

# Residential Category Assessment Form

To assess your fee status Middlesex University requires more information from you about your residential category.  
**Please use block capitals and black ink throughout**

**Please note carefully what supporting evidence is required.** Where you attach copies of documentary evidence Middlesex University reserves the right to examine the originals.

Please complete and either print off and submit to the UniHelp desk, or save and attach (Upload File) to an [Enquiry Form](#)

## 1. Personal Details

Prefix:

Surname/Family Name:

Forename(s):

Date of Birth (DD/MM/YYYY):

Course applied for:

Start date :

Nationality  
(as stated on passport)

Nationality of Father

Nationality of Mother

Nationality of Spouse/Civil partner:

Any other relevant family member (eg  
grandparents,in-laws etc):

Full Current Address:

Post code

Country

How long have you lived at the above  
address?

Mdx Student/Application Number:

**Please provide Residential addresses where you have lived in the last four years prior to current address:**

Address1:

Post code

Country

Date lived from:

To

---

Address2:

Post code

Country

Date lived from:

To

---

Address3:

Post code

Country

Date lived from:

To

---

**If you are a British Citizen who has **always** lived in the UK please sign the declaration below (and enclose a copy of your UK passport or Birth Certificate):**

I understand that all the information supplied on this form is true to the best of my knowledge. I understand that I may be asked to produce documentary evidence to support any of the information given and if I fail to do so, or if any of the information proves to be incorrect, this may affect decisions as to my residential category and fee status. I consent to the processing of this data by Middlesex University for educational purposes under the provisions of the 1998 Data Protection Act.

Signature or E-signature:

Date (DD/MM/YYYY):

**All others please continue with the form.**

## 2. Immigration Status – PLEASE PROVIDE THE EVIDENCE REQUIRED

### A) British Citizen or Holder of Entitlement to the Right of Abode in the UK

Copy of relevant page (s) of passport (including page(s) confirming name and nationality)

---

### B) Indefinite leave to Enter/Remain

Copy of relevant page (s) of passport (including page(s) confirming name and nationality and/or Home Office Letter)

---

### C) Right of Permanent Residence

Copy of relevant page (s) of passport (including page(s) confirming name and nationality and/or Home Office Letter)

---

### D) Refugee status or you are the child/spouse of someone granted refugee status

Home Office Letter and refugee travel documents

---

### E) Refused refugee status but granted one of the following:

- Exceptional Leave to Enter/Remain
- Humanitarian Protection

OR

### You are the child or spouse of someone refused refugee status but granted one of the above

Home Office Letter and any relevant Home Office documents

---

### F) Asylum seeker OR Applied for Asylum, not given refugee status but given permission to stay in the UK, Indefinite Leave to Enter/Remain, or you are the child or spouse of such a person

Home Office letter (and any relevant documents) and copy of relevant page(s) of travel document (including page(s) confirming name and nationality/UK Residence Permit Sticker)

---

### G) (Non UK) EU National (or spouse/civil partner/child/direct descendant/ dependent direct ascendant of ).

(EU countries: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden)

Copy of page(s) of passport confirming name and nationality

---

### H) National of Iceland, Liechtenstein, Norway, Switzerland or Turkey

Copy of page(s) of passport confirming name and nationality

---

### I) Time Limit on Stay/Visa National.

Date last passport stamp/visa was issued

Date of expiry of most recent permission to stay:

Copy of relevant page(s) of passport (including page(s) confirming name and nationality) also please provide the date below

---

**J) None of the above, or your situation is likely to change before you start your course**

Please provide full details and evidence (using a separate sheet if necessary). You should be clear about the criteria you would like to be considered under in your application for a reassessment of your residential category.

If you selected option J you can provide the details in the comment box below:

### 3. Current Residence

**A) Country**

When did your residence in this country begin?

