

PART 3

**INFORMATION FOR
REGULAR AND RESERVE UNITS
ON ADMINISTRATION
OF NON-UK NATIONALS
SERVING IN THE BRITISH ARMY
AND NON-UK SPOUSES/
CIVIL PARTNERS**

This guide contains unit advice and guidance to support Non-UK nationals (Commonwealth, Gurkhas and Nepali citizens serving in the wider Army) in the Armed Forces and their entitled family members and Non-UK entitled family members of a serving British Citizen. This guide does not replace MoD or tri-Service non-UK and non-EEA policy or instructions which are the authority for Chain of Command action. The prime source of policy direction for the Army is contained in [AGAI Vol 2 Chap 50](#), and is referenced throughout. This guide will be subject to regular on-line updates.

This guide contains many user-friendly internet and intranet information links which are regularly checked for serviceability. Note that some internet users may not have access to all the intranet links. If the reader finds a link that is broken please contact Pers Svcs on telephone Civil: 01264 886730 or Mil 94393 6730 or email to [ModNet Army Pers-Pol-PersSvcs-SO2-A](#). Where a reference source is included, electronic readers can access the link from the relevant paragraph.

From the start of their service, Regular non-uk SP should be encouraged by the Chain of Command to start saving money for the initial travel, payment and upkeep of visas for their family and the future substantial costs for applications to naturalise or settlement on discharge.

Home Office guidance from spouses/dependants from EU countries (less Ireland), Iceland, Liechtenstein, Norway or Switzerland who will be living in UK post 31 Dec 2020 is at <https://www.gov.uk/staying-uk-eu-citizen>.

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Section 1

Information for Regular Army Units

1.01. **Introduction.**

This section is aimed to assist Regular Units in the administration of non-UK SP and families. While SP are granted “exempt immigration control” status while serving, this ends on discharge. Families are subject to immigration control; this includes non-UK families of British personnel.

1.02. This document supports [AGAI Vol 2 Chap 50](#), which is the key guidance to the Chain of Command on immigration matters related to non-UK personnel and families, and the Unit Administration Manual. The AGAI sets out the mandatory requirements on units in terms of compliance with Home Office (HO) immigration rules, in particular in informing UK Visas and Immigration (UKVI) of issues relating to SP and families. There is a dedicated Armed Forces Team (AFT) at UKVI. Units have a critical role in ensuring that personnel and families transition through and beyond service with a minimum of immigration issues, which includes ensuring that SP are aware of the costs related to visas and citizenship.

1.03. **General Advice to non-UK SP and Families.**

Part 2 of this publication is intended for use by non-UK SP and UK national SP

whose families are not from the UK. Units should familiarise themselves with the contents of that publication, so they they might direct SP appropriately.

1.04. **Non-UK Awareness Briefings – SP and CoC.**

Units are to deliver an awareness brief to Regular non-UK SP and entitled family members, as well as a separate annual awareness briefing to the CoC. Matters to be covered under such briefings are contained in [AGAI Vol 2 Chap 50 para 50.011](#). A template which may be used within a unit presentation is at the Pers Services Sharepoint [link](#).

1.05-1.10 Reserved.

Immigration and Passport Issues SP

1.11. **Immigration Status SP.**

A non-UK citizen who is accepted for service in the Regular British Army or the Brigade of Gurkhas is deemed to be exempt UK immigration control under Section 8(4)(a) of the Immigration Act 1971 for the duration of Regular service. This exemption ceases on discharge and the SP must apply to regularise their immigration status if they wish to remain in the UK or leave and return to their Country of Origin.

1.12. **Unit Informing the Home Office.**

Administration of non-UK personnel is primarily conducted within the Unit's own activities, but the Unit is also responsible for informing UKVI of changes in circumstances, as set out in [AGAI Vol 2 Chap 50](#) para 50.031. In short, this should be around naturalisation, bereavement, estrangement or termination of service.

1.13. **Passport Endorsement SP.**

When a non-UK passport holder has been accepted into Regular service or they have their Country of Origin (CoO) passport renewed, the unit administration office must carry out the immigration control actions at Annex A, this includes explaining the contents of Appendix 1 and giving the SP a copy of Appendix 1.

1.14. Once the AFT at UKVI receive the CoO passport and unit letter they will write to the SP to confirm the conditions of the endorsement and the following endorsement will be inserted into the SP's passport:

“Exempt 8(4) serving Regular HM Forces”.

1.15. **British Citizenship SP (other than Nepali citizens).**

British Citizenship is not required for service reasons therefore, applying for citizenship is a personal choice at personal cost. A non-UK SP can apply to become a British citizen by naturalisation providing they are eligible. Advice on the process to be followed can be found on the [AFF website](#). Before applying for British citizenship, non-UK SP should be advised to seek guidance from their own High Commission on the implications of holding dual citizenship and confirm the change of eligibility for DOMCOL and GYH(O) with their unit administration office.

1.16. **British Citizenship Nepali Citizens, and Transfer from the Brigade of Gurkhas to the Regular Army.**

A Gurkha cannot be granted British citizenship while serving in the Brigade of Gurkhas, but can apply if they transfer into the wider Army. Gurkhas are eligible to apply for settlement on discharge with

four years' service (less if discharged for medical reasons) and then apply for citizenship. Limitations on the transfer of Gurkha soldiers to the Regular Army and subsequently applying for citizenship are given in [AGAI Vol 2 Chap 50](#) para 50.023b.

1.17. **Settlement non-UK SP.**

See [AGAI Vol 2 Chap 50](#) para 50.026. Non-UK SP cannot be granted settlement whilst in service, but can apply for settlement at personal cost on discharge with four years' service (or less if for medical reasons), [see Immigration Rules Appendix Armed Forces](#) and the settlement advice:

- a. **Indefinite Leave to Remain (ILR).** ILR can be granted to those discharged who are already in the UK on the date of application. This takes the form of a Biometric Residence Permit which grants the holder settlement in the UK. UK Applicants must meet the settlement rules and apply on form [SET \(AF\)](#). An application can be made ten weeks before discharge and the grant of ILR will only happen after discharge.
- b. **Indefinite Leave to Enter (ILE).** ILE can be granted to those living outside the UK for up to two years after the date of discharge. This will

normally apply to those who have chosen to return to their country of origin after Service but then decide to return to the UK.

c. **Further Leave to Remain (FLR).**

Non-UK SP may be able to apply for FLR if they are medically discharged with less than four years' service. Application can be made ten weeks before discharge on Form [FLR\(AF\)](#), the grant of FLR will only happen after discharge. SP may also apply for FLR if they know they will not meet the requirements for settlement (for example because of a criminal record). Granting of FLR will only be given if the applicant meets the relevant criteria.

1.18-1.20 Reserved.

Immigration and Passport Issues for Families

1.21. **Costs of Entry Visa, Naturalisation or Settlement Applications.**

It is the SP's responsibility to meet the entry settlement visa application costs for their entitled family members and any future application for naturalisation (citizenship) or settlement. The cost is high – examples for Financial Year 2020-21 are below:

Visa to enter:	£1,523 pp
Indefinite leave:	£2,389 pp
Citizenship:	£1,330 per adult.

1.22. The CoC should encourage the SP to save money to meet the costs which rise most years, in April. [Joining Forces Credit Union](#), whose products are tailored for SP, is one suggested route.

1.23. **Family Joining from Country of Origin – Unit Letter Supporting VAF (AF) Applications.**

Before applying for a UK entry visa, the applicant (ie the SP's spouse/dependants) must first obtain from the sponsor's (SP's) unit a letter that confirms the sponsor's service details, see Annex B. The letter should accompany the application, but does not give right to a UK entry visa. For information on how UKVI handle Armed Forces applications made outside the UK visit the AFF [website](#).

1.24. **Maintaining Passports and Visas.**

Unit responsibilities for checking family members' passports and entry visas are set out in [AGAI Vol 2 Chap 50](#) para 50.028. While maintaining passports and visas is a personal responsibility, Unit verification (and guidance where required) can help to reduce the potential for welfare issues to arise.

1.25. **Passports and Visas at Public Expense.**

There are certain circumstances when the costs for the upkeep of passports and visas are met by the public purse – in broad terms when about to be posted overseas or currently serving overseas. Eligibility is contained in [JSP 752](#) Chapter 9 Section 13 and DINs; [2017DIN01-104](#) and [2017DIN01-117](#).

1.26. **Call Forward Requirements.**

Call forward is the term given to the process by which permission is granted to entitled family members sponsored by a member of the British Armed Forces to travel to accompany the sponsor on assignment. In all cases of non-EEA entitled family members the sponsor and applicant are responsible for meeting the entry and eligibility requirements in [Immigration Rules Appendix Armed Forces](#).

1.27. Family joining SP in UK from Country of Origin (CoO).

The process is described in [AGAI Vol 2 Chap 50](#) para 50.031. SP wishing to have their entitled family members to live with them are to notify their admin/welfare staff before making any travel arrangements. Units are to remind SP that family members are not to enter the UK on a visit visa if they are intending to remain here. The SP should be referred to the AFF [website](#) for all information about visas for family members.

1.28. Call Forward from CoO to an Overseas Assignment.

The process is described in [AGAI Vol 2 Chap 50](#), para 50.032. Information on the correct visa to use is on the AFF website linked above. SP wishing to have their entitled family members to live with them are to notify their admin/welfare staff before making any travel arrangements. Onward travel arrangements to the overseas country are made through Families Section Abbey Wood under the Status Agreement of the overseas country. See [Global Removals and Family Services](#) or Tel Civil: 030 679 81013 / Mil: 9679 81013.

1.29. The only exception to Call Forward is Brunei. Families of members of the Brigade of Gurkhas stationed in Brunei, wishing to join them from Nepal,

do not need to travel via the UK. However they must advise admin/welfare staff before making any travel arrangements.

1.30. UK Address for Overseas Call Forward.

A SP sponsor will need to provide a UK address for overseas call forward, the unit must also include the same address in the unit supporting letter. This address will be used by Abbey Wood families section to send the dependant the relevant overseas temporary travel documentation and travel information. Entitled family members who do not have family or friends in the UK have the option of staying at the Services Cotswold Centre (SCC) in Corsham, Wiltshire (at the SP's cost). The unit must first check availability with SCC Telephone: Civil 01225 810358 Mil: 94382 4521 before declaring the SCC address in the unit letter.

1.31. Assigned from Overseas back to UK.

Unit HR/Welfare Staff responsibilities for checking visas of family members travelling back to the UK on assignment are set out in [AGAI Vol 2 Chap 50](#) para 50.029.

1.32. Assignment from Overseas to Overseas.

Unit HR/welfare staff responsibilities related to movement of entitled family

members on assignment between overseas units are set out in [AGAI Vol 2 Chap 50](#) para 50.030.

1.33. Families Section Abbey Wood.

For further details on call forward and movement see Families Section [Global Removal and Family Service](#) Tel Civil: 030 679 81013 / Mil: 9679 81013 or mail DESLCSMSS-FamSec-Group@mod.uk.

Children

1.34. Nationality of Children Born to Non-UK Parents. Children normally take on the nationality of their parents. In the case of non-British serving personnel:

a. Child born in the UK to non-UK serving soldier.

The child may be registered as British at birth and can apply for a British passport at parents' cost.

b. Child born during an overseas assignment.

Children born on or after 1 April 15 to non-British parents serving on an accompanied overseas assignment can now be registered as British at public expense, see [2015DIN01-130](#) and for applications see [Guide MN1](#) and [Form MN1](#). Applications made for children born prior to this date are not eligible for reimbursement.

c. For a child born outside the UK when the SP is on an overseas assignment and who will be remaining with the SP on that assignment, the parents may only be reimbursed for an initial new-born passport at public expense, irrespective of the nationality of the child – see [JSP 752](#) Chap 9.

1.35. Movement of Children from Overseas.

The requirements and rules for a child to enter the UK are contained in [Immigration Rules Appendix Armed Forces](#). Units should seek advice from their Chain of Command before authorising a child to accompany parents on an overseas assignment. Soldiers should be made aware that children who join them on overseas assignment directly from CoO will need to meet the UK immigration rules before joining the SP and before entry to the UK at the end of the overseas assignment. Where there is doubt over a child to enter the UK, SP are advised to seek advice from [AFF](#).

1.36. Children from previous relationships and adopted children.

The rules that apply are below:

a. Children from Previous Relationships to the UK.

A child cannot normally come to live in the UK if one parent is living

abroad, unless the sponsoring parent in the UK has evidence of sole responsibility for the child, or if there are special reasons why the child should be allowed to join the parent in the UK. Bringing the child to the UK because it offers a higher standard of living than their own country is not classed as a special reason.

b. **Children from Previous Relationships from CoO to Overseas.**

Children from previous relationships will need to qualify for a UK Leave to Enter/Remain visa before being allowed to join the SP on assignment overseas.

c. **Adopted Children.**

The [Gov.uk/government Immigration Rules](http://Gov.uk/government/Immigration/Rules) Part-8 Para 309A outlines the rules and requirements that have to be met for a genuine adoption to be regarded as having taken place.

d. **Inter-Country Adoptions.**

Inter-country adoptions which are not considered genuine under sub-para (c) above are subject to the [Adoption and Children Act 2002](#) and [Adoptions with a Foreign Element Regulations 2005](#).

e. **Overseas Adoption.**

All prospective adopters must be assessed as suitable to adopt by a competent authority in the UK, and

obtain a Certificate of Eligibility from the Department for Education, before travelling abroad to identify a child for adoption. This Certificate of Eligibility must be provided with all entry clearance adoption applications under paragraphs 310-316F of the above Government Immigration Rules. See [adopting a child from overseas](#).

