

FAMILY RECORD FORM

Please complete this form and return it to your Programme Officer when your family arrives in the UK. You must provide a share code for each dependant so that we can keep a record of their visa on file. You must also provide evidence of the proof of entry to the UK for each dependant in order to claim allowances. Please enclose copies of the used boarding passes for each dependants' arrival to the UK.

Name: _____

Scholar ID: _____

Exact date your family arrive in the UK: _____

	Full Name	Date of Birth	UKVI Share Code
Spouse			
Child 1			
Child 2			
Child 3			

Are all the above family members staying at the same address as you and intending to stay for at least three months? ☐ Yes ☐ No

You are responsible for ensuring that your family's visas are extended to cover the period they wish to remain in the UK. Copies of any visa extensions should be sent to your Programme Officer to ensure any due payments are continued.

I declare that the details given above are correct and that I have read the regulations in the *Handbook for Commonwealth Scholars and Fellows* regarding spouse and family allowances. I will keep the Commonwealth Scholarship Commission Secretariat informed of any changes in my family circumstances including any time my family spends outside of the UK.

Signature: _____ Date: _____

The CSC is committed to protecting your personal information and to being transparent about the information we are collecting about you and what we do with it. To find out more, please see our privacy notice: <http://cscuk.dfid.gov.uk/privacy-notice>

Returning the form

Please return this form to your Programme Officer.

For Official Use

Approved (PO): _____ Date: _____ Approved (SPO): _____ Date: _____ Code: _____ Backdate to: _____

Input (PA): _____ Date: _____ Checked (POF): _____ Date: _____