

Introduction of new scanning process of supporting documents.

All documents submitted by customers applying for Tier 1, 2, 4 and 5 are scanned at the Visa Application Centre and sent electronically to UKVI.

The new process allows customers to retain their supporting documents during the application process. Apart from an applicant's passport, all supporting documents will, where possible, be handed back at the Visa Application Centre after they have been scanned. Photocopies can be submitted, but they must be clear and legible.

In order to avoid delays in the Visa Application Centre applicants must follow the instructions below:

- All documents must be A4 size.
- Any documents which are smaller or larger than A4 size, must be photocopied onto A4 sized paper. This includes the pages of any previous passports.
- All documents must be free from any staples, clips or pins before they are submitted.
- Torn, crumpled or heavily creased documents cannot be scanned and therefore must be photocopied onto A4 sized paper before they are submitted.
- Documents should not be laminated

You must sort and separate the documents that you wish to submit in accordance with the categories set out below. A barcode separator for each of these categories must then be downloaded from the VFS Global website and placed on the top of each set of documents. A list of the relevant documents for each category can be found on the bar code separators.

This must be done before reaching the submission counter at the application centre.

It is your responsibility to ensure that any supporting documents are submitted in the required format. Failure to do so is likely to result in delays at the Visa Application Centre.



This barcode separator needs to be submitted with :



Sponsor passport copy

Instructions to applicants :

- ✓ *It is your responsibility to separate out your documents and place the relevant barcode separator on top of each pile of documents.*
 - ✓ *This has to be done before you reach the application submission counter.*
 - ✓ *Photocopies can be submitted, but they must be clear and legible.*
 - ✓ *All documents should be A4 size.*
 - ✓ *Any documents which are smaller or larger than A4 must be photocopied onto A4 sized paper. This includes previous passports and photographs.*
 - ✓ *All documents must be free from any clips/ pins before they are submitted.*
 - ✓ *Torn, crumpled or heavily creased documents cannot be accepted. Therefore they must be photocopied onto A4 sized paper before they are submitted.*
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This barcode separator needs to be submitted with :



Sponsorship letter

Instructions to applicants :

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This barcode separator needs to be submitted with other documents:

➤ **Any additional documents**

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Instructions to applicants :

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This barcode separator needs to be submitted with:

➤ **Child Consent Letter**

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This barcode separator needs to be submitted with:

- **Salary Slips.**
- **Fix Deposits.**
- **Salary Certificate.**

Instructions to applicants :

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This barcode separator needs to be submitted with:

➤ **Bank Statements**

Instructions to applicants :

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This barcode separator needs to be submitted with :



Educational certificates

Instructions to applicants :

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This barcode separator needs to be submitted with :

➤ **Employment Letter**

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This barcode separator needs to be submitted with :

➤ **Appendix II**

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Instructions to applicants :

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This barcode separator needs to be submitted with :

➤ **Additional Information : Other**

**(University offer letter / Invitation Letter / Previous visas /
Flight booking / Medical Appointment Letter / Medical Letter
/ Visa Letter)**

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This barcode separator needs to be submitted with:

➤ **TB Certificate**

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This barcode separator needs to be submitted with:



Police Certificate

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This barcode separator needs to be submitted with:



Marriage Certificate

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This barcode separator needs to be submitted with:



English Language Evidence

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This barcode separator needs to be submitted with:



Death certificate

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This barcode separator needs to be submitted with:



Birth certificate

Instructions to applicants :

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This barcode separator needs to be submitted with:

- **Hotel Booking.**
- **Temporary Apartment booking.**

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This barcode separator needs to be submitted with:

- **Tenancy Agreement.**
- **Land Registration.**

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