1.37. Legal issues concerning families can often be complex, and this may be exacerbated in cases involving foreign nationals. If an individual is unsure in such a situation, it may be prudent to suggest they seek advice from AFF.

1.38-1.40 Reserved.

Travel and Leave

1.41. **Official Travel.**

Units are responsible for ensuring that SP and their families who are warned for official duty or assignment overseas are in possession of valid visa and travel documents in advance of travelling and in the case of assignment, SP should follow the call-forward procedure stipulated by the relevant overseas command.

1.42. **Defence Travel.**

For all official and duty travel, including advice on passports and visa requirements, units are to use [Defence Travel](#) (DT). There is a specific area on their site for [visa requirements](#), and in case of difficulty units should contact them for advice. The DT Visa Section cannot give advice or assistance on private UK entry visas for non-EEA passport holders.

1.43. **NATO Travel Orders.**

For non-UK SP travelling on official duty directly between most NATO countries a NATO Travel Order (F Mov 220) supported by a Services Identity Card is a valid travel document. Units should ensure that Non-UK SP also carry their passports as they may be required for immigration purposes whilst travelling under official sanction. Further information is contained in [JSP 800](#) Volume 2, Part 2 Chapter 14. NATO Travel Orders are not used for personal leave or entitled family travel purposes.

1.44. **Status of Forces Agreement (SOFA).**

A SOFA Stamp (Certificate) is issued by the Germany Enabling Office (GEO) to all non-European Union (EU) Passport Holders, as part of their arrivals process within the Force in Germany. The SOFA Stamp identifies the holder as a 'Member of the Force' and provides freedom of movement for the holder in and out of Germany. It negates any Visa requirements within Germany, as the holder has the right to reside iaw the provisions of the SOFA as a 'Member of the Force'.

1.45. **Declaratory Resident Permit.**

Holders of valid SOFA Certificates may also apply to their local German authority (or Stadt) for a Declaratory Resident Permit (DRP) for travel within mainland Europe. Although DRPs are similarly priced to Schengen visas, they can be applied to cover the tour length or the expiry date of the applicant's passport which makes it suitable for those wishing to frequently travel around Europe while living in Germany.

1.46. **Schengen Visa.**

[Schengen Visa](#) (SV) enables holders to pass freely through any of the Schengen Member States on a short-term basis (up to 90 days) and are generally used by

family members that are non-UK passport holders (Non-EU) visiting Germany. SV should not be used when taking up an assignment to reside in Germany under the SOFA as part of the Force. The UK is not a member of the Schengen Area and as such does not issue SV therefore, a SV cannot be used to enter UK.

1.47. **Consular Protection Arrangements.**

The responsibilities of the Commanding Officer (CO) in respect of consulate access for a non-UK national under their command placed in custody or detained are outlined in [AGAI Vol 2 Chap 50](#) para 50.008. Matters related to arrest overseas are outlined in para 50.009.

Leave

1.48. **Domiciled Collective Leave (DOMCOL).**

All SP that meet the criteria may be granted DOMCOL; units are to ensure that non-UK SP eligibility for DOMCOL and DOMCOL substitute is registered with RC-Pers-SPS-Tech-WO1 in accordance with [JSP 760 – Tri-Service Regulations for Leave and Other Types of Absences.](#)

Units should note that the previous bar on eligibility to DOMCOL those joining from 11 Jul 13 to 4 Nov 18 has been lifted.

1.49. **Compassionate Leave and Travel and DILFOR (UK and Overseas).**

[JSP 751](#) is the tri-Service policy dealing with casualty reporting and notification, compassionate leave and travel at public expense, visits by relatives & friends to sick & injured personnel in hospital in the UK and Dangerously Ill Forwarding of Relatives (DILFOR) in the UK or overseas. Units based overseas should note that it is now possible for personnel to travel directly to their country of origin for compassionate purposes rather than simply being allowed to travel to the UK. The rules are contained in JSP 751.

Relationship Breakdown and Domestic Abuse

1.51. **Estrangement Procedures.**

The estrangement procedure is laid down in [AGAI Volume 3 Chapter 81](#) and is the same for all Army personnel. When dealing with estrangement units are to take note of non-UK citizens' immigration status and whether they are on a route to settlement linked to the serving spouse's (sponsor) immigration status as going forward this could affect any eligibility to state allowances, housing and benefits. Units may wish to refer an estranged spouse to AFF for guidance.

1.52. **Change of PStat Cat.**

If the estrangement is likely to be permanent and a formal change of Personal Status Category (PStat Cat) for the SP occurs, the unit is to notify HO using [Home Office Notification Form AFC 07037](#) of a change in circumstances. They should be prepared to support the estranged spouse, who will most likely be on the Armed Forces Route to Settlement but may not yet have qualified to settle or naturalise. The spouse should be advised that their status under the Immigration Rules Appendix Armed Forces will change and that:

- a. That UKVI will be informed about changes in marital circumstances. If the non-Service spouse plans to remain in the UK under their current visa, they must ensure they seek OISC

Homeoffice.gov.uk accredited legal advice from [AFF](#) before making an application for further leave to remain (FLR) on the grounds of change of marital status. They can also advise on housing options, which will be tied in with immigration status (see c below).

- b. Failure to seek accredited immigration advice or to apply to stay before their current period of leave to settle expires could leave the estranged spouse and entitled family members without recourse to housing, public funds, the right to work and an expired UK visa which might affect any future application. They will be regarded as an "overstayer", remaining in the UK illegally.
- c. During and before the 93 days' "Notice to Vacate" SFA period expires they should be contacting an appropriate Local Authority for alternative accommodation in the UK if they are not planning to leave the UK or rent privately in UK. When the Notice to Vacate period expires the family will become "Irregular Occupants" and steps may be taken to repossess the property.

Domestic Abuse

1.53. **Domestic Abuse Policy.**

The MOD has an unwavering commitment to addressing all suspected or actual incidences of Domestic Abuse, as outlined in its Domestic Abuse Strategy, and has procedures in place to provide confidential advice and support to those subjected to it. Units should adhere to the procedures described in [JSP 913](#) and [AGAI Vol 3 Chap 81](#). Also see the Gov.UK site [Domestic abuse guidance and support for the Armed Forces community](#).

1.54. **Settlement for Victims.**

DA victims (and their children) who are subject to UK immigration controls, may be eligible for settlement (ILR) if they have experienced DA as the partner of a British citizen, a person settled in the UK, or a non-UK member of HM Forces who has served for at least four years. This is explained further below, but AFF can support spouses and children with applications to remain and advise of other options if they are not eligible under the DA rules. The HO publishes up to date information regarding the rules for ILR applications for victims of DA see [Gov. UK Settle in the UK](#) and [Gov.uk Apply to Settle in the UK](#).

