

Information and Guidance on our Fees and Services

1. Who will manage your case?

Your case will be assigned to Natasha Gya Williams, or Marie-Christine Allaire-Rousse, both solicitors practicing only in the area of UK immigration law for over 15 years. Other lawyers who may assist in dealing with your case have at least 2 years' experience dealing with immigration matters.

2. Advice/Support Key Stages, Timescales

a) Initial formalities

When you instruct us to assist you, we provide an estimate of the work we consider required. Once you accept this estimate we provide you with an engagement letter with our terms and conditions. Upon receipt of your signed version of the engagement letter we can commence work on your case.

You will need to pay the full costs of the Home Office fees, as well as our estimated legal fees and outlined expenses (see below). We will generally ask for at least half of our estimated fees upfront before we start work on your case. These fees will be held on trust for you, in our client bank account.

b) Individuals

We provide assistance to individuals who wish to reside in the UK or visit. Although your immigration route/application may differ, the work will generally involve:

Stage	Details of advice/work	Timescale
Stage 1	<ul style="list-style-type: none"> • Taking your instructions: Discussing your circumstances in detail, understanding your intentions, and important information which could affect your immigration position. • Advising on best immigration strategy: Confirming what application routes are best suited, as well as the merits in selecting immigration options. We will also highlight processing timeframes and whether priority services are available. • Outlining information and documentation required: Advising you regarding the requirements of the Immigration rules and policy on preparing chosen application route (usually on a checklist) and supporting documentation, (e.g. English language test). 	Generally 2-12 weeks, however can vary depending on complexity and document availability.

	<ul style="list-style-type: none"> • Drafting immigration application form: Assisting you to complete application form, including guiding you through the UKVI app identity confirmation step. • Reviewing immigration application and supporting documentation: Considering the supporting evidence you have provided, and recommending any beneficial changes, as well as revising merits assessment of application's chances of success once information and documentation is finalised. • Going live with application: Advising you during application submission process, including advice on how to manage visa application centre procedures and documentation uploading procedures. 	
Stage 2	<ul style="list-style-type: none"> • Home Office processing application: Monitoring Home Office reception of application/documentation. • Corresponding with Home Office: In the event the Home Office contacts you requesting further clarifications or evidence, assisting to forward this information to the Home Office. Contacting the Home Office regarding undue delay. • Updating the Home Office: Informing the Home Office if your circumstances change while application is being processed which could affect the application's outcome. 	Depending on immigration category and whether priority processing is available, decision could take anywhere between 1 day to approximately 6 months, although could take longer.
Stage 3	<ul style="list-style-type: none"> • Reviewing Home Office decision: <ul style="list-style-type: none"> ○ Once received, checking accuracy of approval decision. ○ In event of refusal, outlining options and merits of challenging refusal (appeal, administrative review etc.) • Providing post decision advice: Outlining information about outcome of application process and any future steps you may take: <ul style="list-style-type: none"> ○ Providing general outline of next application steps once your application has been granted (if appropriate). 	Decision communicated as soon as possible, usually same day received from Home Office. Follow up advice delivered approximately 1-10 days following decision depending on urgency.

Some of the noted steps within the stages outlined above may occur in a different order to that outlined above, as not all immigration processes proceed in a sequential fashion.

Further information on Home Office processing times can be found at the following:

- <https://www.gov.uk/guidance/visa-processing-times-applications-outside-the-uk>
- <https://www.gov.uk/guidance/visa-processing-times-applications-inside-the-uk>

Preparation and Home Office processing timeframes can vary substantially, according to type of application and where it is lodged. We have no control over Home Office timeframes, and decision processing delays can be a result of Home Office casework capacity, complexity of application and supporting documentation, subsequent information requests, and changes to Home Office operations (e.g. digital roll-out) among other factors. If you have opted for priority processing, decisions may be reached more quickly.

c) Work involving Immigration categories requiring sponsorship

For immigration processes involving sponsored routes (Skilled Worker, Global Business Mobility, Ministers of Religion, International Sportsperson), Temporary Workers (including Creative and Sporting, Religious Workers, Charity, Government Authorised Exchange (GAE) visas, etc.) we wish to outline sponsor specific key stages and timeframes, which are in addition to the above outlined key stage information relevant to individual immigration processes.

