



## **Immigration Applications**

Complying with the SRA  
Transparency Rules

May 2020

# Immigration Applications

The Solicitors Regulation Authority's Transparency Rules mean that law firms must display cost and service information for immigration services provided to individuals. We set out below the services Deloitte LLP provides to individuals, which includes services we provide to corporate clients for the benefit of their employees.

## Application Type – Categories

Deloitte LLP offers services to individuals in respect of the following immigration applications:

- 1. Points Based System (PBS) categories, such as the Tier 1 and Tier 2 categories**
- 2. Settlement for family members of persons present and settled in the UK**
- 3. British Citizenship**
- 4. Residence and settlement applications for EEA nationals and their family members**
- 5. Other immigration categories, such as the innovator, start-up and visitor categories, UK ancestry and those based on long residence\***

\*If you require assistance with a matter not listed above, please contact us and we will be pleased to assess if we can assist. You are under no obligation to instruct us following the provision of costs and service information from us to you.

## Scope of Services

Our scope of service will be tailored to each individual client's requirements. Below we list a typical scope of services for assisting an individual with a UK immigration application. However, please note that this can be tailored for each client depending on their needs:

- Taking instructions from the client;
- Providing detailed advice in respect of the application including the requirements, application process and supporting documents to be provided;
- Reviewing and drafting supporting documents, where required;
- Drafting the application form to send to the client for review and, if required, amending in line with client's comments;
- Preparing a letter of representations to the relevant authority in support of the application;
- Submitting the application form online and making an appointment for the submission of the application;
- Responding to any queries from the client and/or the relevant authority in respect of the application;
- Providing a follow-up advice letter once the decision is issued, outlining any ongoing obligations; and
- Upon approval of the application, reviewing and ensuring that the approval documentation has been issued correctly.

Our standard scope of service excludes:

- Accompanying a client to a biometric appointment (this is possible for an additional fee which will depend on the location of the biometric appointment).
- Drafting any non-immigration related documents – e.g. whilst we advise clients on the Innovator, Start-Up and Tier 1 (Entrepreneur) immigration categories, we do not draft business plans required in support of each application.
- We are also not responsible for preparing any translation of documents although, at our clients' request, we may obtain a fee quotation from a translation company to do so.

The above scope of service and exclusions apply to all of the above listed immigration services we provide.

## Timeline

The timeline for reaching each milestone will depend on which immigration category the client is applying in – e.g. it will take much longer to review the documents provided to us for a long residence application as this is a document heavy application, than to assist a client applying to come to the UK in the Tier 2 work category, who already has an offer of employment and a certificate of sponsorship issued by their UK employer.

Your application will also be impacted by the processing times of UK Visas & Immigration. UK Visas & Immigration processing times are dependent on the application type, where it will be submitted, the complexity of the case, as well as the submission methods available (i.e. if priority processing is available). UK Visas & Immigration processing times may be accessed [here](#).

Deloitte LLP aims to submit applications within three to six weeks of instruction. However, this timeframe is dependent on the timely provision of the relevant information by the client and complexity of the matter. Please see below a breakdown of the key stages in an application in all immigration categories listed above:

Stage	Actions	Timeline	Factors that may impact the timeline
<b>Stage 1</b>	Provision of an advice note regarding your application, including a request for any documents required in support of the application	Within one – two weeks of receipt of the signed engagement letter.	The complexity of the applicant's circumstances and background information provided.
<b>Stage 2</b>	Review of documents provided and drafting the application forms to send to the client for review.	Within one – three weeks of receiving all documents.	The timely provision of information and documentation from the client - where documents and information are required from multiple sources, the timeline may be longer.
<b>Stage 3</b>	Submission of the application form and supporting documents to UK Visas & Immigration and booking an appointment for the client to attend a visa application centre to enrol their biometric information.	Within one week of receiving the client's approval of the application form.	Visa application centres operate a live booking system and we strive to secure the earliest available appointment in line with the client's availability.
<b>Stage 4</b>	Provision of a follow up advice note to the client following receipt of a decision.	Within one to two weeks of receiving a decision from UK Visas & Immigration.	The timeline for receiving a decision is dependent of UK Visas & Immigration processing time for the chosen visa category (please refer to the link above).