1.55. **Destitute Domestic Violence (DDV) Concession.**

Victims of DA can ask for permission to stay in the UK for three months with access to public funds while they apply to settle as a victim of DA see part 6 [Immigration Rules Appendix Armed Forces](#). If given the concession, they can then apply for financial help from the UK Government, see [victims of domestic violence and abuse DDV concession](#). Part 6 of [Appendix Armed Forces](#) also covers domestic violence.

1.56-1.60 Reserved.

Accommodation

1.61. **Entitlement and Application.**

The entitlement and eligibility to occupy service accommodation is contained in [JSP 464 Tri-Service Accommodation Regulations \(TSARS\)](#). Providing the family has the correct visa status, and meet the standard criteria for occupancy, non-UK personnel are able to occupy Service Family Accommodation (SFA). Because of the additional requirements on visas, units may have to provide a greater level of assistance to someone applying for the first time in order to bring their family to UK. This section should be read in conjunction with the section on Immigration and Passport Issues for Families.

1.62. **Initial Application.**

Units should note that SP can apply for SFA during or after their Phase 2 training (depending on the length of the course). When bringing the family from overseas to live in SFA for the first time, an application can be made while in the course of applying for visas. The spouse/children should have an application for a valid leave to enter visa under [Immigration Rules Appendix Armed Forces](#) on a five year route to settlement. and if possible, the SP should have an address for a spouse/partner to record on their visa application form [VAF AF](#). A spouse / partner / children travelling on a standard visitor visa will not be entitled to

accompanied status or occupancy of SFA. The process is outlined at Annex C.

1.63. On initial application, SP should not be allowed to occupy SFA until the SP can prove to the unit that the spouse/partner/children have the correct entry visa, not a visitor visa. Occupancy by the SP may be granted if they have copy of the letter sent to the applicants giving 30 days to enter the UK and they can provide travel details. In this case the family passports must be checked by the unit as soon as possible on arrival to ensure the correct visa has been issued to allow the family to occupy the SFA.

1.64. **Subsequent move of SFA.**

When applying for SFA following posting to a new location, the unit should check the immigration status of any dependents before agreeing to the e1132 application form.

1.65. **SFA Overseas - Host Nation Spouses/Civil Partners.**

While a spouse/civil partner who is a national of the host nation requires no visa to live in SFA, he/she should be advised to take note of the visa requirements for living in UK in order to be prepared for any future posting.

1.66. Visitors - SFA.

Where a visitor is intending to stay with SP in SFA the visitor can only stay under the guidelines and authority of [JSP 464 - TSARS](#). SP must also seek authority / advice from their Chain of Command regarding the occupancy rules and length of stay for visitors in SFA.

1.67-1.70 Reserved.

Miscellaneous Family Matters

1.71. **Compulsory Education.**

In the UK, accompanying dependant family members must comply with UK compulsory education laws. [The Children's Education Advisory Service](#) should be approached for guidance on matters relating to the education of service children and young adults, including overseas assignments and boarding schools. Where a unit is conducting a unit move, the unit welfare staff should notify their new Regional Chain of Command to advise local education authorities of the number of children who are likely to attend schools in the area, including any known additional supportability requirements. In this context, it is helpful to advise how many of the overall number are not from the UK.

1.72. Where non-EEA nationals (non-UK nationals from 31 December 2020) are on accompanied assignment outside the UK and children are attending Boarding school in the UK then the non-serving parent must have a valid UK visa, or pre-settled or settled status. Further information is available in [JSP 342 Education of Service Children and Young People](#).

1.73. **Child Maintenance Overseas.**

The CoC should advise SP to engage with any Foreign Court Order raised against them for child maintenance; failure to engage will likely result in an order made against them in their absence and being enforced upon their return to the country the order was raised. Even if the SP has no intention of returning to the country where the order was raised, the claimant can register the findings of a Foreign Court Order in the UK through the REMO (Reciprocal Enforcement of Maintenance Orders) Unit and the order will be enforced in the UK and the SP will have to pay both the maintenance order going forward and any arrears that have accrued. See [Gov.UK REMO Unit](#).

1.74-1.80 Reserved.

Transition and Discharge

1.81. **Transition.**

While the need for all SP to engage with the transition process over the full period of their service life is clear, the circumstances of non-UK personnel and families mean that there are additional factors to consider. Non-UK SP should be advised to take every opportunity to improve future employment prospects through transition and to save money to pay for settlement costs or to pay for travel and the movement of personal effects on leaving the UK, through a Service-backed credit union or elsewhere.

1.82. **Resettlement.**

[The Career Transition Partnership \(CTP\)](#) is the official provider of Armed Forces resettlement. Provision is based on entitlement, for further guidance see [Gov.UK Information for Service Leavers](#). Non-UK SP can use their Standard Learning Credits (SLCs) to pay for the ESOL Exams required by the HO for settlement and citizenship applications, but only in the last 2 years of service for resettlement purposes. SLCs cannot be used for these exams during normal service. Full details on the policy and eligibility rules for Standard Learning Credits are contained in [JSP 822](#) Part 1 Section 6.4.

1.83. **Discharge Process.**

The authority for the discharge process is [AGAI Vol 2 Chap 50](#), para 50.025. Actions

should also be compliant with JSP100, specifically Chapter 4.

1.84. Discharge normally takes place in the UK. Discharging non-UK Service personnel from assignment outside the UK is on permission from the overseas command. Non-UK veterans who return to CoO after discharge have up to two years to apply for settlement (Indefinite Leave to Enter (ILE)) in the UK. For additional discharge information, including soldiers under sentence, see Annex D.

1.85. **Discharge and Settlement when Serving Overseas.**

Units should be aware that settlement (ILR) cannot be applied for from overseas. Therefore, SP and their entitled family members seeking settlement and being discharged from overseas should be moved back to UK at least a minimum of ten weeks before their discharge date to allow UKVI to process their application(s) to coincide with their discharge date. Applying for settlement - Indefinite Leave to Enter (ILE) - from overseas under the ten week arrangement is not advised as any delay in settlement may leave the discharged SP in a situation of loss of entitlement to facilities and exempt status, making them subject to the overseas country's immigration policy. Extensions to discharge date will not be granted for immigration reasons.

1.86. **Last Moves to
and from Overseas.**

The authority is [JSP 752 Ch 7 Part 3](#) – Movement and Storage of Personal Effects on leaving the Services. The pre-2007 Gurkha Terms and Conditions of Service and eligibility may allow Gurkhas and their entitled family members to travel back to Nepal at public expense.