Stage	Details of advice/work	Timescale
Stage 1	<ul style="list-style-type: none"> • Taking sponsor instructions: Discussing sponsor’s need to support non-settled nationals for work or study purposes. • Advising on best sponsorship strategy: Confirming which sponsor routes are best suited, and sponsor’s ability to undertake sponsorship duties. Highlighting processing timeframes and whether priority services are available. • Outlining information and documentation required: Outlining required sponsorship documentation and information (usually on a checklist) and general information and context regarding sponsorship responsibilities. • Preparing sponsor application form and supporting documentation: Assisting sponsor to complete application form, and identifying relevant supporting documentation as per Home Office requirements. Advising on merits and expected processing timeframes. • Liaising with third party endorsement bodies: if necessary to secure endorsement (e.g. sports governing body) 	<p>Sponsorship licence preparation takes generally 2-4 weeks, however can vary depending on complexity and document availability and urgency of sponsorship.</p> <p>Liaising with third party endorsers 2-5 weeks</p>

	<ul style="list-style-type: none"> • Going live with sponsor application: Guiding sponsor through application submission process, and sending supporting documentation to the Home Office 	
Stage 2	<ul style="list-style-type: none"> • Home Office processing sponsorship licence decision: Timeframe can be reduced to 10 working days by using priority service if available. • Providing post decision advice: <ul style="list-style-type: none"> ○ If granted, outlining key information to maintain licence. ○ If refused, advising on possible remedies to address Home Office concerns and challenge refusal including merits in doing so. 	10 days to 8 weeks
Stage 3	<ul style="list-style-type: none"> • Requesting certificate of sponsorship (CoS): Assisting sponsor to use the Sponsorship Management System (SMS) to request CoS allocation. • Assisting sponsor to assign certificate of sponsorship (CoS): Ensuring correct information is populated on the CoS assigned to sponsored individual. 	1 day to 18 weeks depending on CoS availability
Stage 4	<ul style="list-style-type: none"> • Assisting sponsored worker (and relevant dependants) to make immigration application: See above table regarding individuals. 	See above table regarding Individuals.

3. How we inform you about costs

We provide a matter-specific estimate of our legal fees before commencing any instruction. The quotation is factored principally on the estimated complexity of the case and the number of applicants involved. Other factors include urgency of the work, your previous immigration history and the amount and nature of documentary evidence required.

Based on an initial assessment, our quotation will have an upper estimate which we would not expect to exceed. In certain circumstances, such as complications due to Home Office procedure or revealed through analysis of supporting documentation or evidence, we may have to increase our estimate. We would only continue our work and incur any additional costs with your prior agreement.

Examples of our costs for specific matters are provided for illustrative purposes below. This information is for guidance purposes only based on fees incurred over the past two years and is not a quotation. Charges and costs vary considerably between individual applications.

Please contact us for a personalised quotation based on your unique circumstances. A specific estimate will be based on the type of application, the degree of support you require, and the additional Home Office related services that you may wish to buy, for example a Priority Service to accelerate the Home Office's processing time of your decision.

The fee guidance below includes our time up to and including the relevant application date only or as outlined in your specific instructions; we will generally charge separately for any follow up requests from the Home Office (on our current hourly rate basis of £200-£450 per hour excluding VAT. The below fee guidance does not include the cost of submitting a new application or any appeal or judicial review in the event that your application process is unsuccessful.

4. VAT

Value Added Tax (VAT) on immigration matters can be complex. Generally, VAT charged at the current rate of 20% will be added to our fees and any expenses incurred by us on your behalf if you are resident in the UK. We will confirm how VAT is charged before proceeding with your matter.

