This questionnaire is designed to help the Fees Team correctly assess the fee status of an applicant in cases where relevant information held by the University is insufficient or inconclusive, or where an applicant or student would like to have their fee status reassessed. Only those who have made an application to study at the University of Oxford or who are already students here may have their fee status assessed. **Please do not submit this questionnaire if you have not made an application.**

If you have completed the questionnaire and assembled the relevant evidence, please return this to [fees.clerk@admin.ox.ac.uk](mailto:fees.clerk@admin.ox.ac.uk). If you have been asked to complete the questionnaire by the University, **please return it within 10 working days** in order to ensure that your fee status is assessed in a timely manner.

If any further information or evidence is required, we will contact you. Any decisions made will be based on the information and evidence you provide and the government regulations currently in force. Your fee status assessment may change if the information provided is incorrect or incomplete or if there are changes to your circumstances.

Please ensure that you have submitted all the relevant evidence by referring to and filling out the checklist in section H of this form. Please send us scans or photographs of the required documents and do **not** submit original documents as we cannot guarantee that these will be returned. Documents not in English should be accompanied by a translation. If we require a notarised translation, we will request this later.

This questionnaire should be completed after reading the UKCISA guidance on assessing tuition fee status ([http://www.ukcisa.org.uk/student/info\_sheets/tuition\_fees\_ewni.php](http://www.ukcisa.org.uk/student/info_sheets/tuition_fees_ewni.phpa) and <https://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status#RL>).

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| --- | --- |
| 1. About you | |
| Full name |  |
| Date of birth |  |
| Nationality |  |
| Other nationalities |  |
| Correspondence address |  |
| Email address |  |
| 1. About your course | |
| Course applied for (e.g. BA History) |  |
| College (if known) |  |
| Course start date |  |
| 1. About your family | |
| If your parents/guardians or spouse/civil partner are a UK or EU national, or an EEA or Swiss national, please give details |  |
| 1. About your residency | |
| Please provide details of where you have lived over the ten years prior to the start of your intended course. Please give approximate dates for your residency in each location and a summary of your purpose or reason for residency. If you are or have been ordinarily resident in two countries concurrently, please provide details of this as above. You may supply further details on a separate sheet if necessary. | |
| Where do you currently live and what is your main reason for residency? How long have you lived there? |  |
| Previous residency and duration (if relevant) |  |
| Previous residency and duration |  |
| Previous residency and duration |  |
| Previous residency and duration |  |
| Previous residency and duration |  |
| 1. Temporary absence | |
| If you are ordinarily resident in the EEA/Switzerland/EU Overseas Territories but are or have been temporarily absent from this area for work, study or other reasons, please provide dates below with the reason for your absence. Please also provide details of return visits made to your country of ordinary residence. | |
| Temporary absences |  |
| Return visits |  |
| 1. Immigration information | |
| Date you arrived in the UK  (date, month, year) |  |
| What is your current immigration status in the UK? On what date does it expire? |  |
| 1. About your family’s residency | |
| Please provide details of where your family has lived over the ten years prior to the start of your intended course. Alternatively, If you wish to claim Home/EU fee status through a relevant family member, please indicate this and fill in this section for that family member only. Please give approximate dates for their residency in each location and a summary of their purpose or reason for residency. You may supply further details on a separate sheet if necessary. | |
| Who does this information concern? | Your family (parents/guardians)  A relevant family member (spouse/civil partner/parent/grandparent) |
| Where do they currently live and what is their main reason for residency? How long have they lived there? |  |
| Previous residency and duration (if relevant) |  |
| Previous residency and duration |  |
| Previous residency and duration |  |
| Previous residency and duration |  |
| Previous residency and duration |  |

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| 1. Evidence checklist | |
| Nationality/nationalities (e.g. passport or ILR card) | provided |
| Immigration status (e.g. visa) | provided  N/A |
| Proof of date of arrival in the UK, if relevant (e.g. passport stamp, plane ticket or other evidence of travel) | provided  N/A |
| Nationality of any relevant family members, if you are claiming Home/EU status through them (e.g. passport) | provided  N/A |
| Proof of your relationship to your relevant family member, if claiming Home/EU status through them (e.g. birth certificate or marriage certificate) | provided  N/A |
| Your residency over at least the last three years (e.g. rent agreements or employment contracts: one document for each country in each year) | provided |
| Your relevant family member’s residency over at least the last three years (e.g. rent agreements or employment contracts: one document for each country in each year) | provided  N/A |
| Visits made to EEA/Switzerland/EU Overseas Territories whilst temporarily absent (e.g. flight booking confirmations or travel tickets) | provided  N/A |
| 1. Declaration | |
| I confirm that the information is this form is correct and accurate to the best of my knowledge. I understand that additional or original documents or notarised translations may be requested to complete the assessment of my fee status. | |
| Signature (typed if completed electronically) |  |
| Form completed by |  |
| Date form completed |  |