Section 2

Information for Army Reserve Units

2.01. **Introduction.**

Guidance in this part relates to non-UK nationals' service in the Army Reserve. The overarching policy is that Reserve service is secondary employment and the Reservist must have a right to work and live in the UK in their civilian capacity, and neither the Reservist or their family members are eligible to enter or settle in the UK under the Immigration Rules Appendix Armed Forces.

2.02. **Mobilisation.**

When a Reservist is mobilised he/she adopts the Terms and Conditions of Service that are applicable to a Regular soldier. For non-UK personnel, this also means that they are then regarded as exempt immigration control for the period of mobilisation. Unit duties when Army Reserves are mobilised are set out in [AGAI Vol 2 Chap 50](#) para 50.044.

2.03. **Exempt Immigration Control.**

Army Reserves are not given the same immigration control as a Regular unless they are mobilised, as reserve service is secondary employment for immigration purposes and in all cases the Reservist must have a right to work before they undertake Reserve service.

Note: That as a matter of law the Army Reserves are only exempt from immigration control whilst on-duty for

training under the Armed Forces Act 2006 Sects 22, 24, 25 and 27 or in permanent service because of being 'called out' under the provisions of the Reserve Forces Acts 1980 and 1996.

2.04. **Reserve Forces Home Office Guidance.**

[The Reserve Forces Home Office Guidance](#) advises when and in what circumstances a member of HM Forces Reserves will be considered exempt from immigration control under section 8(4) of the Immigration Act 1971. This guidance covers members of HM Reserve Forces and dependants of HM Reserve Forces personnel.

2.05. **Immigration Status.**

Since 11 Jul 13 Commonwealth applicants to join the Army Reserve must have Indefinite Leave to Remain (ILR) or Indefinite Leave to Enter (ILE). Army Reserves who enlisted before 11 Jul 13 and do not have ILR/E or UK citizenship must have a valid UK visa that permits a right to work before they can undertake Army Reserve training.

2.06. **Unit Responsibility – Reserves Annual Right to Work Checks.**

[See AGAI Vol 2 Chap 50](#) para 50.046. Units have a statutory responsibility to conduct and record annual right to work document checks of their Reserve SP who are subject

to immigration control. This includes any period of FTRS, and unless mobilised the reservist remains under the immigration rules that govern them as a civilian.

2.07. These checks should be done prior to the start of every training year to ensure a right to work still exists. For further Government advice see <https://www.gov.uk/government/publications/acceptable-right-to-work-documents-an-employers-guide> and for unit discharge actions see [2014DIN01-181.pdf](#).

- a. Units should note that overseas student visas are time dependant and only remain valid if an individual is in education. If the education sponsor has reported the student as no longer active in education the HO may have already cancelled the visa and therefore a right to work may no longer exist, see 2014DIN01-181 Employment of Foreign and Commonwealth Reserve Service Personnel.
- b. If a Reservist is found to still have an “exempt immigration endorsement” as a result of a previous regular service or mobilisation, the unit must inform UKVI on HO Notification Form [AFC 07037](#) that the Reservist has previously been discharged from regular service or demobilised

from Reserve service. The SP must be advised that they are not exempt from immigration control and must regularise their immigration status to be in the Reserve.

2.08. **FTRS.**

Immigration matters and unit duties in respect of FTRS personnel are set out in [AGAI Vol 2 Chap 50](#) para 50.043.

2.09. **Demobilised Reserve.**

Unit/MTMCI duties when Army Reserves are demobilised are set out in [AGAI Vol 2 Chap 50](#) para 50.045.

2.10 **Awareness Briefing for Non-UK SP and CoC.**

Unit responsibilities are set out in [AGAI Vol 2 Chap 50](#) para 50.011.

2.11. **Reserve Training Overseas.**

Unit duties are set out in [AGAI Vol 2 Chap 50](#) para 50.048.

2.12. **Individual Responsibility.**

Unit actions related to the Reservist's duties on change of immigration status are set out in [AGAI Vol 2 Chap 50](#) para 50.049.

2.13. **Reserve Family Entitlement.**

The immigration status of the family of a Reservist is outlined in [AGAI Vol 2 Chap](#)

[50](#) para 50.050.

2.14. When issuing an exempt vignette to a Reservist, the status of any of their dependants will not change. The dependant will remain on the immigration conditions for which they were given leave to enter or remain. If a Reservist is granted 28 days' leave outside the rules as they no longer hold valid leave on return from mobilisation, their dependants are not entitled to be considered at the same time.

2.15. **Supporting Letters
- Army Reserve.**

Limitations on support to a Reservist's application to change their immigration status are explained in [AGAI Vol 2 Chap 50](#) para 50.052.

2.16. **Informing the Home Office.**

Instructions on when the unit are to inform UKVI of a change in Reserve SP personal circumstances are given in [AGAI Vol 2 Chap 50](#) para 50.053.

Annexes and Appendices

A. British Army Request for an “Exempt UK Immigration Control” Endorsement for Regular Serving Soldier.*

Appendix:

1. Immigration Conditions During Regular Service and Discharge.

B. Confirmation that a Nepalese Citizen has transferred from the Brigade of Gurkhas to the British Regular Army.*

C. Process for Applying for Service Family Accommodation (SFA).

D. Non-British Soldiers Additional Discharge Procedures.

E. Government Links and Modernised Guidance.

F. Useful Sources of Advice.

* word versions of the letters at Annexes A and B may be found at <https://modgovuk.sharepoint.com/teams/15770/SupSerPer/NonUKNat/Forms/Grouped.aspx>

Annex A to
Guide for Non-UK SP Part 3
Dated Sep 20

BRITISH ARMY REQUEST FOR AN “EXEMPT UK IMMIGRATION” CONTROL ENDORSEMENT FOR REGULAR ARMY SOLDIER

Maintaining Immigration Status - Regular

1. When a non-UK passport holder has been accepted into Regular service or has a Country of Origin passport renewed during Regular service the unit administration office is responsible for carrying out the following actions:
 - a. Send by registered mail the passport a covering letter below and enclose 2 x passport style photographs no longer than 3 months old with the name of the individual written on the back of each (costs recovered under JSP 752).
 - b. Prior to dispatch the unit must issue the SP with a copy of their passport and explain and issue Appendix 1, Immigration Conditions During Regular Service and Discharge.
 - c. The AFT at UKVI will insert the “exempt” immigration endorsement into the passport and will also confirm the conditions of issue in writing to the soldier.

Armed Forces/ FCO team Visa & Citizenship UK Visas and Immigration 7th Floor Apollo House 36 Wellesley Road Croydon, CR9 3RR	UNIT HEADED LETTER	Reference: Date:
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BRITISH ARMY REQUEST FOR AN “EXEMPT UK IMMIGRATION” CONTROL ENDORSEMENT FOR REGULAR SERVING SOLDIER

I am the Regimental Administrative Officer of (Insert Unit)

I can confirm that (Insert number, rank, full name, DoB and nationality) enlisted as a Regular Soldier into the British Army (Insert date). Having been enlisted into the Regular British Army he/she is exempt UK Immigration Control under Section 8(4)(a) of the Immigration Act 1971.