## Costs Information

### Our fees

Deloitte LLP will agree a fixed fee with the client at the outset of the matter. The estimated fees for our services to individuals fall within the ranges set out below:

1. **Tier 1 of the PBS** - £2,000 - £30,000
2. **Tier 2 of the PBS** - £500 - £10,000
3. **Settlement** - £1,500 - £15,000
4. **British Citizenship** - £2,000 - £15,000
5. **EEA applications** - £500 - £8,000
6. **Other categories (as listed above)** - £1,500 - £18,000

VAT is applicable to the above fees at the current standard rate (20 percent). The above does not include disbursements, which are outlined below.

The fixed fee we agree with the individual will take into account:

- the application type within each category (e.g. a long residence application is more document heavy than a visit visa application);
- the number of applicants applying (i.e. if the main applicant is applying with any family members as his/her dependants);
- the seniority and experience of the team members assisting;
- the client's chosen scope of service (please see above – the scope may be tailored to the client's individual needs); and
- the timescale for making the application, e.g. if a client requires urgent assistance with a short deadline for submission.

In addition to the above, the fee ranges provided assume that there are no discretionary elements or complexities with the application, such as negative immigration history, criminal or civil convictions or that the submission date is time sensitive. In the event that there are discretionary elements to an application, the fee may be higher than those quoted, but will be agreed with the client in advance taking the individual circumstances into consideration.

### Example fee quotation

*An individual who meets all of the requirements wishes to apply to naturalise as a British citizen. She has no discretionary elements to her application and chooses the example scope of service as set out above.*

The client will be assisted by an analyst in the team, working to a manager and supervised by a partner. We estimate that the number of hours to complete the application will range between six to 12 hours. Therefore, based on the seniority and experience of team members assisting and the estimated hours to complete the matter, the fee for this application will be in the range of £3,500 to £8,000. This fee is exclusive of VAT and disbursements and expenses (see below).

## Disbursements/Expenses

### Disbursements

Disbursements are costs that we will pay on the client's behalf in relation to their application, such as the payment of UK Visas & Immigration application fees, Immigration Health Surcharge and value added services (if any) in respect of application submission methods, i.e. priority processing fees. VAT is not payable on these disbursements.

UK Visas & Immigration application fees from 29 March 2019 may be accessed [here](#).

### Expenses

Expenses are costs which will be incurred by us following the client's agreement to reimburse us, for example, translation agency fees. We will brief the client in advance if any such expenses are likely to be incurred in relation to their matter.

Please note that clients may obtain translations themselves. Alternatively, Deloitte will obtain a fee quotation for the translation for the client's approval. Upon approval, we will arrange and pay the fee for the translation to be completed and charge it back to the client.

### Example translation cost

The cost of a translation will depend on the factors below:

- the language of the original document;
- the language to which it is to be translated;
- the timescale for the translation (e.g. is it urgent);
- the length of the document; and
- the complexity of the translation.
- On average, clients may expect the minimum translation fee to be £60 GBP plus VAT, regardless of the word count and the upper end of the fee scale to be £185 GBP plus VAT per 1,000 words to be translated.

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 **Experience and qualifications**

Deloitte LLP's UK immigration team has considerable experience in assisting clients with their immigration needs. The team can assist in all areas of immigration as outlined above and assist all clients from large multi-national companies to private individuals.

Our dedicated team of over 150 fee earners includes 22 qualified solicitors ranging from 0 to 25 years post qualified experience. Jurga McCluskey leads the Immigration Team at Deloitte LLP, supported by Katrina Cooper and Emily King. Jurga, Katrina and Emily are all Partners and qualified solicitors and supervise all immigration services provided by the team.

**Jurga**

Jurga has significant experience (15+ years) in servicing international clients dealing with global scale corporate immigration advice and strategy. She deals with all immigration matters including highly complex corporate and personal immigration matters. She gives strategic business advice to international clients, develops innovative services and is a frequent voice in the media as an immigration expert.

**Emily**

Emily has 15 years' experience providing UK and global immigration services to a variety of clients. She has worked in the UK and Hong Kong, where she has led teams focussed on UK immigration, Asia, and EMEA. Emily is experienced in advising clients with complex global immigration needs, whether supporting with companies' first entry into an emerging country or providing benchmarking and consultation on immigration programmes in established locations.

**Katrina**

Katrina is a UK and Australian-qualified lawyer with 25 years' experience and a wealth of experience across all aspects of employment-based immigration. Katrina's extensive experience working with large corporate and multinational companies across various industry sectors has built her a reputation of being able to provide innovative and pragmatic solutions.



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