



MH Number: MH _____

Date: _____

Name _____

Dependants _____

Reference: Your Application for Support (Section 95 or Section 4)

Please find below a list of documents you will need to provide to apply for asylum support:

Section 95 (Subsistence and Accommodation) – S95 (SA)

Section 95 (Subsistence Only) – S95 (S)

Section 95 (Accommodation Only) – S95 (A)

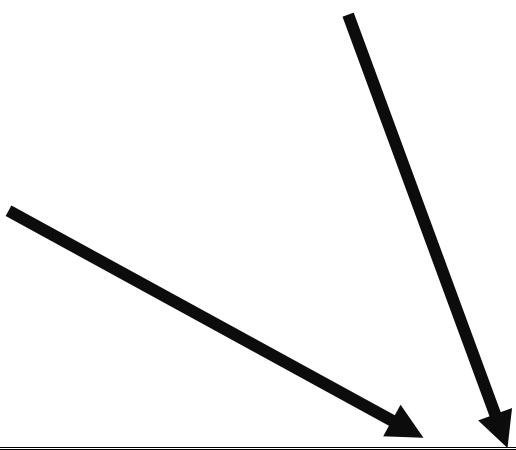
Section 4 (Subsistence and Accommodation) – S4

IMPORTANT

We will require **ALL** of the information indicated in the table below by a tick (✓) **BEFORE** we can proceed with your application.

- The single most common reason for applications to be denied is a failure to submit **ALL** of the required information.
- Failure to submit **ALL** of the required information will considerably slow the speed at which your application is processed.
- The questions in this checklist must be answered by **each individual claiming support who is over 18**, not just the main applicant.
- **Only send original MAT B1's, Birth/Death and Marriage certificates. These will be returned by recorded delivery. Only copies are needed for ALL other documents and these will not be returned.**

Put a tick (✓) next to every item that you have provided in the right-hand column.



ABOUT YOU

		REQUIRED	PROVIDED
A	Have you or anyone claiming support ever worked in the UK?		
YES	<p>Please provide the following information:</p> <ul style="list-style-type: none">• Self-statement that states the employer(s) names and addresses• Letter from the employer confirming details of your employment with start date and end date• 3 months' payslips (if paid monthly) or 5 weeks' payslips (if paid weekly)• P45 from your last employer	S95 (SA) S95 (S) S95 (A) S4	✓
NO	<p><i>If you have never worked or cannot provide any of the above information, please write a self-statement confirming this.</i></p>		

ALL INFORMATION MUST BE PROVIDED IN ENGLISH

ABOUT YOU

REQUIRED PROVIDED

A <u>Have you or anyone claiming support ever worked in the UK?</u>		
YES	<p>Please provide the following information:</p> <ul style="list-style-type: none"> • Self-statement that states the employer(s) names and addresses • Letter from the employer confirming details of your employment with start date and end date • Confirm if the role was permanent, temporary, full time or part time, self-employed. Hours you worked • 3 months' payslips (if paid monthly) or 5 weeks' payslips (if paid weekly) • P45 or P60 from your last employer 	S95 (SA) S95 (S) S95 (A) S4
NO	<p><i>If you have never worked or cannot provide any of the above information, please write a self-statement confirming this</i></p>	
B <u>Have you or your dependants received any welfare benefits in the UK?</u>		
YES	<p>Please confirm evidence of all benefits that you are in receipt of. Please provide copies of the letters from DWP/inland revenue /Local councils confirming the benefit awarded. If the benefits are stopping or stopped, please provide the relevant letter of this.</p>	S95 (SA) S95 (S) S95 (A) S4
NO	<p><i>If you have not received welfare benefits or cannot provide any of the above information, please write a self-statement confirming this</i></p>	
C <u>Do you or your dependants have any bank/saving accounts, credit/store cards or loans/PayPal in the UK or abroad?</u>		
YES	<p>We require:</p> <ul style="list-style-type: none"> • 6 months full statements for every account for everyone claiming support, <u>these must be up to date</u>. • Explanations to any transactions going in and out of your account, over £30 • If there is any money coming into the account from friends or relatives, we will require letters from them confirming this with an explanation as to why it can no longer continue • If there are any direct debits or standing orders (apart from any contracts) on the account, please advise if these have been cancelled or are ongoing • If you have previously had/opened a bank account which is now closed, <u>you must provide evidence</u> that this account is now closed. This could be a letter from the bank or shown on bank statements • If you have had a visa in the last 12 months, then bank statements should be from the date the visa was applied for • If you cannot provide statements for your accounts held abroad or they are inaccessible, please provide a self-statement to support this fact. 	S95 (SA) S95 (S) S95 (A) S4
NO	<p><i>If you do not have any of the above, please write a self-statement confirming this.</i></p>	
D <u>Do you or your dependants have any businesses, Investments, Income Bonds, Life Insurance policies, National Saving Certificates, Personal Pension Scheme, Premium bonds, Stocks and Shares, Unit Trusts in the UK or aboard.</u>		
YES	<ul style="list-style-type: none"> • Please confirm the value • Please provide proof. – Please Provide proof for the above listed investments by way of any formal letters, proof of investment or any other official documentation that you hold relating to the transaction. • Please confirm if you can liquidate assets. If no, please provide a full explanation of why you believe you are unable to access them. 	S95 (SA) S95 (S) S95 (A) S4
NO	<p><i>Please provide a self-statement confirming this.</i></p>	