I have enclosed the soldier’s Country of Origin Passport (Passport Number) and 2 x Passport photographs with the soldier’s name on the back of each and request that the UKVI insert an “exempt” from immigration control endorsement.

Please do not hesitate to contact me if you require any additional information

Signed

(Insert) Signature Block for Commanding Officer

Encl:

1. (Insert) Service Person Full Name (Insert Nationality) Passport (Insert Serial Number).
2. 2 x Passport Photographs with soldier’s name on the back

Appendix:

1. Immigration Conditions During Regular Service and Discharge.

IMMIGRATION CONDITIONS DURING REGULAR SERVICE AND DISCHARGE

Regular Service

Your passport has been forwarded to UK Visas and Immigration (UKVI) so that it can be endorsed with an Exempt UK Immigration Control vignette. UKVI will write to you to confirm the conditions of your exempt status. As a Non-UK citizen currently serving in HM Forces you will be exempt from immigration control under section 8(4)(a) of the Immigration Act 1971 until your service is terminated or you naturalise British.

Exempt Immigration Control Travel

Your immigration exemption only allows you to travel to the UK, it is not valid to travel to other countries, if you undertake personal travel you must ensure you meet the visa requirements of the countries you are visiting. If you are on MOD official travel your unit administration office will contact Defence Travel to determine what kind of visa you require.

Passport Renewal

When you renew your passport, you must report to the unit administration office with your new passport to have the exempt immigration control status put into your new passport.

Establishing a Family Life

If you wish a spouse / legal partner and children to join you and they are not from the UK they may be subject to immigration control. This means that they must apply for a settlement entry visa through UK Visas and Immigration,

guidance can be found through the Army Families Federation (AFF) [website](#). The Army does not pay for travel or visa costs to the UK for your family. The settlement entry visa cost changes most years in April and is currently in excess of £1500 per person. Current visa fees may be found at <https://www.gov.uk/government/publications/visa-regulations-revised-table>. Your spouse or partner will also be required to have A1 English if they are not a national of a predominately English-speaking country. You may have to serve in the Army for a few years to reach the required salary to meet the income required to establish a family life (explained below).

The Home Office has a Minimum Income Requirement that you must meet for spouses/partners and children to legally enter the UK. The amount of money you must prove you are earning to apply for entry depends on whether you have Dependant children and if so, how many. The applicant to join you must also complete the Financial Requirement which is at [Appendix 2 to VAF AF](#). The annual income before tax (also known as the gross income) is set out at <https://www.gov.uk/uk-family-visa/proof-income>. This can be topped up with savings. For further information on how to meet the requirement please refer to the AFF [website](#).

If the applicant is successful they will eventually receive a Biometric Residence Permit (BRP) and be on a 5-year route

to settlement based on your Army Service under [Appendix Armed Forces Immigration Rules](#). Further guidance is available from AFF.

Termination of Service

When your service is terminated your unit will inform UKVI of your impending termination of service. **It is then your responsibility to regularise your own immigration status and your family (who should already be on a route to settlement - if in doubt contact [AFF](#))**, you can do this 10 weeks before your discharge date at personal cost and if you choose to do this you should take action as soon as possible. **Your exempt immigration control will cease on termination of service.** If after termination of service you stay on in the country without a valid immigration status you will not be entitled to work, have access to local authority housing, benefits or any other form of public funds. Even if your passport still has the exemption stamp you will be recorded by UKVI as having left the Armed Forces. This will also show up when any future prospective employer conducts a statutory right to work check.

You are strongly advised to start saving money from the day you enlist to meet family entry visa costs and future settlement visa costs for you and your family. This can be done in a number of ways, including through an Armed Forces Credit Union.

**BRITISH ARMY LETTER OF CONFIRMATION OF A SPONSORING SOLDIER'S
DETAILS FOR HM FORCES VAF AF APPLICATION**

*(Letter of confirmation of sponsors details to be submitted with spouse / partner application
for an entry visa to the UK)*

UNIT HEADED LETTER	Reference:
	Date:

BRITISH ARMY LETTER OF CONFIRMATION OF A SPONSORING SOLDIER'S DETAILS

References:

Sponsoring Service Person:

Surname	Forenames	Service Number	Nationality
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I am the Unit Welfare Officer/Regimental Admin Officer of *(Insert Unit Name)*.

Under Appendix Armed Forces, the sponsoring Service Person listed above, has requested a British Army letter to confirm his service details in respect of his/her sponsorship of a UK Leave to Enter Visa application¹ for those entitled family members listed in the application.

(full name) is currently serving in the United Kingdom^{2*} and I can confirm the following details related to his/her service³:

- (i) the person is employed as a soldier in the British Army, at a gross annual salary of £ ;
- (ii) the length of their employment **(this is the soldier's length of engagement, NOT the length of posting)** years;
- (iii) the period over which they have been or were paid the level of salary relied upon in the application months/years;
- (iv) the type of employment is permanent.

As a condition of his service he/she has been provided with*/will be provided* with suitable Service Families Accommodation to accommodate the family prior to their arrival in the United Kingdom **(provide allocated address if available or if a contact house is being used as an interim or use the full unit address)**.

Please do not hesitate to contact me if you require additional information.

(Insert Signature Block) for Commanding Officer

(note the sponsor must produce evidence of gross salary, which is provided on his/her pay statements).

¹ This letter is not to be used to sponsor a visitor visa.

² Overseas Comd HQs will have a relevant amended letter template which overseas units are to use.

³ Unit to complete details as required.

PROCESS FOR APPLYING FOR SERVICE FAMILY ACCOMMODATION (SFA)

For personnel bringing families from their country of origin, the recommended process for applying for SFA is below.

The Service Person (SP) applies for SFA on an [e1132](#) application form prior to submission of visa application.

The SP ticks visa required box on e1132 - this invokes an automatic deferment of 12 weeks from acceptance of offer by SP to Move In date.

If the visa application is confirmed by UKVI within that time, the SP can speak to Amey Occupancy Services Team (OST) and, if SP provides proof of visa acceptance, bring forward Move In date.

If the visa application is delayed, the SP should speak to Amey OST and explain circumstance: OST can then reschedule the Move In appointment. Depending on availability of SFA to house other entitled families, the OST will decide whether to reschedule the Move In date or to offer another property once the visa has been confirmed.

What should SP do if they have concerns?

The SP should be able to approach RAO or UWO who can advise them. The SP can also speak to the OST Helpdesk on 0800 707 6000 option 3 for advice.

The SP is responsible for managing their e1132 application, and need to keep OST updated with what is happening with the visa application, with evidence where available. The RAO or UWO can assist in speaking with OST.

