

## NON-SETTLEMENT CHECK LIST

VISA APPLICATIONS ARE ASSESSED ON THE INFORMATION PROVIDED ON THE APPLICATION FORM AND DOCUMENTS SUBMITTED. FOR FURTHER INFORMATION ABOUT APPLYING FOR A VISA GO TO [www.vfs-uk-ug.com](http://www.vfs-uk-ug.com) AND [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk). IN ORDER TO ASSESS YOUR VISA APPLICATION, YOU ARE ADVISED TO SUBMIT THE FOLLOWING AND ANY OTHER DOCUMENTS YOU CONSIDER RELEVANT TO YOUR APPLICATION.

YOU ARE ADVISED TO SUBMIT ORIGINAL DOCUMENTS, ACCOMPANIED BY PHOTOCOPIES. ALL BANK STATEMENTS SHOULD ORIGINATE FROM THE ISSUING BANK AND SHOULD NOT BE INTERNET PRINTOUTS. SUCH STATEMENTS MAY NOT BE ACCEPTED. FOR DOCUMENTS ORIGINATING OVERSEAS, LEGALLY CERTIFIED COPIES WILL BE ACCEPTED.

VFS WILL ONLY ADVISE ABOUT DOCUMENTARY REQUIREMENTS.

ORIGINAL DOCUMENTS MAY BE RETAINED BY THE BRITISH HIGH COMMISSION, IF YOU DO NOT SUBMIT COPIES.

WHERE AN APPLICANT IS UNDER 18 YEARS OF AGE, YOU SHOULD PROVIDE THE ORIGINAL BIRTH CERTIFICATE. PARENT'S/GUARDIAN SHOULD PROVIDE WRITTEN CONSENT FOR APPLICANTS TO TRAVEL WITH COPIES OF ID OR PASSPORT. IN THE EVENT OF A SOLE PARENT YOU ARE ADVISED TO SUBMIT ANY EVIDENCE OF SOLE RESPONSIBILITY.

Completed VAF in Black Ink		Valid Passport (at least 6 months validity)	
Photocopy of passport data page		Appropriate passport sized picture	
Letter from parent/guardian (where applicant is under 18 years & not travelling with both parent's/guardian)			
Visitor <input type="checkbox"/>	Family Visitor <input type="checkbox"/>	Visit (Student) <input type="checkbox"/>	Visit (Other) <input type="checkbox"/> Other <input type="checkbox"/>
<b>PRIORITY DOCUMENTS</b>			
	Org	Copy	
Applicant's bank statements covering last 6 months			Invitation letter from UK host
Letter from college/school or letter from employer			Photocopy of host's passport and status in the UK
Applicant's payslips			UK host's bank statement
Bank form for each set of bank statements provided			Letter of sponsorship from financial sponsor
Financial sponsor's bank statements covering last 6 months			
<b>UK HOST DOCUMENTS</b>			
	Org.	Copy	
Host's utility bills			Host's payslips
Host's mortgage documents/tenancy agreement			Host's letter from employer
<b>FINANCIAL SPONSOR'S DOCUMENTS</b>			
	Org.	Copy	
Letter from financial sponsor's employer			Passport
Payslips			
<b>APPLICANT'S DOCUMENTS</b>			
	Org.	Copy	
Student ID card			Note Verbal
UK hotel reservation			Birth certificate
Flight booking			Letter from parents/guardian authorising travel with passport or ID
<b>VISITOR (STUDENT)</b>			
	Org.	Copy	
UK college acceptance letter			College letter regarding accommodation
ATAS/UKAS results			College extension letter
Transcript of Academic records/Educational certificates			Certificate of Registration
School fees receipt/invoice			
<b>BUSINESS VISITOR</b>		<b>VISITOR IN TRANSIT</b>	
	Org.	Copy	
Letter from your company regarding trip			Confirmed flight booking showing onward international travel within 48 hrs of arrival in UK
Letter from UK company about business trip			Evidence you are acceptable to the Immigration authorities at destination

Staff Initial:

Date:

**NON-SETTLEMENT CHECK LIST**

DATV		MEDICAL			
	Org.	Copy		Org.	Copy
Confirmed flight booking arriving at and departing from same UK airport on same day			UK doctors letter showing your medical condition and estimated cost and duration of treatment		
Evidence you are acceptable to the Immigration authorities at destination			Letter from doctor in your country of residence confirming medical condition		
			Appointment letter for proposed treatment		
ADDITIONAL DOCUMENTS					
	Org.	Copy		Org.	Copy

**Declaration:**

The British High Commission checks for forged documents submitted with all applications. I, \_\_\_\_\_ am aware that I need to provide sufficient evidence in support of my application for entry clearance and that failure to do so, may result in my application being refused. I am also aware that BHC will make enquiries with relevant institutions who will release personal information and I agree to the release of such information. In addition, I am aware that should I submit non-genuine documents or make false representations, my application will be refused. I have also been advised that any subsequent application following submission of a non-genuine document or where false representations have been previously employed will be refused for 10 years under accordance with paragraph 320(7)(a) and 320(7)(b) of the Immigration Rules.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Staff Initial:

Date: