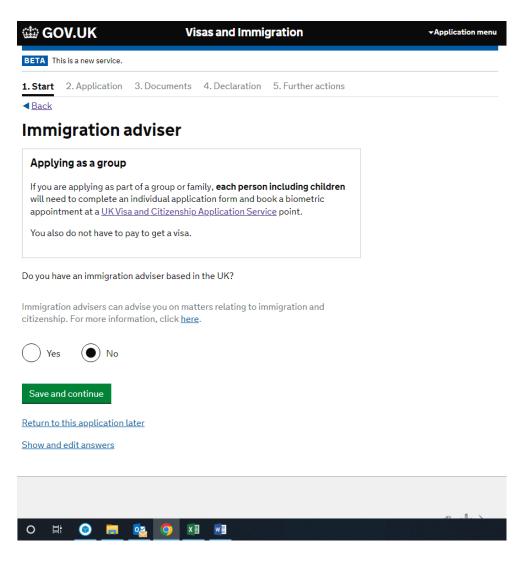
Email address
Create a password
Your password must be 8 characters or longer and include a letter and a number or symbol.
Repeat your password
Save and continue
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You will then be emailed a link to verify your email address. You will need to verify your email address before you can submit the application.



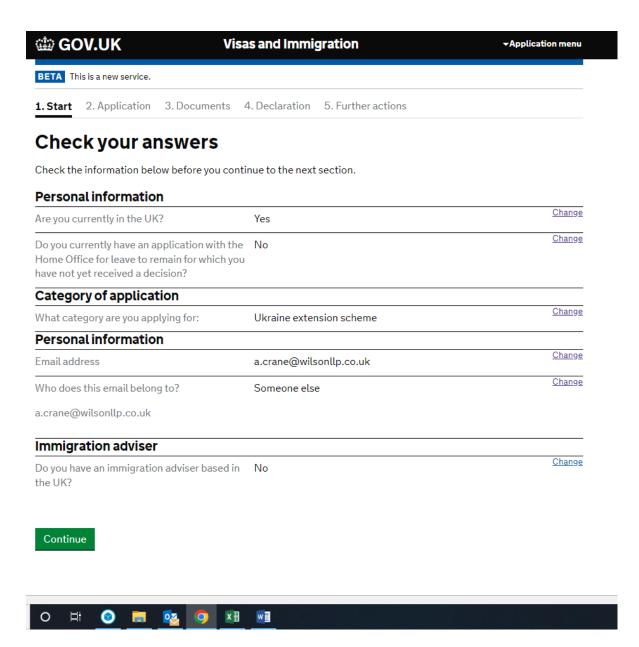
You will also need to confirm who the email address belongs to.





You do not need an immigration adviser in order to complete this application form. If you do have a UK based immigration adviser, we would suggest you seek advice from them before filling in the application form.

You will then be able to check your answers before continuing on to the next part of the application.



Once you are happy with your answers, you can press continue. You will then be asked to enter your personal information.

■ Back

## Your name

## Applying as a group

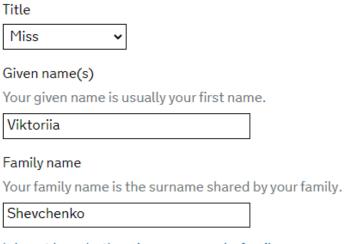
If you are applying as part of a group or family, **each person including children** will need to complete an individual application form and book a biometric appointment at a <u>UK Visa and Citizenship Application Service</u> point.

You also do not have to pay to get a visa.

Enter your name, as shown in your current passport or travel document. Use the English spelling of your name where provided.

Your given name is usually your first name. If you have middle names, include these with your given name. If your name has a suffix (e.g. Jr), include this with your given name. If you have a patronymic name include it with your given names. You must tell us all your given names.

I do not have a current passport or travel document

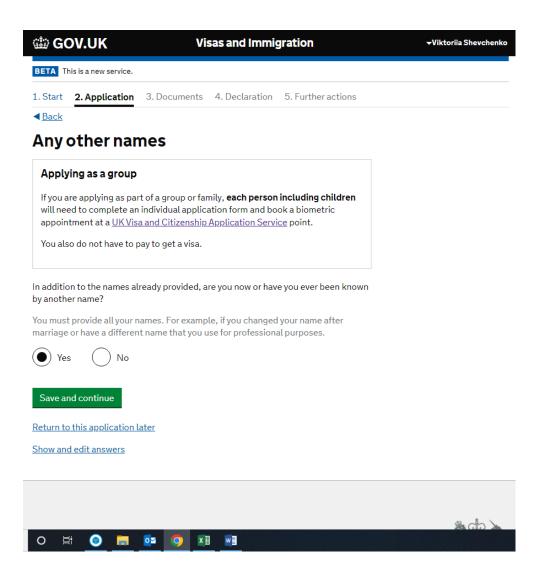


I do not have both a given name and a family name

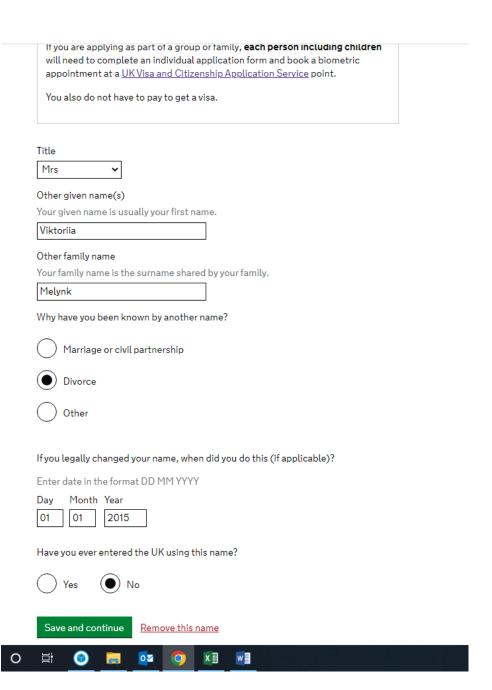


If your patronymic is on your passport, you should enter this after your first name, ie Viktoriia Petrivna.

You will also need to enter any other names you are, or have ever been, known by:

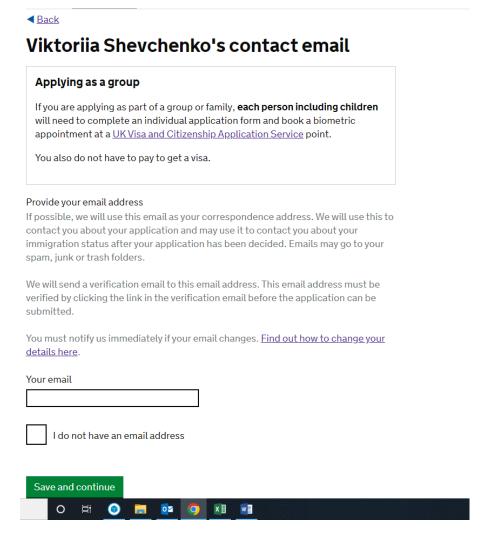


If you have never been known by any other name, go to page 12. Otherwise, see below:



Once you have entered all your previous names, you will be able to proceed to the next section.

If you are filling in this form on behalf of someone else, you will now be asked to enter their contact details:



If you are the applicant, you will be asked if you are happy to be contacted on the email address provided. If not, you will be able to give further contact details.



## Viktoriia Shevchenko's contact email

## Applying as a group

If you are applying as part of a group or family, **each person including children** will need to complete an individual application form and book a biometric appointment at a <u>UK Visa and Citizenship Application Service</u> point.

You also do not have to pay to get a visa.

Can we use this email address to contact you?

#### a.crane@wilsonllp.co.uk

If possible, we will use this email as your correspondence address. We will use this to contact you about your application and may use it to contact you about your immigration status after your application has been decided. If your application is successful, we may issue a <a href="mailto:biometric residence permit(BRP)">biometric residence permit(BRP)</a> to you. We will use this email address to make the arrangements to deliver the BRP to you. Emails may go to your spam, junk or trash folders.

You must notify us immediately if your email changes. <u>Find out how to change your details here</u>.



You will then be asked to provide a telephone number:

## Viktoriia Shevchenko's telephone number

## Applying as a group

If you are applying as part of a group or family, **each person including children** will need to complete an individual application form and book a biometric appointment at a <u>UK Visa and Citizenship Application Service</u> point.

You also do not have to pay to get a visa.

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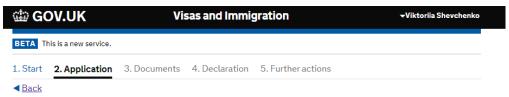
## Provide your telephone number

Only include numbers, and for international numbers include the country code. We may contact you by telephone if we have any further questions about your application, or about your immigration status after your application has been decided. This may be a home, work or mobile number.

You must notify us immediately if the contact telephone number you provide as part of this application changes. Find out how to change your details here.

020123456798
I cannot be contacted by telephone
Where do you use this telephone number?
You can select more than one option
✓ For use whilst in the UK
For use whilst out of the UK
Save and continue

Next, you will be asked to provide a postal address. If possible, you should provide your current address. You can enter your postcode in the box provided and search for your address, or you can enter your address manually:



## Viktoriia Shevchenko's postal address

#### Applying as a group

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You also do not have to pay to get a visa.

#### Provide your postal address

We may use this address to send sensitive personal information and important documents such as your <u>biometric residence permit</u>. If we can't contact you by email, we will use this postal address. We may use this address for correspondence about your application and may use you to contact you about your immigration status after your application has been decided.

You must notify us immediately if your postal address changes.  $\underline{\text{Find out how to}} \\ \underline{\text{update your details here}}$ 

If you live in a flat and your flat number is not showing when using the postcode lookup, enter your address manually.

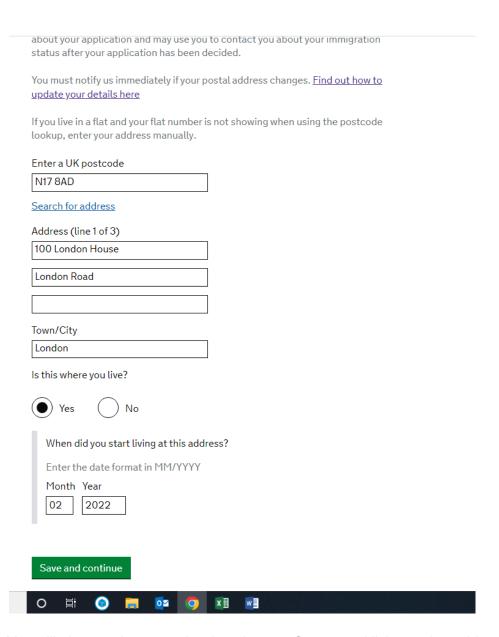
#### Enter a UK postcode

N17 8AD Find UK address

## Enter address manually

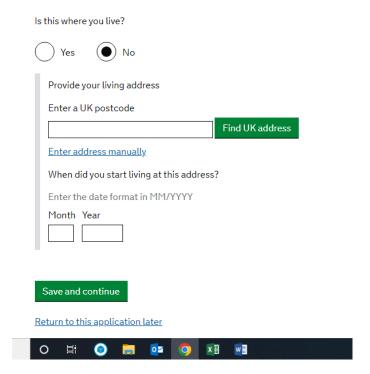
Is this where you live?



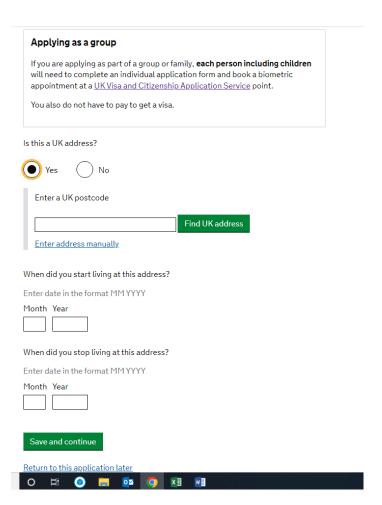


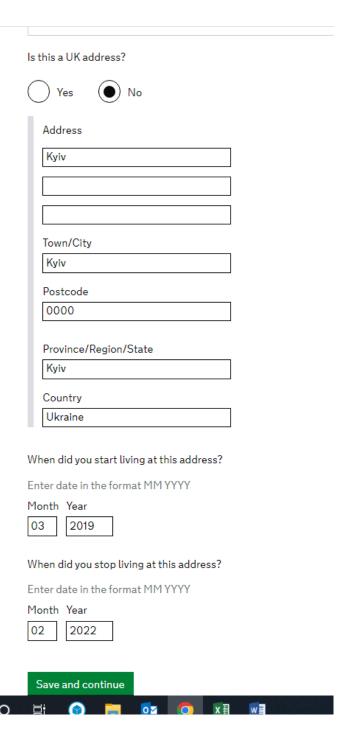
You will also need to enter the date that you first started living at that address.

If the postal address provided is not the same as the address where you live, you will be asked to provide your current address as well, along with the date you first started living there.

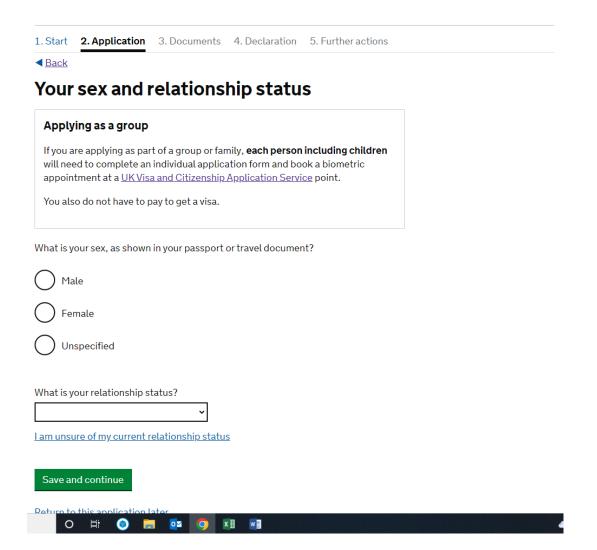


Once you have provided your postal address, you will need to provide all your previous addresses in the UK and abroad over the last 2 years, including the date you moved in and out. If it is a UK address, you will again be able to search for the property by entering the UK postcode. If not, you will have to enter the address manually:

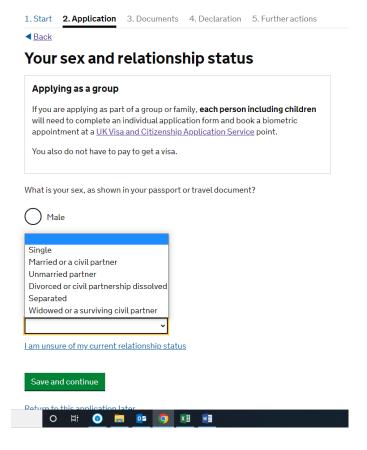




To continue with the application form, you must enter a postcode. If your previous address did not have a postcode, you can enter '0000' instead.

