



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

Please note that all the specified documents must be original and in English or Welsh otherwise you must include a certified English translation that can be independently verified by the Home Office.

## Guide to supporting documents

Point-Based System Tier 2 (Intra Company Transfer)

You should also read the Policy Guidance: [Tier 2 policy guidance](#)

### Information about you

<p>Completed visa application form: In some locations you can only apply by making an online application. You should check on our <a href="#">supported countries page</a> to see if you should make an online application</p>	<ul style="list-style-type: none"> <li>• If your country does not support online applications you must complete and submit application form <a href="#">VAF9</a> and <a href="#">Appendix 5</a></li> <li>• If you make an <a href="#">online application</a> you must also print it off and submit with your supporting documents</li> </ul>
<p>A current and valid travel document or passport</p>	<p>You will not be issued a visa if you do not have one of these</p>
<p>One passport-sized colour photograph</p>	<p>This must comply with the requirements in our <a href="#">photo guidance</a></p>
<p>Evidence of your permission to be in the country where you are applying, if you are not a national of that country</p>	<p>This must show your current immigration status. It could be a residence permit, 'green card' or valid visa.</p>
<p>Previous passports</p>	<p>These are to show your previous travel history</p>
<p>Translations: The original translation must contain confirmation of the following from the translator:</p>	<ul style="list-style-type: none"> <li>• That it is an accurate translation of the original document</li> <li>• The date of the translation</li> <li>• The translators full name and signature</li> <li>• The translators contact details</li> </ul>
<p>Tuberculosis screening</p>	<p>If you are a person from a country listed in <a href="#">Appendix T</a> Part 1 making an application for entry clearance to come to the UK for more than six months, you must present, at the time of application, a valid medical certificate issued by a medical practitioner listed in <a href="#">Appendix T</a> Part 2 confirming that you have undergone screening for active pulmonary tuberculosis and that this tuberculosis is not present.</p>

## Sponsor

<p>Before you apply under this category, you must have:</p> <ul style="list-style-type: none"><li>• a sponsor; and</li><li>• a valid certificate of sponsorship</li></ul> <p>Your sponsorship is confirmed in your certificate of sponsorship. You must give your certificate of sponsorship reference number when you apply.</p>	<p>Your certificate of sponsorship must:</p> <ul style="list-style-type: none"><li>• have the same details as in your passport;</li><li>• be assigned to you by your sponsor no more than three months before the date you apply;</li><li>• have not been withdrawn by your sponsor or us.</li></ul>
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Further guidance on [sponsors](#) can be found on this website.

## Current employment

Tier 2 (Intra company transfer) is for employees of multinational companies who are being transferred by their overseas employer to a UK branch of the organisation, either on a long-term basis or for frequent short visits.

<p>Evidence of employment for a specified period before you apply, depending on your sub- category:</p> <ul style="list-style-type: none"><li>• Long-term staff = 12 months' experience;</li><li>• Short-term staff = 12 months' experience;</li><li>• Graduate trainee = 3 months' experience;</li><li>• Skills transfer = no minimum time</li></ul> <p>You can apply under the Skills transfer sub-category even if you have been newly recruited by your sponsor.</p>	<p>You do not need to have worked in the same position for the full specified period. If requested, you must submit one of the following as evidence of your employment:</p> <ul style="list-style-type: none"><li>• Payslips covering the full specified period. The most recent payslip must be dated no earlier than 31 days before the date of the application. These should be either original payslips or on company-headed paper. If your payslips are not on headed paper or are printouts of online payslips, you must provide a letter from your sponsor, confirming the authenticity of the payslips.</li><li>• Personal bank or building society statements covering the full specified period. The most recent statement must be dated no earlier than 31 days before the date of the application and should show transactions by your sponsor covering the specified period.</li><li>• Building society pass book covering the specified period immediately before you apply. The building society pass book should clearly show transactions by your sponsor covering the full specified period immediately before the date of the application.</li></ul>
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Further guidance on [evidence of employment](#) can be found on this website.

## Salary and allowances

<p>Confirmation that you will be paid an appropriate salary and allowances for the job that you will be doing in the UK</p>	<p>You should ask your sponsor to confirm, on your certificate of sponsorship, the salary and allowances for the job.</p>
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Further guidance on [salary and allowances](#) can be found on this website.

## Maintenance in the UK

<p>Confirmation of maintenance and accommodation, if necessary, from your A-rated sponsor.</p>	<p>If you have an A-rated sponsor which is certifying that they will maintain and accommodate you, if necessary, for your first month of employment, this must be confirmed on your certificate of sponsorship. Evidence of prospective earnings should also be entered on the certificate of sponsorship.</p> <p>A letter from an A rated sponsor certifying the maintenance of a Tier 2 migrant is not an acceptable method of certifying your maintenance.</p>
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If your A-rated sponsor does not confirm this maintenance and accommodation, you must provide documents showing that you have had at least £945 in your account at all times over the 90 day period before you apply to us. Acceptable forms of evidence are shown below.

Continued on next page

<p>Personal Bank Statements and /or a Savings Account pass book(s) and /or a letter from bank confirming level of funds on the bank's original letter headed paper.</p>	<p>These documents should cover a period of 90 days immediately preceding, and dated no more than 31 days prior to, the date you submit the application. The balance should not fall below the required minimum of £945 at any time during the 90 day period.</p> <p>Property, shares, bonds, pension funds, life insurance or similar savings accounts are not acceptable.</p>
<p>Letter from financial institution regulated by either the Financial Conduct Authority (FCA) or the home regulator confirming funds.</p>	<p>The letter should state:</p> <ul style="list-style-type: none"> <li>• your name;</li> <li>• the account number;</li> <li>• the date of the letter;</li> <li>• the financial institution's name and logo</li> <li>• the funds held in your account; and</li> <li>• that the funds have been in the bank for at least 90 days.</li> </ul> <p>We will not accept letters which simply show the balance in the account on a particular day as these documents do not show that you hold enough funds for the full period required.</p> <p>The home regulator is the official regulatory body for the country in which the institution operates and the funds are located.</p>

## Dependants

<p>Visa application form</p>	<p>Dependants must complete application form <a href="#">VAF10</a> or an online form (if applicable).</p>
<p>Information about you</p>	<p>Dependants must also provide a current and valid travel document or passport, one passport sized colour photograph, evidence of their permission to be in the country where the application is made (if not a national of that country), previous passports and translations of any documents submitted that are not in English or Welsh.</p>
<p>Evidence of relationship to the Tier 2 migrant.</p>	<p>For example, a marriage certificate, civil partnership registration or birth certificate.</p>
<p>Evidence of the Tier 2 Migrant's permission to enter or stay in the UK.</p>	<p>Copy of the pages of sponsor's passport showing their visa if issued or permission to stay if already in the UK.</p> <p>If you are a child, you should provide evidence of both your parent's status in the UK to show that they are lawfully present in the UK, or being granted entry clearance or leave to remain at the same time as you – please see <a href="#">paragraph 319 H (f) of the Immigration Rules</a> for details of this requirement</p>
<p>Evidence of maintenance.</p>	<p>If the Tier 2 migrant is employed by an A-rated sponsor who will maintain and accommodate them and any dependants until the end of their first month of employment in the UK, you must send a letter from the sponsor which confirms this.</p> <p>Otherwise, you must provide financial evidence showing adequate support for dependants. This must show additional funds of £630 per dependant in the account for at least 90 days</p>

Further guidance on [dependants](#) can be found on this website.