



**Settlement applications submitted at all India Visa Application Centers (VAC) -  
Submitting supporting documents**

From the 12 December 2016, customers applying for UK settlement should send supporting documentation directly to UKVI in Sheffield, UK by post (full postal address is below). Supporting documents will no longer be accepted at Visa Application Centres in India for any settlement applications submitted from 30 January 2017 onwards.

You or your representative/sponsor should send all supporting documents within 10 working days from biometric enrolment for applications where the priority fee has been paid, or 20 working days from biometric enrolment for standard fee applications, to the following address:

PO Box 5852

Sheffield

S11 0FX

Please note that delays in submitting these supporting documents could lead to a delay in the consideration of your application. The supporting documents should include:

- **A stamped, self-addressed envelope or prepaid return self-addressed courier envelope to return all documents.**
- The GWF reference provided at the time of application (eg GWF 123456789).
- If you have paid for the priority fee this should be clearly labelled on the envelope addressed to UKVI, stating the word “priority” at the side of the GWF number.
- One printed copy of the application form and photo.
- All additional documents supporting your application. These should include any documents originating in the UK, like evidence of maintenance and accommodation.
- The documents should be arranged in this order:
  - Application form and Appendix 2
  - English language evidence
  - Relationship documents
  - Maintenance documents
  - Accommodation documents

Once a decision has been made, the passport will be sent to the VAC where the application was made. The applicant should still submit their current passport when attending their appointment at the VAC and submitting their biometrics. All supporting documents provided by the sponsor, will be returned to the address on the self-addressed envelope.