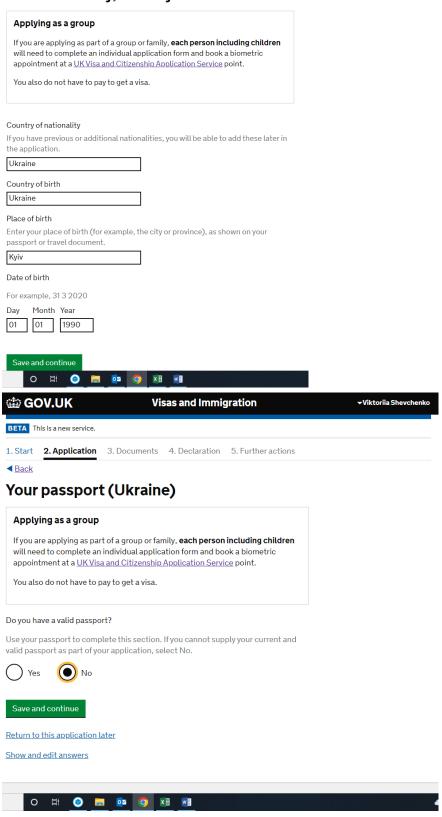


You will be able to choose from several options when describing your relationship status:



You will also need to provide details about your nationality, country and date of birth. You should use the information on your passport – for example, if your passport says that you were born in Ukraine, you should enter Ukraine rather than the specific town/city you were born in:

## Your nationality, country and date of birth



If you have a valid <u>international</u> passport, you will need to complete the details below. If not, go to page 22.

valid passport as part of your application, select No. Yes Passport number 123456789 Issuing authority On your passport this could also be referred to as 'country of issue' or 'place of 1234 Issue date For example, 31 3 2020 Day Month Year 01 01 2022 Expiry date For example, 31 3 2020 Day Month Year 01 01 2032 Confirm you can provide this passport I can provide this passport if required



Once you have entered your passport details, press save and continue. Go to page 29. If you cannot provide your passport, then you will need to explain why. This could be because you have lost it, you have never had a passport, or your passport is no longer valid and you are waiting to receive a new one.

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# Reason for not providing your passport (Ukraine)

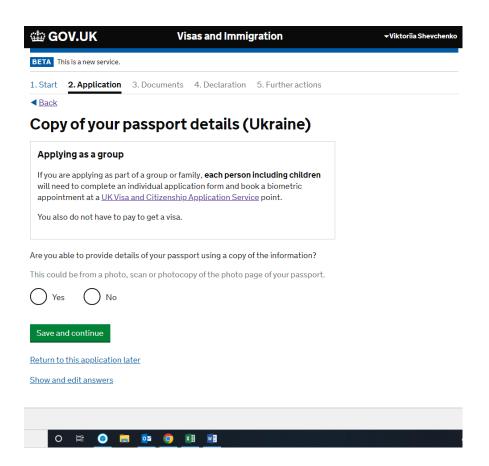
## Applying as a group

If you are applying as part of a group or family, **each person including children** will need to complete an individual application form and book a biometric appointment at a <u>UK Visa and Citizenship Application Service</u> point.

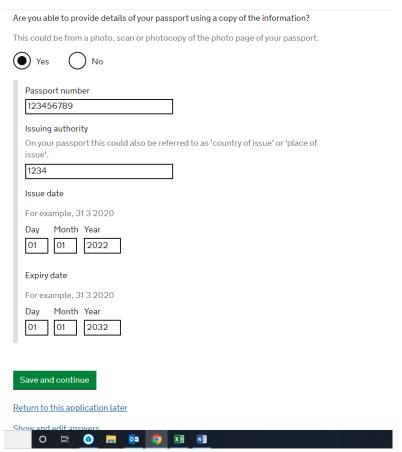
You also do not have to pay to get a visa.

You are unable to provide your passport with your application because
You have lost it, or it was stolen
You have never had a passport (for example, because you were born in the UK)
You have previously applied for leave and your passport has not been returned
You have sent the Home Office your passport as part of someone else's application
Other
Save and continue

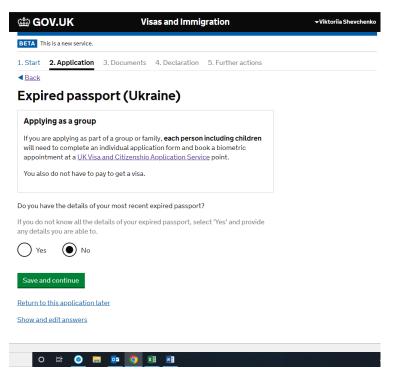
You will be asked if you can provide a copy of your passport details instead:



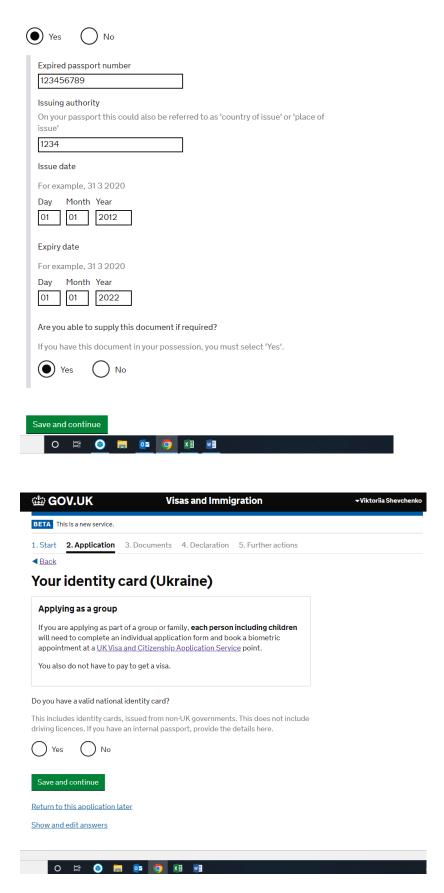
If the answer is yes, you will need to complete the form below, then go to page 29. Otherwise go to page 24:



