



## Immigration Applications

The Solicitors Regulation Authority has published Transparency Rules to ensure that consumers have the necessary information in order to make an informed decision with regard to legal service providers. This includes understanding what the costs of certain matters are likely to be.

This document sets out an outline of our potential fees in respect of initial UK immigration applications. We are happy to discuss in more detail what work is likely to be involved and the potential associated costs. In particular, if you are in any doubt as to the likely complexity of your application, please contact us to discuss this further.

**Please note that the Firm does not offer advice about asylum applications.**

### Price

#### Legal Fee

The Firm offers a range of services in relation to the following immigration applications:

- applications for naturalisation or registration under the British Nationality Act 1981;
- applications for indefinite leave to remain in the UK;
- applications on behalf of EU citizens and their family members under the EU Settlement Scheme;
- visit visas (for tourism or business);
- applications for spouses and partners (including fiancé(e)s or proposed civil partners) and other dependent relatives;
- applications for work and business under the Points Based System (including skilled workers, intra-company transferees and global talent visas);
- applications for student and graduate visas;
- UK ancestry visas;
- applications for a certificate of entitlement to the right of abode;
- applications as a business representative; and/or
- sponsor licence applications.

Where we are instructed in relation to a standard immigration application, our typical fees will be in the range of £500 - £4,000. As there are so many different types of possible application, and this is such a wide fee bracket, we refer you to the attached schedule for an estimate of our fees for each application. We are always happy to discuss what work is likely to be entailed and the potential associated costs in each case.

This range does not include VAT (currently at 20%) which will be added to the invoice, nor does it include any associated disbursements (see below).

The above fee range is based on hourly rates of between £200 and £275. The applicable hourly rate will depend on a number of factors including the complexity of your matter (which impacts on the qualifications and experience of those dealing with it).

The fee range for a standard immigration application assumes that:

- this is a standard application and that no unforeseen matters arise, including (but not limited to) the amount of supporting evidence that we need to consider;
- the matter is concluded in a timely manner and no unforeseen complications arise; and
- all parties to the application including any dependents are co-operative and there is no unreasonable delay from you or any third parties in providing documentation.

The exact cost will depend on the individual circumstances of the matter. Once we have more information about your case, we will be able to provide you with a bespoke fee quote. In most cases, the fee quote that you receive will be the final fee. It occasionally happens that issues arise during the application process that makes the work more complex; if this happens, we will immediately notify you of the implications and the likely additional fee before carrying out the work.

### **What is included in the fee:**

Our fee range set out in the attached schedule is intended to cover the typical stages of an application to the Home Office on your behalf.

### **This may include:**

- meeting you (face-to-face, virtually e.g. Zoom/Teams, or on the telephone) to take your instructions and provide initial advice/options;
- advising you on your options for making an application, including providing you with information on the legal requirements, whether you currently meet them and if not, the requirements for meeting them in the future;
- discussing your circumstances in detail and determining what is the most appropriate immigration application for you to make and any other options that may be available to you giving you advice about the relevant requirements of the application;
- advising you on the supporting evidence required for your application;

- reviewing the supporting evidence you provide us and explaining what additional documents that you may require (but not the translation of any documents);
- if you do not fulfil certain criteria, whether this can be overcome and how;
- preparing your application and providing you with information about how to submit it;
- liaising with the Home Office during the processing of the application (where possible) and keeping you updated on its progress; and
- advising you in relation to the Home Office's decision on your application and the immigration compliance and forward planning actions applicable to your situation.

**The fee range does not include:**

- advising on, or attending, a Home Office interview (should this situation arise, we will provide a revised fee estimate based on the particular requirements of the case);
- any appeals or applications for administrative review to the Home Office;
- the cost of submitting any new applications if your original application is refused for any reason;
- costs relating to advice received from a barrister on the specific circumstances of the case. If the need for this arose, we would obtain consent in advance; and/or
- fees charged by the Home Office, the Home Office's commercial partners and other disbursements (see "Disbursements" section below).

**Factors that could make a case more complex, and therefore more expensive, include:**

- a previous history of non-compliance with immigration laws in the UK or elsewhere;
- a criminal conviction;
- a request from the Home Office for the applicant to attend an interview.

**Disbursements**

Disbursements are costs related to your matter that are payable to third parties, such as the visa application fees, and do not form part of our Legal Fees. We handle the payment of the disbursements on your behalf to ensure a smoother process. In particular, please be aware of the following points:

- if an interpreter/translator is required there will be additional costs. The cost of this will vary;
- independent expert reports e.g. medical experts. The cost of these will vary. They are not required in many cases: we will let you know as soon as possible if we consider an expert report is necessary;
- if there is an interview, and we attend with you, there will be additional disbursements in respect of our mileage/travel expenses;
- the cost relating to advice received from a barrister on the specific circumstances of the case;

- fees charged by the Home Office, which are outlined on the Home Office website at [www.gov.uk](http://www.gov.uk) UK visa fees: [Home Office immigration and nationality fees: 31 January 2021 - GOV.UK \(www.gov.uk\)](#)
- service charges made by the Home Office's commercial partners at overseas Visa Application Centres, which are outlined on their individual websites and can be accessed on the following link: [Find a visa application centre - GOV.UK \(www.gov.uk\)](#);
- charges made by third party couriers.

You will be responsible for all sums charged by such third parties. Fees to be paid to the Home Office or its commercial partners and translation fees will normally be paid directly by you. We will arrange for barristers' costs to be invoiced by the barrister to you.

## How long will my application take?

The time that an application takes from receiving initial instructions to the conclusion of the case depends on the specific circumstances and the processing time of the application. On average, we are usually able to submit a standard immigration application within two to three weeks of you instructing us, but we will let you know at the earliest opportunity if it is likely to take longer than this. We cannot guarantee how long the Home Office will take to process your application. For further details in relation to this, you should review the current processing times on the Home Office website: <https://www.gov.uk/visa-processing-times>.

## Stages of the process

The precise stages involved in an immigration application will vary according to the circumstances and the type of application being made. We will keep you informed as to the progress of your individual application, however, below we have suggested some typical key stages of the process:

- initial discussion, either in person or over the phone to consider your potential application and the advice required;
- provision of detailed advice regarding your circumstances, the options open to you regarding an application, the process for the application and the documents required in support of the application;
- provision by you of the supporting documents and review of the documents by us;
- preparation of your application, to include the application form itself, a letter with detailed explanation regarding the application and preparation of any other supporting documents where appropriate; and
- completion and submission of the application, or support with submitting the application, as appropriate.

## The Team

Your matter will be handled by Nadine Marston (qualified as a solicitor September 1999), our Partner specialising in UK business immigration. If you instruct us, we

will provide you with the names of individuals who will be acting on your matter under Nadine's supervision. You can find information about the people who work in our firm here: [Home - Boardside](#)

For a more accurate quote or to discuss instructing us please contact Nadine Marston, Partner, on +44 (0)330 0949338 or at [nmarston@boardside.co.uk](mailto:nmarston@boardside.co.uk).