Please give details of any other countries in which you have been resident within the last **five** Years:

Name of country 1

Date residence began

Main reason for residence (e.g Living with family, work, study etc)

---

Name of country 2

Date residence began

Main reason for residence (e.g Living with family, work, study etc)

---

Name of country 3

Date residence began

Main reason for residence (e.g Living with family, work, study etc)

---

**B) If you have been temporarily absent from the UK/EEA (apart from holidays) during the last three years, please give details of this absence. Continue on a separate sheet if necessary. Evidence of this may be required.**

---

**C) Are you an EU national or a national of Switzerland, Norway, Liechtenstein, Iceland or Turkey?**

---

**D) Do you have any relatives who are an EU national or a national of Switzerland, Norway, Liechtenstein, Iceland or Turkey?**

If **Yes** please state relationship

and provide evidence of nationality

Copy of relevant page (s) of passport (including page(s) confirming name and nationality)

---

If you answered **Yes to question C) or D)** please answer the following question:

Have you, your spouse/civil partner or parents worked (or currently seeking work) in the UK?

**Evidence to support the above may be required**

---

**E) Details of educational courses you have undertaken over the past 5 years**

Course 1 Date From \_\_\_\_\_ To \_\_\_\_\_

Course studied

School/College

Address:

Mode of study (Full time or part time)

---

Course 2 Date From \_\_\_\_\_ To \_\_\_\_\_

Course studied

School/College

Address:

Mode of study (Full time or part time)

Course 3 Date From

To

Course studied

School/College

Address:

Mode of study (Full time or part time)

---

**Declaration:**

I understand that all the information supplied on this form is true to the best of my knowledge.

I understand that I may be asked to produce documentary evidence to support any of the information given and if I fail to do so, or if any of the information proves to be incorrect, this may affect decisions as to my residential category and fee status. I consent to the processing of this data by Middlesex University for educational purposes under the provisions of the 1998 Data Protection Act.

Signature

E-Signature:

Date Signed:

---

**For office use only**

Residential Category

Assessing Officer (please ensure your signature is legible)

Date(DD/MM/YYYY)

Applicant notified (Yes/No)

Date (DD/MM/YYYY)

## Determining your residential category – notes for guidance

Publicly funded educational institutions charge two levels of fee: the lower 'home' fee and the higher 'overseas' fee for higher education programmes. If you meet the residence and immigrations status conditions you will be charged the lower 'home' fee.

Detailed guidance on assessing the 'home' residential category is available from UKCISA: The UK Council for International Student Affairs; guidance is available on:

[UKCISA WEBSITE](#)

or

you can obtain information from the University Student Welfare Advice Team. Below is a very brief guide to the complex legislation covering the assessment of residential category. Please note that 'special' fee rates apply to students from the Channel Islands and the Isle of Man.

Residential Category assessment is important and you **must** make sure your fee status is agreed before enrolling on your programme of study.

### WHAT AFFECTS YOUR STATUS?

#### Settled in the UK

There must be no restrictions on your stay in the UK. This generally means that you have to have British Citizenship, Indefinite Leave to Remain, or Right of Abode (however, see below for exceptions). Your residential category is not determined solely by your nationality.

#### Residence

This is very important. You need to have been resident in the UK and Islands/EEA for three years prior to the relevant date. (The relevant date used for assessments will be the 1st September, 1st January or 1st April preceding the start of your programme.) During these three years, your residence in the UK/EEA should not have been mainly or wholly for the purpose of receiving full time education.

#### EXCEPTIONS

Only in certain excepted categories will prospective students who do not meet the residence and settlement requirements avoid being liable for the overseas tuition fee rate. If you fall into any of these categories you will need to provide documentary evidence. The excepted categories are:

- European Union (EU) Nationals who meet the residence requirements in the EU/EEA
- Persons with formal refugee status
- Persons granted Humanitarian Protection
- Persons granted Exceptional Leave to Remain/Enter (ELR/E)
- Formal Reciprocal Exchange Students
- EEA Migrant Workers and their families

#### IS THE ASSESSMENT FINAL?

Once you have formally enrolled on a programme, your residential category assessment will not change unless the original assessment is later found to be incorrect. Changes in your nationality, residential status, visa status, or other circumstances will not alter your fee assessment. The only exceptions to this rule are:

- i)– those granted Humanitarian Protection or ELE/R
- ii)–where a country formally joins the European Union.

**Changes of fee status will normally be implemented at the beginning of the next fee charging period.**