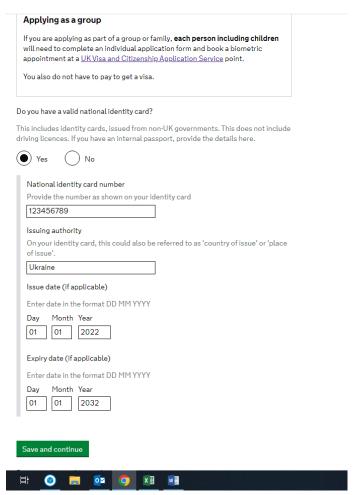
If you cannot provide a copy of your passport details, you will be asked if you are able to provide details of an expired passport:



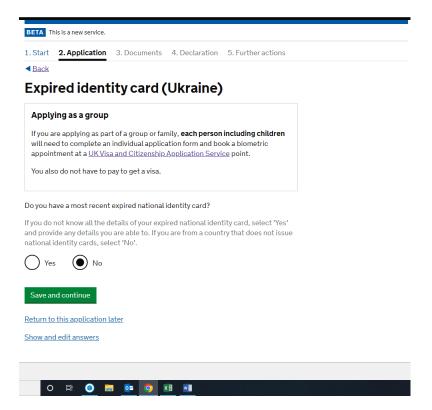
If you can provide these details, you will need to complete the page below, then go to page 29. If not, go to page 25:



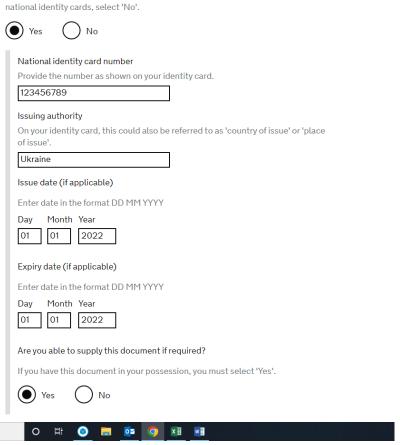
If you have a valid national identity card (or internal passport), you will need to enter these details as below, then go to page 29. Otherwise, go to page 26:



If you do not have a valid national identity card (internal passport), you will be asked for details of your most recent expired national identity card (internal passport):

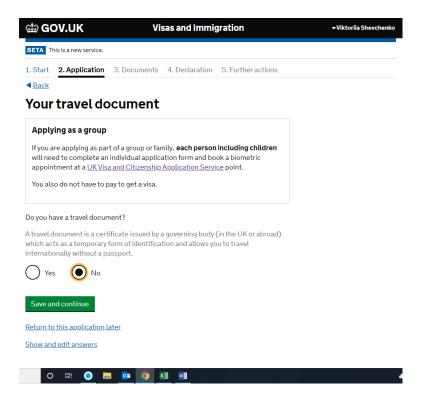


If you can provide these details, please see below, then go to page 29. If not, go to page 27.

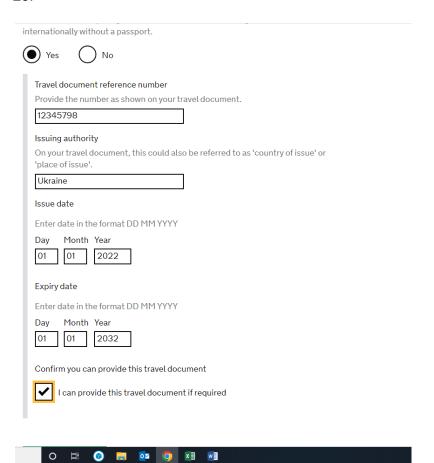


and provide any details you are able to. If you are from a country that does not issue

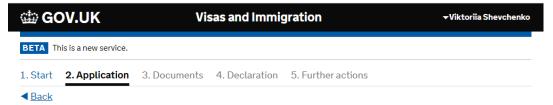
If you do not have a passport or a national identity card, you will be asked to provide details of a travel document:



If you can provide these details, please see below, then go to page 29. Otherwise go to page 28.



If you cannot provide any of the requested information, you will need to explain why. You should also let the Home Office know if there is any other form of identification you can provide, and make sure that you submit this with your application.



## Reason for not providing identification documents

## Applying as a group

If you are applying as part of a group or family, **each person including children** will need to complete an individual application form and book a biometric appointment at a <u>UK Visa and Citizenship Application Service</u> point.

You also do not have to pay to get a visa.

Explain why you are unable to provide a valid form of identification.

Proof of identity is usually required to make a valid application. You cannot use a national identity card to prove your identity for this application.

For example, this could be because the applicant is very young and was born in the UK. In this case, you can provide a birth certificate instead.

