

Applying to add an adult dependant to your asylum support - checklist



October 2010

English

If you are currently receiving asylum support (formerly NASS) from the Home Office (UK Border Agency) and your husband, wife or partner has joined you in Scotland, it may be possible to add them as an adult dependant to the support you receive.

However, in order to add a new adult dependant to your asylum support, the Home Office requires you to provide certain documents. Applications submitted without these documents are unlikely to be successful.

When you have gathered the information outlined below come back to our office at Scottish Refugee Council and we will make an appointment for you.

Note that adding an adult dependant to your support does **not** mean they have been added to your claim for asylum. We advise that you always discuss this with your legal representative, as changes in your family circumstances **may** have an impact on your immigration case.

Document checklist

The following checklist will help you to gather the required documents for your application. When you return to our office bring as many of the documents from each category as you can so that your application has a better chance of being approved.

Asylum

Confirmation that you and your partner are listed on the same asylum claim, such as:

- A copy of any new information submitted to the Home Office by your legal representative identifying you or your partner as a dependent on each other's asylum claim
- A copy of a legacy questionnaire that details dependants and confirms your relationship
- A copy of your or your partner's screening/asylum interview mentioning each other

Relationship

- If you are married, a copy of your marriage certificate
- If you are not married, documentary evidence that you and your partner have been living together for **two of the previous three years**, such as:
 - Utility bills in both your names
 - Letters addressed to you and your partner from the Home Office (UKBA)
 - Letters from your legal representative
 - Letters from a medical professional
- A copy of your child's birth certificate which confirms you and your partner have been in an ongoing relationship for **two of the previous three years**

Employment

If your partner has been working legally **with** permission from the UK Government, you must provide:

- A written list of all previous employers, in chronological order, starting with their most recent employer
- The last three monthly payslips or 12 weekly payslips, including employer's details
- Their P45 or other documentary proof from their employer confirming employment has ceased
- National Insurance Number
- The dates they worked
- The type of work they were doing

If your partner has been working **without** permission from the UK Government, you must provide:

- A written list of all previous employers, in chronological order
- The dates they worked
- The type of work they were doing

If your partner has **never** worked, you must provide:

- An explanation of how they have supported themselves in the UK
- Letters from any friends who have supported them, detailing the nature and duration of the support, and explaining why they can offer no further support

Previous addresses

- A written list of all previous addresses in UK where your partner has stayed, in chronological order starting with your most recent address in the UK
- A written explanation of who owned each property and if you paid anything to live there

Bank account

- Complete, up to-date bank statements for the previous six months for **all** bank accounts held by you or your partner
- A written explanation of any large transactions such as money moving between accounts
- Letters from anyone who has deposited money in your account confirming that they made these deposits
- Letters from anyone for whom you withdrew money confirming that they received this money from you
- A letter from your bank in the UK confirming any previous accounts are closed

Important: The letters you provide must be in English. However, if the person providing letters for you cannot write in English, we suggest that you bring them to your appointment with us so that we can assist them in writing a letter for you.

The lists of addresses and workplaces mentioned in the letter can be written in your own language if you are not able to write them in English.

When you come to our office you **must** bring all appropriate evidence listed above that relates to you otherwise we will be unable to assist you with your application.