Introduction of new scanning process of supporting documents for China

From 10 Feb 2017 all documents submitted by customers applying in Beijing, Shanghai and Guangzhou for standard/priority Tier 1, 2 and 5 visas, standard Tier 4 applications and standard Settlement visas will be scanned at the Visa Application Centre and sent electronically to UKVI. The new process will be followed on 17 Feb 2017 in Shenyang, Xi’an, Fuzhou, Changsha, Chengdu, Nanjing, Hangzhou, and on 24 Feb 2017 in Wuhan, Jinan, Shenzhen, Chongqing, Kunming.

The new process allows customers to retain their supporting documents during the application process. All Super Priority and Priority Tier 4 applicants will still be required to submit physical documents.

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 it is recommended that customers follow the instructions below:

- Where possible all documents should be A4 size.
- Any documents which are smaller or larger than A4 size, should be photocopied onto A4 sized paper. This includes the pages of any previous passports.
- All documents should be free from any clips/pins/staples before they are submitted.
- The document should not be laminated.
- Torn, crumpled or heavily creased documents cannot be scanned and therefore should be photocopied onto A4 sized paper before they are submitted.
- In case of documents shared between multiple applicants, for example families, please provide the photocopy for each application.

After you complete your application form online, you will also be provided with barcode separators to help you sort your supporting documents into different categories, for example financial documents and English-language evidence. It is your responsibility to separate your documents using these separators, which will include guidance on what you need to do, before you submit them for scanning.

Presenting the documents in the format set out above will allow us to scan them more quickly, return them and reduce waiting time at the Visa Application Centre.

Please remember that if you submit a document that is not in English or Welsh, including financial documents, it must be accompanied by a full translation that we can independently verify.

UK Visas & Immigration
9 February 2017