Future Accommodation Model (FAM) Pilot - Aldershot

As an alternative to SFA, SP serving in the Aldershot area are able to live in privately-rented accommodation with some degree of assistance from the Army, under the FAM Pilot. You can find out more at <https://www.gov.uk/government/publications/future-accommodation-model-what-you-need-to-know/what-you-need-to-know-about-fam> and the [FAM Cell](#).

NON-UK SOLDIERS - ADDITIONAL TERMINATION OF SERVICE PROCEDURES

1. **Unit Administration Manual.** All Non-UK SP are discharged in accordance with [JSP 100](#) (with matters relating specifically to non-UK personnel in Chapter 4) and the [Unit Administration Manual \(UAM\)](#) Chapter 5. As soon as the SP is warned for discharge the RAO/RCMO must ascertain whether the non-UK SP and family intends to remain in UK. If so, the RAO/RCMO should be prepared to advise of the immigration status of the transitioning non-UK SP and entitled family members to determine if they can apply for settlement and calculate the costs involved if requested, or refer the SP to AFF, who are qualified to do this. Those who have not regularised their immigration status should be briefed by the RCMO/UWO at least 6 months prior to discharge the following additional information:
- a. It is the SP's responsibility to apply for settlement for them and their entitled family members, or to leave the country after discharge. Applications are made on Form [SET \(AF\)](#) under the [Immigration Rules](#) Appendix Armed Forces. The SP should be advised to contact [AFF](#) if he/she requires further information or guidance.
 - b. Everybody who applies for settlement, including SP must complete the Biometric Residence Permit (BRP) registration process [Gov.uk/biometric residence permits](#) before settlement can be granted.
 - c. Rules on criminality or Service discipline offences on applications for Settlement or Citizenship have been incorporated into [2017DIN 01-049](#). See also [gov.uk/government/01-forces-criminality.pdf](#). Applicants for settlement or naturalisation must disclose all criminal convictions (spent or unspent) on their application forms. If in doubt, individuals with criminal convictions should seek qualified immigration advice before applying for settlement.
 - d. On the day a non-UK SP is discharged their **“Exemption from UK Immigration Control”** is cancelled and they become subject to UK immigration control. UKVI will issue the SP with 28 days' notice to regularise their immigration status if they have not already applied to do so.
 - e. If an application is submitted after discharge and during the 28 days' notice period they can remain in the UK legally during the consideration process but only as civilians. Even if their passport endorsement has not been physically cancelled by the unit on discharge, they will not have permission to legally work or remain in the UK as UKVI will have been informed to cancel their exempt status.
 - f. Discharge normally takes place in the UK. Nepali citizens (Gurkha - or those who have served in the Gurkhas but now serve in the wider Army) are enlisted in Nepal and thus can opt to be discharged in Nepal. Units discharging SP outside the UK must have the authority of the overseas Comd. Once the authority has been

granted, the Commanding Officer will notify the relevant cap badge section career manager in APC that the SP will be discharged overseas. Discharging units must advise Non-UK SP on housing and immigration implications and status (including for entitled family members) including any UK entry restrictions and issues if they choose to try to regularising immigration status overseas.

- g. Where an early departure discharge (Medical, Administrative or Discipline) has been recommended, the procedure in [JSP 100](#), section 4.5 should be followed.
- h. Discharged non-UK citizens who are settled in the UK are liable for the same Regular Reserve liability as their British counterparts.
- i. Non-UK Veterans who opt to leave the UK after discharge and have 24 months after discharge to apply for settlement - Indefinite Leave to Enter (ILE) - through their local UK Visa Application Centre.

Additional Unit Discharge Information

2. Discharge after Four Years' Service.

Inform SP that if they wish to regularise their immigration status, their applications should be submitted 10 weeks before their discharge date or up to 6 months before a redundancy discharge date. This will enable UKVI to grant settlement the day after their discharge providing they meet the Immigration Rules.

3. Medical Discharge.

Units who administer Non-UK SP who are considered for discharge on medical grounds must consider any additional vulnerability issues, especially if they have severe physical/mental disability and if they are single and need additional family support that requires immigration consideration. This will require referral to the Defence Transition Service, and where the discharge is complex and requires immigration consideration the casework team should engage with [RC-Pers-FamSp-SO2](#) Mil: 94222 7392 or Civil 01252 787392 for further advice.

4. Medical Discharge Less than Four Years' Service.

Where a SP is medically discharged with less than 4 years' service UKVI will consider settlement applications where the medical discharge is due to illness or injuries attributable to service. When any other medical discharge occurs, SP may still be able to apply for settlement with less than 4 years' service. In both cases SP will have to submit supporting medical evidence with their application to UKVI, and if required SP should seek OISC-accredited immigration advice ([AFF](#) are able to do this). Extensions to discharge dates are not given for immigration reasons.

5. Other forms of Discharge with Less than Four Years' Service.

There is no discretion within the rules for settlement to be granted to those discharging with less than 4 years' service, units should advise SP to seek OISC-qualified immigration advice before they submit any application to UKVI for leave to remain ('outside the rules'). On the day of discharge the unit should receive a 28-day notice letter from the AFT. Those SP who have not regularised their immigration status can apply for Further Leave to Remain or would be expected to leave the country.

6. Warning UKVI of Discharge.

Units are to give UKVI warning of the date of discharge from the Armed Forces by completing Part A of the [Home Office Notification Form AFC 07037](#) and email to UKVI. Part B is completed on discharge day and again email to UKVI. Once UKVI receive Part A they will issue a notice to those SP who have not regularised their immigration status. On the final day of service, the unit must complete Part B of the form above ensuring that the SP and unit sign the declaration and email the whole form again to UKVI.

7. Indicative Letter.

Once UKVI receive check and assess a settlement application, they may issue an indicative letter¹. This letter is to assist the SP in planning for future employment, housing, healthcare and benefits as part of the transition to civilian life². Where an indicative letter has been issued and is not accepted by providers during transition the SP is raise the issue with their unit who should contact [RC-Pers-FamSp-0Mailbox \(MULTIUSER\)](#) Mil: 94222 7392 or Civil 01252 787392 with the details of those providers who have not accepted the letter.

8. Discharge Day.

Normally, the notice is 28 days and will be issued effective from the planned date of discharge from receipt of the completed Part A. However, in practice if the date of discharge is imminent then it is likely that UKVI will hold off until Part B is also received.

- a. If the SP has not applied to regularise their immigration status by their discharge date, UKVI will email the SP a 28-day notice letter to regularise their immigration status or leave the country.

9. Custodial Sentence Family Support.

When a non-UK SP has been awarded a custodial sentence that will lead to dismissal and discharge the supporting unit must immediately engage and give support and help

¹ The Home Office can only issue an "Indicative Letter" if it receives the application in good time (10 weeks before discharge).

