



UK Visas & Immigration

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 UK Border Agency.

You should also read our [Tier 1 \(Entrepreneur\) policy guidance](#)

Information about you

Completed visa application form: In some locations you must only apply online. Please check our list of supported countries to see whether you should make an online application	<ul style="list-style-type: none">• If your country does not support online applications you must complete and submit application form VAF9 and appendix 3• If you make an online application you must also print it off and submit with your supporting documents
A current and valid travel document or passport	You will not be issued a visa if you do not have one of these
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 must show your current immigration status. It could be a residence permit, 'green card' or valid visa.
Previous passports	These are to show your previous travel history
Translations – the original translation must contain confirmation of the following from the translator:	<ul style="list-style-type: none">• That it is an accurate translation of the original document• The date of the translation• The translator's full name and signature• The translator's contact details
Evidence of your parent's or legal guardian's consent to your care in the UK if you are under 18 years of age.	Your parents, legal guardian or one parent (if that parent has sole legal responsibility for you) must provide a document consenting to the arrangements for your care in the UK.

If you are a person from a country listed in Appendix T Part 1 of the Immigration Rules 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 Appendix T Part 2 confirming that you have undergone screening for active pulmonary tuberculosis and that this tuberculosis is not present.

Initial Applications - Evidence of money available to make a fresh investment

<p>A letter from each financial institution holding your funds.</p>	<p>Confirming the amount of funds available; you must show that:</p> <p>(a) you have access to not less than £200,000, or</p> <p>(b) you have access to not less than £50,000 from:</p> <p>(i) one or more registered venture capital firms regulated by the Financial Conduct Authority(FCA),</p> <p>(ii) one or more UK entrepreneurial seed funding competitions which is listed as endorsed on the UK Trade & Investment (UKTI) website, or</p> <p>(iii) one or more UK Government Departments, and made available by the Department(s) for the specific purpose of establishing or expanding a UK business.</p> <p>A letter from each financial institution holding your funds, to confirm the amount of money available to you, your business or your entrepreneurial team.</p> <p>If the money is held in several financial institutions, you must supply a letter from each institution. If the money is not held in the United Kingdom, we will use the OANDA database (http://www.oanda.com) to convert the given amount of overseas money into pounds sterling.</p> <p>Each letter must:</p> <ul style="list-style-type: none"> • be an original document and not a copy; • on the institution's official headed paper; • have been issued by an authorised official of that institution; and • have been produced within the three months immediately before the date of the application. <p>Each letter must also confirm each of the following details:</p> <ul style="list-style-type: none"> • that the institution is regulated by the appropriate body; • the name of the applicant, or both applicants if they have formed a entrepreneurial team; • the date of the document; • the amount of money available from the applicant's own funds (if applicable) that are held in that institution; • the amount of money available to the applicant, or the business that they are running, from any third party (if applicable) that are held in that institution. This must confirm that the third party has informed the institution the amount of money being made available, and this money is not being made available to any other person; • the name of each third party and their contact details. These must include their full address including postal code, landline phone number and any email address; • that if the money is not in an institution regulated by the FCA, the money can be transferred into the United Kingdom. Please also note that banks are not being asked provide any guarantees that the money will be transferred.
<p>Additional evidence for third-party funding (including funds from a venture capital firm; seed funding competition; or UK Government Department)</p>	<p>Third parties (other contributors of money) may include family members, as well as other investors or corporate bodies. If you are relying on third-party funding, you must also supply a declaration from every third party that they have made the money available for you to invest in a business in the United Kingdom. Full details can be found at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/339364/T1_E_Guidance_08-14_.pdf</p>

