



Information for Settlement

New process for submitting supporting documents for settlement applications

All customers applying for UK settlement, including Priority Visa applicants, will now need to 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 Nepal for any settlement applications.**

You or your representative/sponsor should send all supporting documents within 20 working days for a standard settlement application and 10 working days for Priority Visa Settlement 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.

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.
- Documents should not be laminated.
- 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

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