

## POINT BASED SYSTEM 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	
IOM TB certificate (if aged 11 and over and if going for 6 months or more)			
Letter from parent/guardian (where applicant is under 18 years & not travelling with both parent/guardian)			

TIER 1				
			Original	Copy
1	Qualification	Education Certificates (Naric Optional)		
2	Previous Earnings	Bank Statements (as per PBS requirement) Evidence of Salary (Payslips, Letter from Employer)		
3	UK Employment	Evidence of UK Experience (i.e. qualification or letter from UK employer)		
4	Maintenance	Evidence of Funding (bank statements)		
5	English Language	Certificate of English qualification if required		
TIER 2				
			Original	Copy
1	C O S Number			
2	Maintenance	Evidence of Funding (bank statements) or Letter from sponsor		
3	Qualification	Educational Certificates		
4	English Language	Certificate of English qualification if required		
TIER 4				
			Original	Copy
1	Visa Letter/CAS			
2	Original Document provided to sponsor			
3	Maintenance/funds			
TIER 5				
			Original	Copy
1	C O S Number			
2	Maintenance	Evidence of Funding (bank statements) or Letter from sponsor		
ADDITIONAL DOCUMENTS				
			Original	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: