



Queen Mary
University of London

Fee Status Assessment

**Guidance Notes on how to
complete your fee status
questionnaire**

qmul.ac.uk/contact

Overview:

If you feel your fee status classification is incorrect and you would like it reviewed, you are advised to complete our fee status questionnaire in detail and provide supporting documents before enrolling or re-enrolment at the University. If you do not provide required information or evidence, we may need to request it, or confirm decision based on information provided.

Category:

Please indicate if you know the [UKCISA](#) category your fee status can be considered against. Please view UKCISA categories 1 – 11b and PDF guide.

Personal Details:

Complete all the fields listed under this section with full details of your Queen Mary ID, Course title and Course start date.

Current and Previous Residence:

We require full history of all the country or countries you have lived since birth, including dates and reasons for residence. Please complete this in a chronological order and advice on main reason of your residence. If you have been resident in the UK or abroad, we may ask you to provide evidence to confirm your residence. **Please note** that documents requested should be in your parents or guardians name and we may require their passport or legal document to confirm relationship.

Immigration Status:

Please tick the relevant permission you currently hold and provide photocopies of your passport, Share code, ID card or visa.

Home office letter are not considered sufficient evidence of immigration status and cannot be reviewed on its own

From 2025 the UK is moving to a fully digital process for visas and phasing out all physical proofs of immigration status. Please note, we may require physical evidence of documents to review and confirm decision on your fee status.

Ordinary Residence:

Ordinary residence refers to the place where you have been living a “normal, continuous, habitual lifestyle”. There are the 2 exceptions under Ordinary Residence rule - **Temporary absence** and **ordinary residence in 2 countries** and we will review requests in line with UKCISA definitions. Applicants/ Students who wish to be considered under the exceptions will be required to provide official evidence needed and sufficient proof.

Documents required⁽¹⁾:

Some or all of the documents listed below may be requested to prove your residency. Providing full and clear outline of your scanned documents will enable us to confirm decision on your fee status classification. We recommend that you note the checklist below and upload your documents with clear subject titles of evidence provided.

Evidence to confirm Ordinary Residence

Please note we will require official scanned copies of evidence listed below:

1. Reason for absence in the relevant residency area: Provide details of the reasons for your absence or residence in another country, with a clear outline of months/years you have lived abroad.
 2. Advice if you and your family have returned to the UK or relevant residency area with evidence (flight record, boarding pass, visa stamps, freight record) of return to the UK.
 3. Evidence of your parents'/guardian temporary work contract. Contracts must explicitly include the start and end date of employment. Where a contract of employment has been extended, we require copies of the original contract and all subsequent unbroken extensions.
 4. Other evidence required: While resident abroad:
 - Did your parents maintain their property in the UK? If yes, who was living in the property?
 - Evidence if parents' property was rented - rental agreement, letting agents or management letter.
 - Evidence of regular travel to the UK and where you lived when visiting the UK. Require evidence of travel or flight details, hotel reservations, rental apartment or if you stayed with family and friends.
 - Evidence of travel or visits to the UK? Did you travel to the UK with family or on your own?
 - full list of dates and duration of your return trips or visits to the UK. Please also provide relevant evidence of these returns, such as flight confirmations, in the last 3 years.
 5. Evidence of return to the UK & Islands/EU/EEA/Overseas Territories: If you have returned permanently to the UK & Islands (Channel Islands and Isle of Man)/EEA or Overseas Territories following a period of absence, we require evidence of
 - mortgage/tenancy agreement to confirm residency
 - utility bills (specifically water, gas or electricity) in your parents' name - one utility bill for each year required.
- Please note bank statements or council tax evidence are not sufficient on its own.
- Official evidence of termination of parent's employment contract abroad.
 - Evidence of employment contract or letter of employment in the UK from HR department, with dates.

Documents Required (2):

Additional Information:

You should use this section to provide additional information that will be relevant to us when reviewing your fee status. Outline key information to support why you believe you qualify for home fees.

Returning your questionnaire

Please ensure:

- you do not upload more than one copy of your document.
- your documents have clear subject titles/names
- you collate or group all your document together in a date order (council tax statements/utility bills in the last three years – (for example - 1st September 2022 – 31st August 2025)
- your documents are provided in English or certified translations plus

original copies are included.

Declaration:

Review and confirm the information and evidence you have provided is accurate. Do not forget to sign and confirm the date you completed your questionnaire.