Extension Applications – Documents required

<p>Investment</p>	<p>You have invested, or had invested on your behalf, not less than £200,000 (or £50,000 if, in your last grant of leave, you were awarded points for funds of £50,000) directly into one or more businesses in the UK.</p> <p>i) Audited accounts - Registered companies that are required to produce audited accounts must do so. For information on who needs to produce these accounts please refer to the Companies House website on www.companieshouse.gov.uk/about/gbhtml/gba3.shtml.</p> <p>ii) Unaudited accounts and an accountant's certificate of confirmation - Businesses that are not required to produce audited accounts must provide unaudited accounts, sometimes called management accounts, together with an accounts compilation report from a suitably regulated accountant (see below).</p> <p>iii) Director's loan - If you have made the investment in the form of a director's loan, it must be shown in the relevant set of accounts provided, and you must also provide a legal agreement, between you (in the name that appears on the application) and the company.</p> <p>This agreement should show:</p> <ul style="list-style-type: none">• the terms of the loan;• any interest that is payable;• the period of the loan; and• that the loan is unsecured and subordinated in favour of third-party creditors. If it is not clear from the information provided that the loan is unsecured and subordinated in favour of third-party creditors, we will not accept the loan for the award of points. <p>iv) If you are claiming points for investing £50,000 from a seed funding competition or UK Government department, and have not been awarded points in a previous application for having those funds available, you must provide a letter as evidence of the source of those funds.</p>
<p>Registered within 6 months of specified date</p>	<p>You have registered with HM Revenue & Customs (HMRC) as self-employed; or registered with Companies House as a director of a new or an existing business. Where your last grant of entry clearance, leave to enter or leave to remain was as a Tier 1 (Entrepreneur) migrant, one of these must have been met within six months of the specified date.</p> <p>Self-employed applicants</p> <p>If you were self-employed you must provide one of the following:</p> <p>i) Original welcome letter from HMRC: If you registered as self-employed you will have received a welcome letter from HMRC containing your unique taxpayer reference number. The original, dated document should be provided.</p> <p>ii) An Exception Certificate from HMRC: If you took advantage of the HMRC exception provision you will have received a certificate. The original, dated document should be provided.</p> <p>HMRC will issue the welcome letter or the exception certificate at any time up to six weeks from the date of first contact with a self-employed worker. We will accept a letter or certificate that is dated up to eight calendar months from your specified date. For example, if your grant of leave is dated 1 May 2011, the letter or certificate must be dated on or before 30 December 2011. If your letter or certificate is dated more than eight calendar months after your specified date we will not consider it.</p> <p>iii) A National Insurance (NI) bill from the HMRC dated in the 6 months after the specified date. This must be an original document and not a copy.</p> <p>iv) Your bank statement dated in the 6 months after the specified date, showing the direct debit payment of NI to HMRC.</p>

Current Registration

Directors

If you were a director of a new or existing company you must provide the Current Appointment Report from Companies House.

On a date no earlier than three months prior to the date of application, you were:

(a) registered with HMRC as self-employed, or

(b) registered with Companies House as a director of a new or an existing business. Directors who are on the list of disqualified directors provided by Companies House will not be awarded points.

Self-employed applicants

If you are self-employed when you apply, you must provide evidence that you are paying Class 2 National Insurance (NI) contributions. You may also pay Class 4 NI, but we only need to see evidence of Class 2 payments. NI contributions may be paid by bill or direct debit, or you may have applied for a small earnings exception certificate. If you have registered recently you will have a welcome letter. You must provide one of the following documents, according to your individual circumstances.

- If you receive a NI bill: You must provide the bill from the billing period immediately before the application. This must be an original document and not a copy.
- If your NI is paid by direct debit: You must provide a copy of your most recent bank statement issued before the application, showing the direct debit payment of NI to HMRC.
- If you have very low earnings and have applied for an HMRC exception certificate: You should provide an original exception certificate issued by HMRC for the most recent return date.
- If you have recently registered and have not yet paid a contribution: You should provide the original, dated welcome letter from HMRC containing your unique taxpayer reference number.

Employment Creation

Directors

If you are a Director of a UK company when you apply you must provide a Current Appointment Report from Companies House:

You have:

- established a new business or businesses that has/have created the equivalent of at least two new full-time jobs for persons settled in the UK;

OR

- taken over or invested in an existing business or businesses and your services or investment have resulted in a net increase in the employment provided by the business or businesses for persons settled in the UK by creating the equivalent of at least two new full time jobs for persons settled in the UK. Where your last grant of entry clearance or leave was as a Tier 1 (Entrepreneur) migrant, the jobs must have existed for at least 12 months for the period for which the previous leave was granted.

Other partners or directors in your business/es - If you are not the sole partner or sole director in your business or businesses, you must provide all of the following:

- The names of the other partners or directors
- Whether any of the other partners or directors are also Tier 1 (Entrepreneur) migrants;
- The dates that any other Tier 1 (Entrepreneur) migrant became a partner or director of the business;
- Whether you and the other Tier 1 (Entrepreneur) migrant are team members who will be sharing evidence of job creation; and
- If they have made (or are making) an application for an extension you must provide the names of the jobholders they are claiming points for. You may use evidence from your business if you have been self-employed or a director, or a combination of the two towards evidence of having created two full time posts.

Section 1: Evidence that the employee is a settled worker:

Only jobs that are given to people who are settled in the UK will qualify for the award of points. Documents kept by an employer as evidence that an employee is a settled worker will often be the passport pages from a UK passport that contain the employee's personal details, and the page containing the UK Government stamp or endorsement, if appropriate. It may also be the worker's full birth certificate, showing the name of at least one parent. Full guidance on the documents is in the section on employing legal workers, which can be found on the gov.uk website at: www.gov.uk/government/publications/prevent-illegal-working-in-the-uk.

Section 2: Number of hours worked by an employee:

You must have the appropriate evidence to support your claims about every employment. Employers must register with HMRC notify HMRC of the employment, and the earnings, of their employees. We are not able to offer advice on registering as an employer or on the records that an employer must keep. You can find advice on the HMRC website at www.hmrc.gov.uk or through the sponsorship and employers' helpline on 0845 7143 143.

You must supply evidence to prove you have created no less than two new full-time posts, and provide the following documents for each worker as evidence. (If the business employed workers before you joined it, we will also require the extra documents detailed in the 'Extra documents needed if you took over or joined an existing business' section below):

- i) an Employee Payment Record that you have signed and dated (for example a P11);
- ii) an original form P45 or P46: This need only be submitted in cases where the employee payment record does not show the start date for the worker; and
- iii) duplicate payslips or wage slips issued to the worker covering the full period of employment of the worker used as evidence for this application.

i) Employee Payment Record

The hours claimed for the award of points must be supported by an Employee Payment Record entry. The employer must keep a record of the Employee Payment Record for at least three years. This form will show details of the earnings for the employee for each week that he/she worked for the employer.

The Employee Payment Record (as used to report to HMRC) is the employer's record of the earnings of each separate employee. These details will remain confidential and will be used to assess the applicant's claim for points. You must also provide any changes to the worker's hourly rate and the dates of this change. This enables the hours worked to be accurately calculated by dividing the earnings by the hourly rate.

ii) Form P45 and P46 (also called a Full Payment Submission)

If the date of the start of the employment is not shown in the employee payment record you must provide a print out of the Full Payment Submission (FPS), sent to HMRC, which includes the start date of the worker. This forms part of submission under the Real Time Initiative (RTI). In this case you should initial each of the print outs.

iii) Pay statements (wage slips)

You must provide duplicate pay statement documents, often known as pay slips or wage slips, for each worker for whom points are being claimed. These must cover the full period of the employment for which points are being claimed.

Hourly rate

For the purposes of the extension application you are also required to state the hourly rate for each employee used to claim points, including any changes in the hourly rate and the dates of the changes. This will enable us to calculate how many hours of work were created for each worker.

Assessing the date that you joined the business

You can only use employment created when you were engaged in the business. If you joined an existing company as a Director you may only submit hours of employment created after you joined the company

For Directors of a company: the information from the Companies House Current Appointment Report will be used for two assessments: We will check that you were a Director of the company that employed the worker; and we will also check that you were a Director of the specific employing company at the time that the settled worker was employed.

For self-employed applicants: We will cross-check the details of the business with the evidence you provide to show that it was a UK business. This will include the dates that you became self-employed, the names on the Employee Payment Record and bank account, and the address of the business.

For new businesses, established after you entered the UK, we will accept that the posts created are additional to jobs that existed in the UK before you arrived.

Extra documents needed if you took over or joined an existing business

If you have taken over or joined a business that employed workers before you joined it, you must provide extra evidence to support a claim for points for creating jobs in the business. In addition to the evidence specified for the number of hours of work created, you must show that

you have created new posts. You must provide payroll information in the form of:

- a duplicate form P35 document or Full Payment Submission (FPS); and
- an original accountant's letter verifying that the new posts have been created.