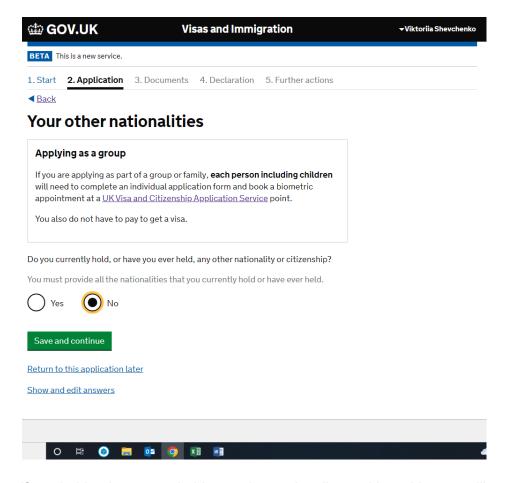
354 characters remaining of 500 characters

Save and continue

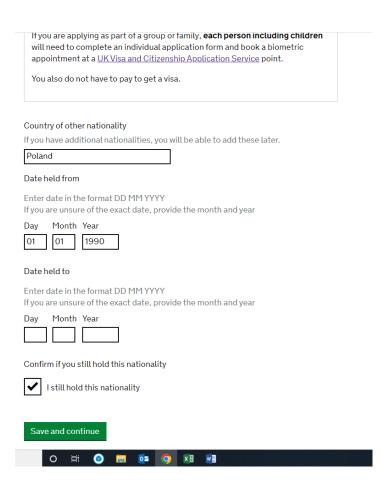
Return to this application later



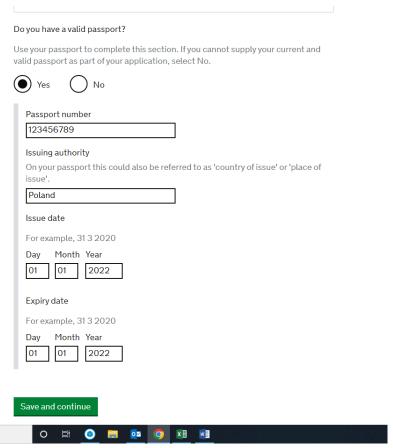
You will now be able to move to the next step.



If you hold or have ever held any other nationality or citizenship, you will need to provide details of this here. If not, go to page 32.



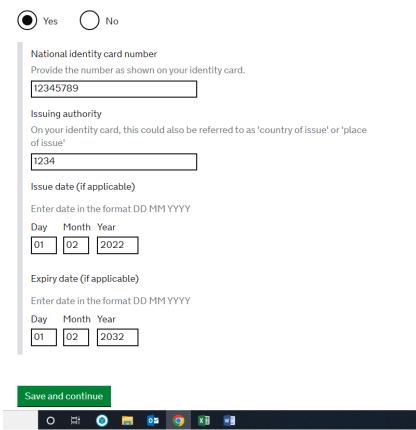
You will also be asked if you have a valid passport for this country.



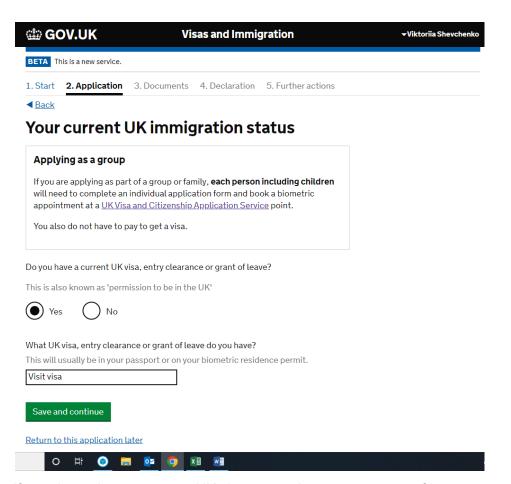
You will also need to enter the details of any national identity card you have for this country:

#### Do you have a valid national identity card?

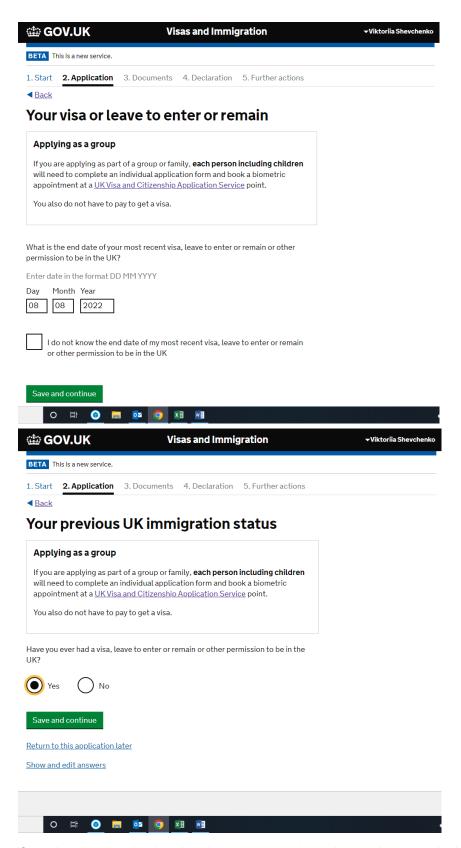
This includes identity cards, issued from non-UK governments. This does not include driving licences. If you have an internal passport, provide the details here.



