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Home Office
UK Border Agency

You should read this information guide to help you decide which documents will be useful in supporting the statements that you have made on your visa application form.

It is not a list of documents that you must submit. We do not expect you to provide all of the documents listed below, it is for you to decide which documents are most relevant to your application.

The submission of all or any of these documents does not guarantee that your application will be successful.

Guide to supporting documents

Non PBS Employment

Information about you

Completed visa application form In some countries you must apply online. You should use the 'Where to apply' tool to determine whether you make an online application	➢ If your country does not support online applications you must complete and submit a VAF 2 ➢ If you make an online application you must also print off the application form and submit it with any supporting documents you have chosen to submit.
A current and valid travel document or passport	We will not issue a visa if you do not have a valid passport or travel document to put the visa in.
One passport sized colour photograph	This must comply with the requirements in our photo guidance
Evidence of your permission to be in the country where you are applying, if you are not a national of that country	This could be a residence permit, 'green card' or valid visa showing your current immigration status
Previous passports	These are to show your previous travel history
Tuberculosis (TB) testing (where applicable)	Residents aged over 11 from certain countries applying for a visa to come to the UK for longer than 6 months need to get a certificate confirming that they are free from infectious Tuberculosis (TB) before applying for a visa. A list of these countries along with information on TB testing can be found on the UKBA Pages
Evidence of your marital status to show your personal ties in your country	This could include a marriage certificate, a civil partnership certificate, a divorce certificate or a death certificate
Evidence of your current employment or studies	This could include: ➢ a letter from your employer on company headed paper – detailing your salary and the length of your employment, confirming that you have been given time off work, and stating whether this time off is paid or unpaid ➢ a letter from your education provider on headed paper – confirming your enrolment and leave of absence ➢ business registration documents confirming the business owner's name and the date when the business started trading

Information about your finances and employment

You can submit any of the following financial documents to provide us with evidence of how your trip is to be funded. You should consider including evidence of your total monthly income from all sources (such as employment, friends, family, savings and property).

- If you are providing documents from a joint account then please explain who the other account holders are, and why you have permission to spend money from the account
- If your spouse or partner is employed you should also consider providing their employment and financial details
- If you are not funding your visit yourself, the person who will fund it should consider supplying the evidence.

Bank statements or bank books	Showing what has been paid in and out of an account for up to the previous six months, and naming the account holder. If you have made deposits in your account that are not in keeping with the account history then you may wish to explain the origins and timing of these deposits.
Bank letter or balance certificate	Showing the account balance, the account holder's name and the date when the account was opened.
Payslips	Covering up to the previous six months. If your salary is paid directly into your bank account, you should consider providing the statements showing these payments
Tax returns (business or personal)	You could include recent documents from your government tax office, confirming your income and the amount of tax that you have paid
Business bank account statements	If you include these you may wish to explain why you are allowed to spend the money from a business account
Evidence of income from property or land	This could include property deeds, mortgage statements, tenancy agreements, accountant's letters, land registration documents or crop receipts. If the property or land is registered in several names, you may wish to explain how much you own. If the money earned from the land is shared, you may wish to say how it is divided

Accommodation and travel details

You may wish to submit any of the following documents to provide us with evidence of your accommodation in the UK. We advise that you do not make any payments for accommodation, travel and so on until you have received your visa.

Details of accommodation in the UK	This could be: ➢ accommodation details with a supporting letter from the occupant or owner confirming who lives in the accommodation and that you are able to stay there ➢ a letter from your employer/ company detailing what accommodation they will be providing for you

Information about your stay in the UK

Depending on the reason for your stay, you may wish to provide some of the following documents to help to show us what you plan to do while you are in the UK.

Domestic Worker

Evidence that your employer is able to support you while you are in the UK and that they do not intend to stay for longer than 6 months in the UK	➢you could include a variety of any of the financial documents outlined above in the 'Information about your finances and employment section. ➢this could be in the form of a letter or visa demonstrating that they do not intend to stay in the UK for more than 6 months.
Full details of your employer	A copy of the bio-data pages of your employer's passport along with any previous ones. You should also consider providing copies of all stamped pages

Evidence that you intend to work for your employer in the UK and that you do not intend to take any other employment.	The Immigration Rules state that you **must** have written terms and conditions of employment as specified in UKBA Guidance Terms and Conditions Statement
Evidence that you have been employed as a domestic worker under the same roof as the employer or in a household that the employer uses for himself on a regular basis for one year or more in a household	The Immigration Rules state that you **must** provide a letter from your employer confirming that you have been employed for over a year. In addition, you must provide evidence in at least one of the following ways; ➢evidence of payment of salary in the form of bank statements, pay slips, tax and health contributions or work records; ➢a visa, residence permit or passport endorsement that permits work in the country in which you have been working; ➢ visas that confirm previous travel with the same employer; or ➢a contract of employment with your employer.

Seafarer

Letter of guarantee from your agent	Our Entry Clearance Officer will find it helpful if the letter contains information on: ➢ the port where you intend to join your ship ➢ the ship's next port of call ➢ the route of the ship in the 3 months immediately before you join ➢ the planned route of the ship for the 3 months after you intend to join (cargo ship and tankers are exempt from this requirement) ➢ the vessel IMO number or Serial Number
Evidence of your employment	➢ an employment contract - including your details, your employer's details and the period of your employment. ➢ Certificate of Proficiency (COP) ➢ Certificate of Competency (COC) ➢ Seafarers books (both current and old)

Sole Representative

Evidence from your company	A full description of your company's activities, which could include the following; ➢ company's assets and accounts ➢ full details of the company's share distribution for the previous year ➢ confirmation that the overseas company will establish a wholly owned subsidiary or register a branch in the UK ➢the company's business plan for UK activities Your company should also consider providing a statement confirming that; ➢ you will be their sole representative and that they have no other branch, subsidiary or representative in the UK ➢ their operations will remain based overseas ➢ you are fully familiar with the company's activities and that you have full powers to negotiate and take operational decisions without reference to them..
Evidence from you	You should consider providing: ➢ a copy of your job description, salary and contract of employment. ➢ a statement confirming that you will not engage in business of your own or represent any other company. ➢ evidence that you have the required level of proficiency in the English language – see our English Language Requirements for Tier 2 Migrants for full details.

UK Ancestry

Evidence to support your claim to UK Ancestry	This could be: ➢ your full birth certificate and marriage certificate ➢ your parent's full birth certificate and marriage certificate ➢ your grandparent's full birth certificate and marriage certificate ➢ an adoption certificate
Evidence of any employment that you may have already arranged or evidence that you will actively seeking employment in the UK	You could include: ➢ a letter from a prospective employer providing salary details and starting date