ABOUT YOU

		REQUIRED	PROVIDED
E	<u>Did you arrive in the UK on a visa?</u>		
YES	<ul style="list-style-type: none"> • Please provide the details of all funds you declared as part of your visa • Please provide bank statements of all accounts mentioned in your visa application • Please provide all receipts on how funds have been spent since your arrival in the UK 	S95 (SA) S95 (S) S95 (A) S4	
NO	If you are unable to provide the above. Please supply a self-statement and evidence to verify your actual circumstances.		
F	<u>Do you or your dependants have any assets or cash in the UK or overseas?</u>		
YES	<p>Assets could include: property, land, garage, vehicles, business assets or goods.</p> <ul style="list-style-type: none"> • If you or anyone claiming support have any cash please provide details in a self-statement, including how much and what currency • Vehicles - please provide the age, type, model, how much its worth if sold, provide documentary evidence of this - e.g- copy of V5, insurance certificate or cancellation of insurance, Evidence to demonstrate your attempts to sell the vehicle • If you or anyone claiming support have assets, please provide details in a self-statement and explain if they are able to be liquidated • If you have sold these assets, please provide evidence of sale. If you have sold them to a friend/relative, we require a letter from them confirming this 	S95 (SA) S95 (S) S95 (A) S4	
NO	<i>If you do not have any cash or assets in the UK or overseas or cannot provide any of the above information, please write a self-statement confirming this</i>		
G	<u>Address history</u>		
	<p>Please provide your FULL address history for yourself and anyone claiming support since arriving to the UK. This must include the addresses and dates you resided there. If for any reason you cannot provide an address, please try your best to give us a location. Please also confirm your reason for moving. (for example, London - March 2013 to January 2014, Leeds - 2014 to June 2014)</p>	S95 (SA) S95 (S) S95 (A) S4	