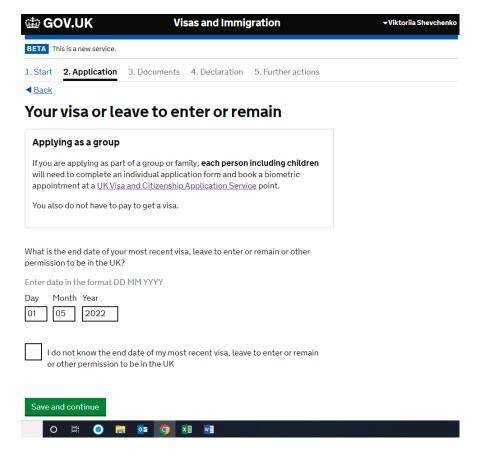
Once you have entered in the details of any other nationality or citizenship you hold, you can proceed to the next step. If you do not have any form of ID from this other country, that is fine and you will not be asked any further questions about this.



If you do not have a current UK visa, entry clearance or grant of leave, you will need to provide details of your most recent visa, entry clearance or grant of leave – go to page 33. Otherwise, see below, then go to page 34:



If you have never had a visa, leave to enter/remain or other permission to be in the UK, you are unlikely to be accepted under the Ukraine Extension Scheme and should seek further legal advice on this matter.



If you said that you had a partner, you will now be asked questions about your partner. If you do not have a partner, go to page 35:

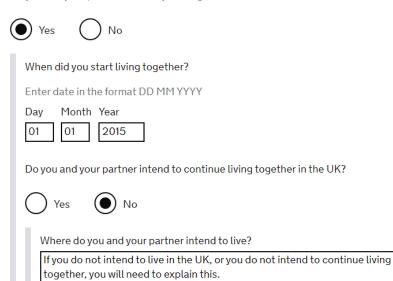
You will first be asked whether you are living with your partner. You will then be given a series of textboxes depending on your answer to provide further information (see below). You should try to give as much information here as possible. If you do not know something, you should explain this rather than providing incorrect information.

### Applying as a group

If you are applying as part of a group or family, **each person including children** will need to complete an individual application form and book a biometric appointment at a <u>UK Visa and Citizenship Application Service</u> point.

You also do not have to pay to get a visa.

Do you and your partner currently live together?

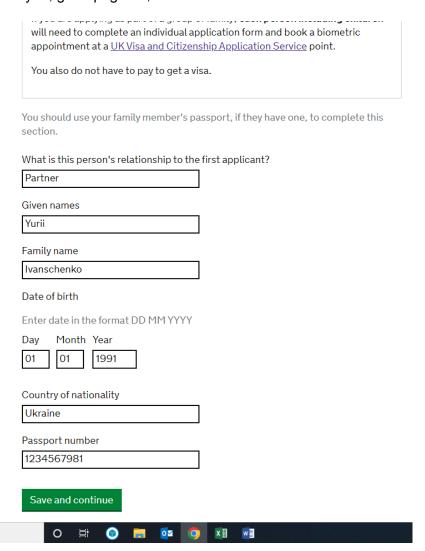


379 characters remaining of 500 characters

Save and continue

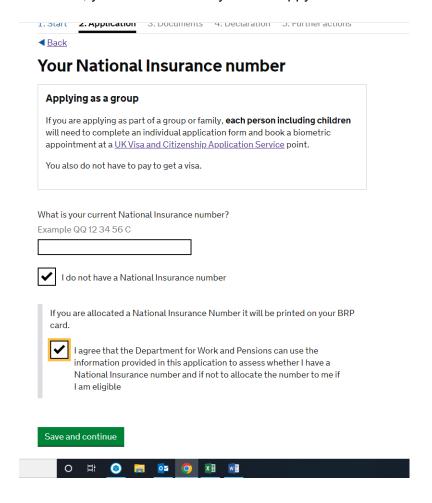


You will next be asked about any other family members who are applying with you. For example, this might be a child, partner, sibling or parent. You will need to make sure that you submit an application form for each person. If you do not have any family members applying with you, go to page 36, otherwise see below:



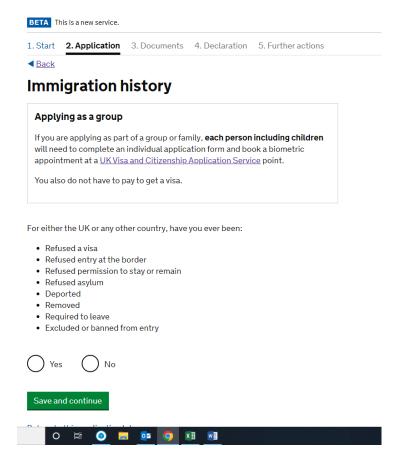
If your family member does not have a passport, you can leave the final section blank. Once you have added all the family members applying with you, you can proceed to the next section.