² The "Indicative Letter" is not a guarantee of settlement.

Annex D to
Guide for Non-UK SP Part 3
Dated Sep 20

to the SP family, who may have issues of entitlement to SFA and Family Maintenance Grant and if overseas, any immigration issues on repatriation to the UK. Further immigration advice should be sought from overseas Comd HQ G1 staff prior to discharge taking place.

10. Discharge before or after Custodial Sentence.

Before a SP is discharged before or after a custodial sentence the discharging unit must consider any welfare, financial or immigration issues that will impact on the family, if in any doubt units should seek early advice from their Chain of Command and the Defence Transition Service. When the SP is discharged from the Army under these conditions UKVI must be informed on [Home Office Notification Form AFC 07037](#).

GOVERNMENT LINKS AND MODERNISED GUIDANCE

UK ARMED FORCES AND THEIR ENTITLED FAMILY MEMBERS

UK Armed Forces.

UK Visas and Immigration modernised guidance for how it handles applications from members of the armed forces who are exempt from immigration control under section 8(4)(a), (b) and (c) of the Immigration Act 1971 see [Armed forces: exempt from immigration control](#).

Partners and Children.

UK Visas and Immigration modernised guidance for how it handles applications from partners and children of British, foreign and commonwealth nationals serving in HM forces based on the Immigration Rules. [HM forces: partners and children](#)

Partners and Children Transition Arrangements.

UK Visas and Immigration modernised guidance explaining the transitional arrangements put in place for family members of HM Forces personnel. [HM Forces: partners and children: transitional arrangements](#) This guidance covers:

- Family members of discharged and serving HM Forces personnel who hold entry clearance or limited leave to remain as the partner or child of a member of HM Forces under parts 7 or 8 of the Immigration Rules before 30 November 2013.
- Those who applied for such leave before 1 December 2013
- Adult dependant relatives where the sponsor is a British or settled member of HM Forces, including those who submitted applications before 1 December 2013 but had not been decided before that date

UK Armed Forces Discharge.

UK Visas and Immigration modernised guidance for how it handles settlement applications from members of HM forces on discharge. [HM forces: applications on discharge](#)

UK Armed Forces Criminality.

UK Visas and Immigration modernised guidance for how it handles applications from HM Forces who are exempt from immigration control under section 8(4)(a) of the Immigration Act where there is evidence of criminality. [HM forces: criminality](#)

Gurkhas Prior to 1 Jul 1977.

This guidance [Gurkhas discharged prior to 1 July 1997](#) provides information on the discretionary policy in place for those discharged from the British Army, Brigade of Gurkhas prior to 1 July 1997. It covers the following people:

- A Gurkha who was discharged prior to 1 July 1997
- Family members of a Gurkha discharged prior to 1 July 1997
- Widows and orphans of a Gurkha discharged prior to 1 July 1997
- Adult children of former Gurkhas

UK Armed Forces Reserves.

UK Visas and Immigration guidance on when and in what circumstances a member of HM Forces Reserves will be considered exempt from immigration control under section 8(4) of the Immigration Act 1971. [HM Forces reservists](#)

Victims of Domestic Violence.

The victims of domestic violence guidance also include the eligibility and criteria for those applying for leave to remain under the destitution domestic violence (DDV) concession. [Victims of Domestic Violence](#)

USEFUL SOURCES OF ADVICE

Armed Forces Defence Attaché / Advisers (UKDA).

Support to serving soldiers and families in their CoO are in most cases through the UKDA who is located within British Embassies and High Commission overseas. Units seeking assistance should contact the appropriate UKDA using the details provided in MSP (Yellow book) overseas directory.

Support in Fiji - BASO.

British Army Support Officer (BASO) Fiji is based in the British High Commission in Suva. The time difference in Fiji is 12 hours ahead of GMT. Contact:

- (1) Email – <mailto:Daren.Dangerfield@fco.gov.uk>
- (2) BASO Fiji Phone – (+679) 322 9110 [FTN 8443 2110]
- (3) Fax - 00 679 3229132

The Royal Commonwealth Ex-Service League ([RCEL](#)).

The RCEL provides direct support to Veterans who served the British Crown prior to independence of their native country. In addition, through the 57-member Organisations in 49 Commonwealth countries, they can also provide advice and assist and co-ordinate applications for welfare assistance for contemporary veteran Commonwealth service personnel.

Government Support.

See Gov.UK Support Services for military and defence personnel and families.

D Pers, Pers Svcs.

The D Pers, Pers Svcs [site](#) is available only to MOD Intranet users.

Home Office (HO)

The [HO](#) is the UK Government Ministry with overall responsibility for Immigration and Nationality matters. [UK Visas and Immigration \(UKVI\)](#) deals with immigration applications, including from Armed Forces families. UKVI will not deal with general immigration enquiries.

The Office of the Immigration Services Commissioner (OISC).

The Office of the Immigration Services Commissioner (OISC) regulates immigration advisers, ensuring they are fit and competent and act in the best interest of their clients. Advisers don't make immigration decisions and can only give advice. Applicants who require qualified immigration advice can access the OISC [guidance](#).

The Solicitors Regulation Authority.

[The Solicitors Regulation Authority](#) maintains a list of solicitors who deal in immigration matters.

Service Casework.

HQ Regional Command are the lead for Army non-UK casework matters. Where a unit has identified a Service need due to a complex situation they should email RC-Pers-FamSp-0Mailbox@mod.gov.uk.

The Army Welfare Service.

The Army Welfare Service is the Army's professional welfare provider. Personal Support staff provide accessible, independent, confidential and professional specialist welfare services to Service Personnel and their families. Community Support secures or directly provides learning and personal development opportunities for military personnel and their families wherever they are living. More detail, including contact details, is at <https://www.army.mod.uk/people/support-well/the-army-welfare-service-aws/>.

HIVE.

HIVE is an information network for signposting from the Army, central Government and elsewhere. It serves all Service personnel, their entitled family members and civilians employed by the Services and has both offices and online provision. You can find your nearest HIVE at <https://www.army.mod.uk/people/support-well/hive/>.

Army Families Federation (AFF).

The Army Families Federation is the independent voice of Army families; see the AFF website's Foreign & Commonwealth [page](#). The AFF have OISC-trained staff who can advise on a wide range of immigration issues.

AFF Guide to Visa Applications.

The [AFF Guide for Visa Applications](#) is available to all internet users.

Cobseo F&C Cluster.

AFF is the lead for this [Cluster](#), representing the Foreign and Commonwealth community.

Government Links and Modernised Guidance.

Modernised guidance for how UK Visas and Immigration handles HM Forces and their entitled families who exempt from immigration control can be found at Annex G.

Citizens Advice.

Provide free, independent, confidential and impartial advice to everyone on their rights and responsibilities <https://www.citizensadvice.org.uk/>.

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