



Full Name:

GWF Reference

Category of application

Passport Number:

Date/Location of appointment:

Passport Photograph

This checklist is for you to identify the documents you are submitting with your application. It is not a list of documents that you must provide but an indication of the types of documents that are commonly submitted. Further guidance is available at [www.gov.uk/government/organisations/uk-visas-and-immigration](http://www.gov.uk/government/organisations/uk-visas-and-immigration) . Please complete and bring this document to your appointment.

SUPPORTING DOCUMENTS SUBMITTED		Original	Copy
1.	Valid passport or travel document		
2.	Number of passports submitted .....		
3.	One recent photograph as per UKBA guidelines		
4.	Evidence of your permission to be in the country where you are applying, if you are not a national of that country		
<b>PURPOSE OF APPLICATION (INCLUDING ANY RELATED ARRANGEMENTS)</b>			
5.	Evidence of arrangements made. Such as: tour details/flight details/letter of invitation/evidence of sponsors immigration status in the UK		
<b>EVIDENCE OF CURRENT EMPLOYMENT (OR STUDIES)</b>			
6.	Evidence of the employment and all income stated on application form. Such as: letter from employer / pay slips / tax returns / business registration documents / business bank account statements /		
7.	Evidence of being in education (where applicable):		
8.	Evidence of qualifications obtained		
<b>FINANCES</b>			
9.	Evidence of the monthly income stated on application form. Such as: Bank statements / bank books / bank letter / balance certificate / tax returns / crop receipts /		
10.	Evidence of ability to meet costs of trip, as stated on application form. Such as: The bank statements of the person paying for the trip.		
<b>ACCOMMODATION</b>			
11.	Evidence of assets like property or land. Such as: Property deed / mortgage statements / tenancy agreements / accountant's letters / land registration documents		
12.	Evidence of UK accommodation and travel details such as: hotel booking confirmation / travel booking confirmation / travel agent confirmation /sponsor accommodation details		
<b>ADDITIONAL INFORMATION</b>			
13.	Evidence of your marital status, such as: marriage certificate / civil partnership certificate / divorce certificate / death certificate /		
14.	Evidence of family members remaining in your home country whilst you travel		
15.	Any other documentation. Such as: evidence of any correspondence/ TB certificate		

- I confirm that I have read the guidance and there are no other documents to submit. For documents which are not in English, I have provided a certified translation.
- I understand that a decision may be made on my application based on these documents only.
- If I have paid the fee for a long term visa, I am aware that the decision on the length of the visa granted will be made by the visa officer. If the long term visa is not granted then the difference or the fee will not be refunded.

**For Official Use Only**

Date: \_\_\_\_\_ Submission Officer's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**BARCODE:**