ABOUT YOU

REQUIRED  PROVIDED 

<p>H <u>Support since arriving to the UK</u></p> <ul style="list-style-type: none"> • Please explain in self-statement(s) how you and anyone claiming support have been supported since you arrived in the UK up until now. • If you have received any support from friends/relatives/charities we will need signed, dated and addressed letters from them confirming the date they started supporting you, the type of support provided, the date the support stopped/will stop and why it can no longer continue. <p><i>If you cannot provide any of the above information, please write a self-statement confirming this</i></p>	<p>S95 (SA) S95 (S) S95 (A) S4</p>
<p>I <u>Destitution evidence. If applying for SECTION 95 SUBSISTENCE AND ACCOMMODATION OR SECTION 4 SUPPORT we will require:</u></p> <ul style="list-style-type: none"> • A signed statement from the person supporting you. This must specify the date you moved in, why you cannot continue to live there and show the specific date you must leave the property. This date must be within 14 days (28 days for London regions) of the date of the letter to be eligible. The letter must contain their full name, contact number and address. If you have not lived at your current address for the last 6 months we will require additional support letters from everyone who has supported you to cover the last 6 months. Each letter must confirm the date you moved in, the date you moved out, what support was provided and why it could no longer continue • If you have been renting, we will require the tenancy agreement(s) and eviction letter(s). This must confirm the rent amount and landlord's details • If you are renting and friends are paying your rent, we must have letters from these friends confirming this, with an explanation as to why they can no longer continue to do so • If you are in a Hostel, bed and breakfast please provide the bill or invoice • If you are currently street homeless, please confirm this in a self-statement and explain where you have been staying and in what areas. Please provide a phone number from Charity, Representative or friend – to enable the Home office to contact you if they need to arrange accommodation • Proof that you have no access to food or cannot meet your essential living needs <p><i>If you cannot provide any of the above information, please write a self-statement confirming this</i></p>	<p>S95 (SA) S95 (A) S4</p>
<p>J <u>Accommodation evidence. If applying for SECTION 95 SUBSISTENCE ONLY:</u></p> <p>If you are living with a friend/relative/partner/spouse, we will require:</p> <ul style="list-style-type: none"> • A letter from the accommodation provider confirming that you can live there <u>rent free while your Asylum claim is being considered</u>. This letter must also give full details of any financial support provided to date, along with a reasonable explanation as to why it can no longer continue or full details of what financial support can be provided. • The most recent Council Tax bill or water, gas or electricity bill dated within the last 3 months, in the accommodation providers name • The tenancy agreement (if a rented property) or evidence of the rent amount/details of who is paying rent • If living with a partner or spouse, we will also require proof of their income. This includes the previous 6 months bank statements for all accounts, payslips (the last 3 months if paid monthly, or 5 weeks if paid weekly) and if they are receiving benefits, we will require all benefit letters <p>If you are renting a property in your own name, we will require:</p> <ul style="list-style-type: none"> • Letter(s) from whoever is paying your rent and bills confirming that they are able to continue doing so <u>while your Asylum case is being considered</u>. They must also provide full details of any other financial support that has been provided to date, along with an explanation as to why it can no longer continue • The most recent Council Tax bill or water, gas or electricity bill dated within the last 3 months • The tenancy agreement or invoices if in Bed or breakfast or hostel accommodation <p><i>If you cannot provide any of the above information, please write a self-statement confirming this</i></p>	<p>S95 (S)</p>

ABOUT YOU

REQUIRED  PROVIDED 

K Accommodation Request

If applying for **SECTION 95 SUBSISTENCE AND ACCOMMODATION OR SECTION 4**, please note you cannot choose your accommodation as it is offered on a **no choice basis**. However, if there is a reason you wish to be accommodated in a certain area or in special accommodation due to a disability you can provide written evidence to request this. This will be considered by the Home Office, but it is **not guaranteed**, you may still be moved away from the desired area.

If you have a special accommodation request due to a disability or specific circumstances, we will require the following:

- Medical reason - Mental and Physical health conditions - We will require supporting medical evidence and a statement from yourself confirming any special requirements you have because of your accommodation
- Child attending school (GCSE year) - We will require a statement from yourself with a letter from the school confirming that the child is sitting GCSEs and the dates attendance report from the school, please also include the date your child started at the school
- To be near family - We will require a statement from yourself along with copies of birth/marriage certificates and a letter from the partner/other parent if you want to be near a partner and your children (if they are not dependants on your claim)
- Any other reasons - please write a detailed, signed self-statement and include any other relevant evidence
- Victim of trafficking and provide details from police or your support provider

Please note: These will be **requests** and **cannot be guaranteed**

L Section 4 Eligibility

If applying for **Section 4 (2)** support, in order to be eligible to apply we will require written evidence of one of the following:

- Taking all reasonable steps to leave the UK - Please provide proof of all steps that have been taken to assist your departure. This includes your Assisted Voluntary Return reference number, evidence of contact with embassies etc.
- It would be a breach of human rights not to be supported. This can be used for:
 - Proof of further submissions (a further submission receipt - please note, further submissions must be handed in yourself and not posted in)
 - Proof of an out of time appeal
 - Proof a Judicial Review (JR) has been submitted but not yet accepted
 - Proof of any other reasons you are unable to leave the UK at this time
- Pursuing a Judicial Review (JR) - Proof an application for JR has been made which has been granted permission to proceed (England and Wales only)
- Have a medical condition that prevents you from travelling - Please get the appropriate medical professional to complete the attached Section 4 Medical Declaration form. If you are 34 weeks pregnant, please provide an **original MATB1**. If you are pregnant with complications or are deemed as high risk please provide the relevant medical evidence **along with an original MATB1**

If you are unsure which one you have applied under, please contact your Solicitor

S95 (SA)
S95 (A)
S4

ABOUT YOU

REQUIRED	PROVIDED
-----------------	-----------------

M Pregnancies

If you or a dependant are currently pregnant (20 weeks or more) we will require an ORIGINAL MATB1 form, which you can obtain from your Doctor or midwife. They look like this:

S95 (SA)
S95 (S)
S95 (A)
S4

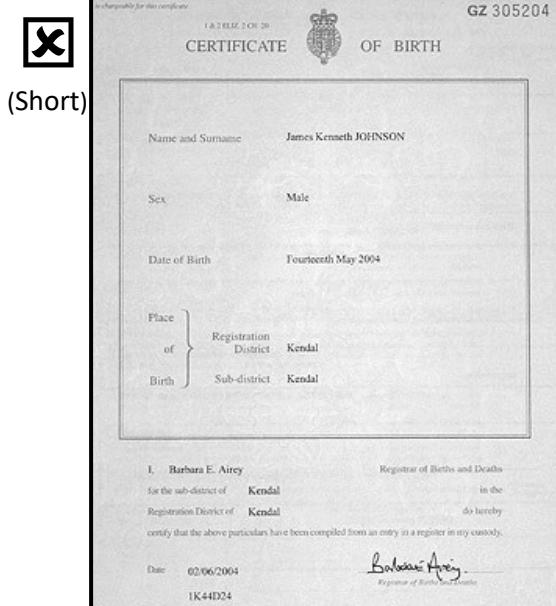
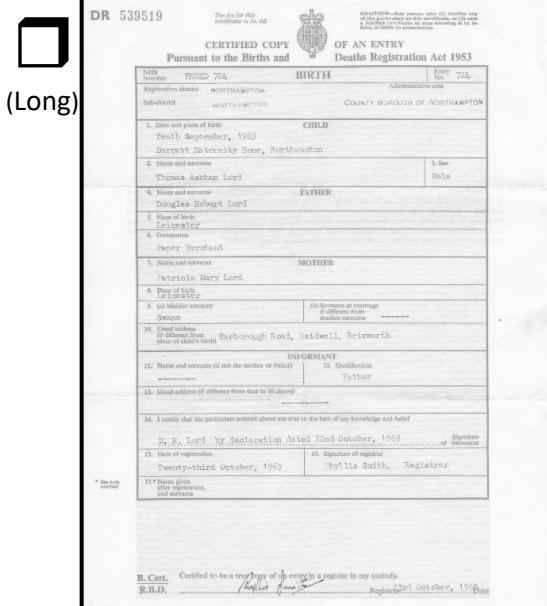
MAT B1

Please note: We must have the original MATB1

N Children born in the UK

If you have any children born in the UK that are your dependants, we will require **FULL LONG ORIGINAL** birth certificates. We **cannot** accept short birth certificates. They look like this:

S95 (SA)
S95 (S)
S95 (A)
S4



Please note: It is important that you have provided everything that we have requested.

If you haven't provided answers to all required questions, we may not be able to complete your application for support.

If there is anything on this form that you do not understand, please don't hesitate to contact us on:

0808 8010 503 or our webchat

Please ensure that we have all your current contact details or the name and telephone number of someone who will be able to make contact with you.

Current telephone number: _____

If there have been any contact detail changes, please list below:

Registered address: Migrant Helpline Limited (trading as Migrant Help), Charlton House, Dour Street, Dover, Kent, CT16 1AT
www.migranthelpuk.org Tel: 01304 203977 Email: info@migranthelpuk.org

Free asylum helpline: 0808 8010 503

Registered Charity (England and Wales): 1088631. Registered Charity (Scotland): SC041022. Company No (England and Wales): 4172880.
OISC Authorisation No. N200100480



INVESTORS IN PEOPLE™
We invest in people Standard