If you have a National Insurance Number, you should enter it in the textbox provided. Otherwise, you will be asked if you are happy to be allocated one:

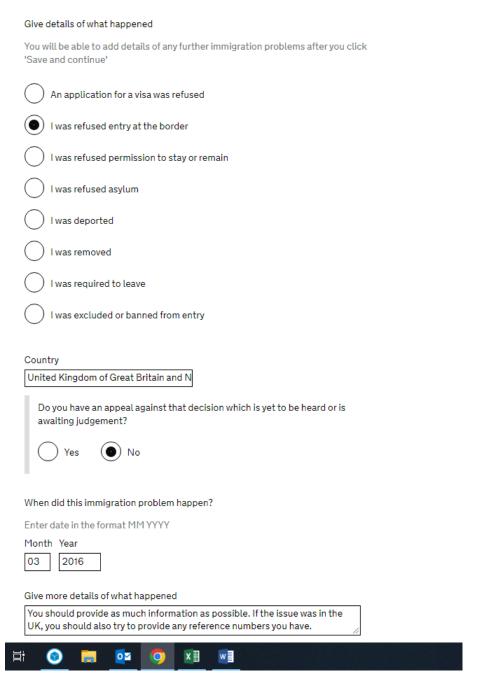


You will need a National Insurance Number to work and access benefits. You cannot continue with the application form if you do not consent to your information being shared with the Department of Work and Pensions.

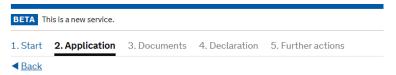
Next you will be asked to provide details of any immigration issues you have had in the UK <u>or any other country</u>. It is vital that you answer all these questions honestly, even if you have previously broken immigration laws in the UK.



If the answer to this question is no, go to page 39. Otherwise, go to page 38:



Once you have entered in the details of all immigration issues you have had, you can proceed to the next section.



# Breach of UK immigration law

# Applying as a group

If you are applying as part of a group or family, **each person including children** will need to complete an individual application form and book a biometric appointment at a <u>UK Visa and Citizenship Application Service</u> point.

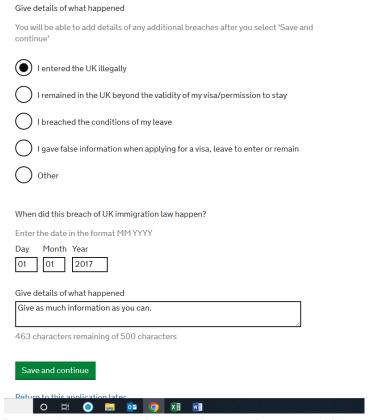
You also do not have to pay to get a visa.

#### Have you ever:

- entered the UK illegally
- remained in the UK beyond the validity of your visa or permission to stay
- breached the conditions of your leave, for example, worked without permission or received public funds when you did not have permission
- given false information when applying for a visa, leave to enter, or leave to remain
- breached UK immigration law in any other way



If the answer to this question is no, go to page 40. If the answer is yes, see below:



Pages 40 - 42 cover the security questions you will be asked. If the answer to any of these questions is yes, you should seek legal advice before proceeding.

will need to complete an individual application form and book a biometric appointment at a <u>UK Visa and Citizenship Application Service</u> point. You also do not have to pay to get a visa. At any time have you ever had any of the following, in the UK or in another country? Only select one answer at a time. If you need to give more than one answer, you can do so on another page. A criminal conviction An arrest or charge for which you are currently on, or awaiting trial A caution, warning, reprimand or other out-of-court penalty A civil court judgment against you, for example for non payment of debt, bankruptcy proceedings or anti-social behaviour A civil penalty issued under UK immigration law No, I have never had any of these You must tell us about spent as well as unspent convictions. You must tell us about any absolute or conditional discharges you have received for an offence. Save and continue Return to this application later Show and edit answers

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If the answer to any of the above is yes, you will be asked to provide more information as on page 41. If the answer is no, go to page 42.

# Applying as a group

If you are applying as part of a group or family, **each person including children** will need to complete an individual application form and book a biometric appointment at a <u>UK Visa and Citizenship Application Service</u> point.

You also do not have to pay to get a visa.

What crime were you convicted of?

Burglary

# Give details about your sentence

Include details about the sentence, for example, how long it was, how much you served, if you went to prison or did community service

You should provide as much information as possible.

448 characters remaining of 500 characters

#### Date you were sentenced

Enter date in the format DD MM YYYY

Day Month Year

01 05 2010

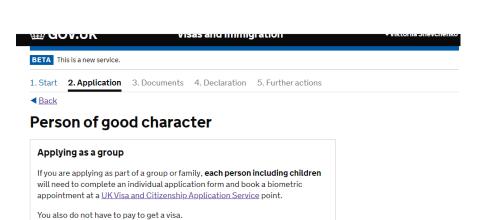
Which country were you convicted in?

Ukraine

Save and continue



Once you have entered details of all convictions and offences, you can proceed to the next step.

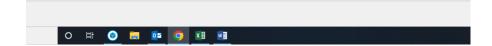


Have you ever conducted any activities which would indicate that your presence would be harmful to the UK or its people, or mean that you are not considered a person of good character?



Return to this application later

Show and edit answers



Have you ever worked for any of the following types of organisation?
Include information for any paid or unpaid work. Select all that apply.
Armed Forces (career)
Armed Forces (compulsory national or military service)
Government (including Public or Civil Administration and non-military compulsory national service)
Intelligence services
Security organisations (including police and private security services)
Media organisations
Judiciary (including work as a judge or magistrate)
I have not worked in any of the jobs listed above
Save and continue
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Once you press 'Save and continue', you will be given a chance to check your answers before submitting. You will then be able to submit your application and will be asked to book a biometric appointment using the Home Office's UKVCAS website. You can download a copy of your answers at any time by logging onto your application form and selecting download pdf from the drop-down menu in the top right hand corner.