If your previous permission to stay in the UK was made under one of the former Businessperson or Innovator categories you do not need to provide these documents unless you choose to.

iv) Full Payment Submission (FPS)

Following the introduction of the Real Time Initiative (RTI), form P35 is no longer used. You should instead provide a signed and dated print out of the FPS to HMRC for the business used to provide evidence of employment.

v) Accountant's letter verifying that the new posts have been created

This letter should verify that there has been a net creation of jobs, and confirm the number of posts. The accountant must be a member of one of the following professional bodies: The Institute of Chartered Accountants in England and Wales (ICAEW), the Institute of Chartered Accountants in Scotland (ICAS), the Institute of Chartered Accountants in Ireland (ICAI); the Association of Chartered Certified Accountants (ACCA); and the Association of Authorised Public Accountants (AAPA).

You must read the further guidance on extension requirements which can be found at:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/339364/T1_E_Guidance_08-14_.pdf

**Evidence of acceptable
English language ability**

If you are a national of a majority English speaking country (as specified in the Immigration Rules), you can meet the requirement by sending your current original passport or travel document.

You can also meet the requirement by providing documentary evidence that you have passed an English language test with an approved provider at or above level B1 of the Common European Framework of Reference (CEFR). The test and provider must be on our list of approved English language test providers. This evidence should contain your test results - for example, an original academic certificate of award for IELTS.

If you have a degree completed in English or undertaken in a country where English is the main language, you can meet the requirement by providing your original academic certificate of award. If your degree was not taught in a majority English speaking country and is not listed on our points calculator, you must provide:

- an original letter and/or certificate from UK NARIC confirming the equivalent level of your degree course; and
- a letter from the academic institution that awarded the qualification.

Maintenance in the UK

<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>You must be able to support yourself throughout your stay in the UK. You will not have access to most state benefits (also known as 'public funds') during your stay. You must show that you have:</p> <ul style="list-style-type: none"> • £3,310 in personal savings if you are applying from outside the UK; or • £945 in personal savings if you are applying from inside the UK. <p>These savings must have been in your bank account for 90 consecutive days before your date of application.</p> <p>If any of your savings are in overseas currency, we will calculate their value in pounds sterling using the exchange rate published on the OANDA website on your date of application.</p> <p>Your personal savings must be in the form of cash funds held in an account (including savings accounts and current accounts, even if you need to give notice to withdraw money from those accounts). Other accounts, shares, bonds, pension funds or agreed overdraft facilities are not acceptable.</p> <p>Your personal savings must not include:</p> <ul style="list-style-type: none"> • money used as the basis of your points claim to have £200,000 in investment funds; or • earnings made from UK employment while you were in breach of the UK's immigration laws (because, for example, you were in an immigration category that did not allow you to work).
<p>Letter from financial institution regulated by either the Financial Conduct Authority or the home regulator confirming funds.</p>	<p>The letter should state your name; the account number; the date of the letter; the financial institution's name and logo; the funds held in your account; and that the funds have been in the bank for at least three months. 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. The home regulator is the official regulatory body for the country in which the institution operates and the funds are located.</p>

Further guidance on maintenance requirements can be found at:

www.ukba.homeoffice.gov.uk/workingintheuk/tier1/entrepreneur/supportingevidence/maintenance/ & www.ukba.homeoffice.gov.uk/policyandlaw/immigrationlaw/immigrationrules/appendixc/

Dependants

<p>Visa application form</p>	<p>Dependants must complete application form VAF10 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 1 migrant.</p>	<p>For example, a marriage certificate, civil partnership registration or birth certificate.</p>
<p>Evidence of the Tier 1 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 paragraph 319H (f) of the immigration rules for details of this requirement</p>

Dependants (continued)

Evidence of maintenance.	<p>If the main applicant under the entrepreneur category is outside the United Kingdom or has been in the United Kingdom for less than 12 months, the family member must show that the main applicant or the dependant has at least £1,890 to support the dependant as well as the funds needed to support the main applicant. If the main applicant has been present in the United Kingdom for 12 months or more, the main applicant or the family member of the entrepreneur must have £630 to support himself/herself.</p> <p>The statements should cover a 90 day period and be in line with the "Maintenance" requirement above.</p>
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Further guidance on dependants can be found at:

www.ukba.homeoffice.gov.uk/workingintheuk/tier1/entrepreneur/supportingevidence/dependants/