

We want you to hit the ground running with Immigo – and that means, having your client data ready to go. We’re happy to import your historical data for no charge, as long as we can do it in under four hours. Here are some tips on how you can help us achieve this.

Combine All Data into One Excel Sheet

It always works best if you can send us all your data in one Excel sheet, rather than sending one sheet per client – this way, the data will be in consistent format and will take us much less time to import.

Use Consistent Terminology

- Make sure that the terminology used is consistent – for example, if you’ve got a list of document expiry dates to be tracked, make sure that you’re naming the document consistently (i.e. “Entry Clearance for Tier 2 (ICT) Long Term” every time, rather than sometimes using “Tier 2 ICT Long Term Entry Clearance”).
- Check carefully for typos too!
- If you’re using Immiguru as well as Immigo, try and make sure that any process specific terminology (immigration process names, issued document names) matches Immiguru terminology

Separate Data Line by Line into Different Columns

Try and separate out your data as much as you can – for example, put addresses into several columns (Address Line 1, Address Line 2, Address Line 3, Postcode, Country – rather than having the whole address in one Excel field).

Be As Specific As You Can

Immigo is designed to allow a very granular level of detail and reporting. To fully benefit from this, it’s best if you can give us as much detail as possible (for example, tell us dependent type – spouse, child, same-sex partner – rather than just indicating that someone is “a dependent”).

When preparing data for migration, please feel free to give us a call or email us so that we can help you get it in the best shape possible – we are always glad to hear from you. Email support@peregrine.im or call +44 207 993 6860.