This questionnaire is designed to help the Fees Team correctly assess the fee status of an applicant in cases where relevant information held by the University is insufficient or inconclusive, or where an applicant or student would like to have their fee status reassessed. Only those who have made an application to study at the University of Oxford or who are already students at the University may have their fee status assessed. **If you do not currently have an offer of a place from the University, please do not submit this questionnaire unless you have been asked to do so by University staff.**

If you have completed the questionnaire and assembled the relevant evidence, please return this to [student.fees@admin.ox.ac.uk](mailto:student.fees@admin.ox.ac.uk). If you have been asked to complete the questionnaire by the University, **please return it as soon as possible**, or within the specified deadline (where relevant) in order to ensure that your fee status is assessed in a timely manner.

Any decisions made will be based on the information and evidence you provide and the **government regulations currently in force. Your fee status assessment may change if the information provided is incorrect or incomplete, or if there are changes to your circumstances.**

Please ensure that you have submitted all the relevant evidence by referring to and completing the checklist in section 8 of this form. Please send us scans or photographs of the required documents and **do not** submit original documents as we cannot guarantee that these will be returned. **Documents not in English should be accompanied by a translation of the relevant information**. If we require a notarised translation, we will request this later.

This questionnaire should be completed after reading the UKCISA guidance on assessing fee status:

<https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Home-or-Overseas-fees-the-basics> and;

<https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status#RL>).

The University of Oxford is the data controller for the data you provide in this form and any supporting material. The University’s Student Fees and Funding department adheres to University policy in matters of data protection (the University's policy on data protection is available here: <https://compliance.admin.ox.ac.uk/how-we-use-your-data>).

\* According to UKCISA the “'first day of the academic year' is defined in the fees regulations, which say that if your academic year starts between:

1 August and 31 December inclusive, the first day of the academic year is 1 September;

1 January and 31 March inclusive, the first day of the academic year is 1 January;

1 April and 30 June inclusive, the first day of the academic year is 1 April;

1 July and 31 July inclusive, the first day of the academic year is 1 July.

This date is used regardless of when your course term starts or when your lectures commence”.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. About you | | | | |
| 1. Full name | | |  | |
| 1. Application Number/UCAS Number | | |  | |
| 1. Date of birth | | |  | |
| 1. Nationality | | |  | |
| 1. Other nationalities | | |  | |
| 1. Current Residential Address | | |  | |
| 1. Email address | | |  | |
| 1. About your course | | | | |
| 1. Course applied for (e.g. BA History) | | |  | |
| 1. College (if known) | | |  | |
| 1. Course start date | | |  | |
| 1. About your family | | | | |
| If your parents/guardians or spouse/civil partner are a UK or EU national, or an EEA or Swiss national, please give details | | |  | |
| 1. About your residency | | | | |
| Please provide details of where you have lived over the ten years prior to the start of your intended course. Please give dates for your residency in each location and a summary of your purpose or reason for residency. If you are or have been ordinarily resident in two countries concurrently, please provide details of this as above. You may supply further details on a separate sheet if necessary. | | | | |
| 1. Current residency, duration, and purpose | Dates (dd/mm/yy): | Full Address: | | Purpose: |
|  |  |  | |  |
| 1. Previous residency, duration and purpose | Dates (dd/mm/yy): | Full Address: | | Purpose: |
|  |  |  | |  |
| *(cont’d)* Previous residency, duration, purpose |  |  | |  |
| *(cont’d)* Previous residency, duration, purpose |  |  | |  |
| 1. Temporary absence | | | | |
| If you are ordinarily resident in the EEA/Switzerland/EU Overseas Territories but are or have been temporarily absent from this area for work, study or other reasons, excluding short breaks/ holidays, please provide dates below with the reason for your absence. Please also provide details of return visits made to your country of ordinary residence. | | | | |
| 1. Temporary absences | Dates (dd/mm/yy): | Full Address: | | Purpose: |
|  |  |  | |  |
| 1. Return visits | Dates (dd/mm/yy): | Full Address: | | Purpose: |
|  |  |  | |  |
| 1. Immigration information (please only complete if you are not a UK national) | | | | |
| 1. Do you have ‘settled’ status in the UK? (as defined by UKCISA via the links on p1)   If you do not have settled status please *go to question 6.c* | | |  | |
| 1. If you answered ‘yes’ to question 6.a, what is the date that your settled status started [date, month, year]   If your settled status started less than 3 years before ‘the first day of the first academic year of the course’\* please list the immigration status(es) you have held over the three year period, giving start and end dates, including any periods for which you did not hold any immigration status. | | |  | |
| 1. If you do not have settled status, but are living in the UK, do you believe you meet the criteria for Long Residence? (as defined by UKCISA via the links on p1) | | |  | |
| 1. If you answered ‘yes to 6.c, what immigration status do you have now? When did it start and when is it due to expire? [date, month, year]   If this visa started less than 3 years before ‘the first day of the first academic year of the course’\* please list the immigration status(es) you have held over the three year period, giving start and end dates, including any periods for which you did not hold any immigration status. | | |  | |
| 1. About your relevant family member’s residency | | | | |
| **Please do not complete this section unless you are intending to claim Home/EU fee status through a relevant family member (spouse, civil partner, parent or grandparent).** Please consult the UKCISA website for further information regarding the criteria for claiming through a relevant family member. If this section is relevant to you, please provide details of where your relevant family member has lived over the ten years prior to the start of your intended course. Please give approximate dates for their residency in each location and a summary of their purpose or reason for residency. | | | | |
| 1. Current residency, duration, and purpose | Dates (dd/mm/yy): | Full Address: | | Purpose: |
|  |  |  | |  |
| 1. Previous residency, duration and purpose | Dates (dd/mm/yy): | Full Address: | | Purpose: |
|  |  |  | |  |
| *(cont’d)* Previous residency, duration, purpose |  |  | |  |
| *(cont’d)* Previous residency, duration, purpose |  |  | |  |
| 1. Evidence checklist | | | | |
| Your Nationality/nationalities (e.g. passport) | | | provided | |
| Your settled status, if relevant (e.g. passport, certificate of entitlement to right of abode, BRP showing indefinite leave to remain, permanent residence document) | | | provided  N/A | |
| Your immigration status (e.g. passport stickers, Biometric Residence Permits, status letters from the Home Office or UKVI/UKBA) This should cover the previous three years. | | | provided  N/A | |
| The date of your arrival in the UK, if relevant (e.g. passport stamp, plane ticket or other evidence of travel) | | | provided  N/A | |
| The nationality of any relevant family members, if you are claiming Home/EU status through them (e.g. passport) | | | provided  N/A | |
| Your relationship to your relevant family member, if claiming Home/EU status through them (e.g. birth certificate or marriage certificate) | | | provided  N/A | |
| Your residency over at least the last three years (e.g. rent agreements or employment contracts: one document for each country in each year) | | | provided | |
| Your relevant family member’s residency over at least the last three years (e.g. rent agreements or employment contracts: one document for each country in each year) | | | provided  N/A | |
| Any visits you have made to the EEA/Switzerland/EU Overseas Territories whilst temporarily absent (e.g. flight booking confirmations or travel tickets) | | | provided  N/A | |
| 1. Declaration | | | | |
| I confirm that the information in this form is correct and accurate to the best of my knowledge. I understand that copies of additional documents and/or notarised translations may be requested to complete the assessment of my fee status. | | | | |
| Signature (typed if completed electronically) | | |  | |
| Form completed by | | |  | |
| Date form completed | | |  | |