5. Expenses

Different types of expenses arise during your immigration process which we may initially pay on your behalf. We will always advise you and agree these costs in advance of them being incurred. Typical expenses are listed below:

- Significant copying or postal costs as follows:
 - Courier Charges: £30-£100
 - Copying/Scanning Costs: £200-£500 (this can be exceeded where support is required to copy, scan or upload supporting documents for an application)
 - Postal charges: £10-£50
- Travel costs for travelling to visit you in person: £30-£500. These costs may not need to be incurred are not typical and would be agreed upon in advance with you.
- Other typical expenses which may arise are as following: interpreter/translation fees, English language tests/education confirmation, tuberculosis tests, criminal record checks, DNA tests, or governing body endorsement fees. (This list is not exhaustive.)
- In some instances, an expert or barrister will be needed, in which case we will provide you with details about these third party costs.

6. Home Office and Home Office Visa Processing Partner fees

In addition to our professional fees, you may have to pay application-related fees which are determined by either the Home Office or one of the Home Office's delegated visa processing partners. Such fees include:

- Home Office sponsorship licence fee
- Certificate of sponsorship fee
- Visa application fee (main applicant and dependants)

- Optional additional user pay services (enhanced services, such as priority processing, courier return of documents, premium lounge, text message updates etc.)
- Immigration Health Surcharge
- Immigration Skill Surcharge fee

More information regarding these costs is available via the following links below. Please note these links are valid at the time of producing this document and may be updated.

- Home Office: <https://www.gov.uk/visa-fees> and <https://www.gov.uk/government/publications/visa-regulations-revised-table/home-office-immigration-and-nationality-fees-1-december-2020>
- Immigration Skills Charge - <https://www.gov.uk/uk-visa-sponsorship-employers/immigration-skills-charge>
- Immigration Health Surcharge: <https://www.gov.uk/healthcare-immigration-application>
- UKVCAS: <https://www.gov.uk/ukvcas>
- VFS: <https://www.vfsglobal.co.uk>

As part of our advice, we will outline the types of Home Office related fees that may apply to your application process at the time you instruct us.

7. Our Fees

- Our general fee guidance (excluding VAT) on specific immigration routes is as follows. Please note the below fee information is given for guidance purposes only and excludes any additional expenses/costs set out under section 4-6 above. The amounts noted are not quotes, as we always discuss and agree fees on an individual basis.:
 - Nationality related applications: £2,000 - £5,500
 - EEA related applications: £2,500 - £4,000
 - Student applications: £2,500 - £3,500
 - Graduate applications: £1,500 - £2,500
 - High Potential Individual applications: £2,500 - £3,500
 - BN(O) route: £2,500 - £4,000
 - Temporary Worker applications (Government Authorised Exchange, Youth Mobility etc.): £2,000 - £5,000
 - Visitor applications: £2,500 - £5,000
 - Relationship/family related applications (including spouse, fiancée, and partners): £2,500 - £10,000

- Dependant relative and family reunion applications: £1,500 - £5,000
- UK Ancestry visa applications: £2,500 - £5,000
- Long residence applications: £2,500 - £5,000
- Innovator Founder applications: £5,000 - £10,000
- Global Talent Visas: £6,000 - £10,000
- Other areas of service are offered - the categories listed above are the more frequent types of applications which arise. We would be pleased to discuss your specific application and appropriate fees with you.
- Our fee guidance on sponsorship related immigration matters (excluding VAT) is as follows:
 - Sponsorship licence application advice and support: £1,500 - £3,000
 - Certificate of Sponsorship advice and support: £600 - £1,500
 - Third party/governing body endorsement/authorisation: £750 - £1,500
 - Visa support for sponsored individual and their family dependants: £1000 - £2,500 per applicant.
 - Ad hoc sponsorship advice (including liaising with Home Office after application submission date, suspension and revocation action): charged on an hourly rate of £250 - £450.
 - Outlining future steps after Home Office decision: charged on an hourly rate of £250 - £450 – the amount of work to be undertaken will depend on whether the application is granted or refused. This does not include taking action to challenge a refusal.