

Below is a list of documents that you may be required to submit with a Change of Conditions application.

Please note:

- This is a suggested list only.
- It may not all be relevant in your case.
- The Change of Conditions (CoC) application can be submitted even if you cannot provide all the evidence, as long as you provide a very clear reason for this in your application, though it is best to provide all the evidence that you can to reduce the risk of delay or refusal.
- It is particularly important to provide all bank statements requested, including dormant accounts, savers accounts and children's accounts. This is the case, even if the accounts are not in regular use or contain no funds as the Home Office is likely to carry out a credit check and will request any statements that have not been provided, which prompts delays and questions.
- If you are applying as a family, the Home Office will assess your finances as a family and you will therefore usually be required to provide documents from all family members (e.g. partner and children).
- The government also provides a suggested list of evidence here:
<https://www.gov.uk/government/publications/application-for-change-of-conditions-of-leave-to-allow-access-to-public-funds-if-your-circumstances-change/guidance-on-applying-to-change-your-permission#evidence-you-should-provide>
- Documents are submitted via an online portal, so you do not need to provide physical documents with the application.

Immigration/ID:

- Copy of passport
- Copy of BRP if available (you can provide this even if it expired on 31/12/24)

- Screenshots of evisa
- Copies of ID for partner, children or other dependants (e.g. BRP, Home Office decision letter, British passport or certificate of registration, birth certificate)
- Home Office letter/email about your most recent grant of leave to remain

Financial Information:

Bank statements:

- 6 months bank statements for all accounts held by all members of your household, even those belonging to children or ones that are rarely used

Loans/ debts:

- Recent credit card statements (e.g. the most recent month)

Other:

- Bills that show your average spending
- Letters about any benefit payments
- Letter about child maintenance payments from the Child Maintenance Service/ Child Support Agency
- Support letters from friends/ family/ charity/ community about loans/financial support (if applicable - we can provide templates if needed). These letters should clearly explain the limits of the support provided.
- Food bank vouchers

Employment:

- Payslips for every month from every job that you have had in the last 6 months
- Contract
- P45/P60 forms

Housing:

- Tenancy agreement
- Eviction documents such as:
 - Letter about rent arrears
 - Notice seeking possession
 - Eviction warrant
- If you are being supported by a council, you can ask them for a letter/email confirming their support (this is sometimes called 'section 17 support')

Health:

- Medical letters

Family:

- Statements/pictures from dependent children showing how the situation is affecting them and anything that they want to highlight to the Home Office
- Support letter from school (if they school are providing extra support/proof of address)

Other:

- Any other evidence that you think is relevant and proves what you write in the application

