



UK Visas & Immigration



VFS.GLOBAL
EST. 2001

文件扫描程序指引：

所有普通和加急的积分基几点制 Tier 1、2、5 类签证、欧盟国家居民家属、在校学生家长和定居类签证申请文件将由签证申请中心扫描以电子方式传输至英国签证与移民局(UKVI)。除了护照，所有文件需配有复印件并在签证申请中心扫描后当场返还。

为了防止延误，请务必参照以下说明准备：

- 所有文件必须 A4 尺寸。
- 请将所有非 A4 尺寸的文件使用 A4 尺寸的纸张进行复印。这也包括您递交的旧护照页和照片。
- 所有提交的文件均不可使用订书钉或夹子装订。
- 破损或褶皱严重的文件无法进行扫描，因此请将此类材料使用 A4 尺寸的纸张进行复印。
- 所有文件不可以压模。

您必须根据上列签证类型排序归纳您的申请文件。从 VFS Global 网站上下载分隔页，并将其放在每组文件的上面。您可以根据分隔页上的说明对应各类文件。

以上步骤需在到达签证申请中心之前完成。

按规定整理归纳文件是申请人的责任。反之可能会造成在签证申请中心的延误。



This barcode separator needs to be submitted with :



Employment Evidence

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 must 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 or staples 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.*
 - ✓ *Documents should not be laminated.*
-



VFS.GLOBAL
EST. 2001

This barcode separator needs to be submitted with:

➤ Financial Evidence

(This includes: Bank Book, Bank Reference Letter, Account Statements, Fixed Deposit Letter, Other financial documents e.g. Financial Reports, UK Correspondence, Solicitor Letters, Marketing Documents, Evidence of Third Party Investment, Associated Legal Letters)

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 must 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 or staples 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.*
 - ✓ *Documents should not be laminated.*
-



VFS.GLOBAL
EST. 2001

This barcode separator needs to be submitted with:



Educational Evidence

(This includes: High School and University Certificates, Transcripts, School Reports, Letters from Educational Institutions, English Test/ NARIC/ IELTS)

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 must 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 or staples 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.*
 - ✓ *Documents should not be laminated.*
-



This barcode separator needs to be submitted with:

➤ **Sponsor Evidence**

(This includes: Sponsor Passport/ID Documents, Invitation Letter, Guarantee/Support Letter, Sponsor Financial Documents, Sponsor Proof of Accommodation)

=====

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 must 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 or staples 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.*
 - ✓ *Documents should not be laminated.*
- =====



VFS.GLOBAL
EST. 2001

This barcode separator needs to be submitted with:

➤ **Consent Letters and Proof of Relationship**

(This includes: Sponsor Letter from Parents, Custody/Court Letters, Birth Certificate, Household Register, Child Consent Letters, Child Accommodation Arrangements, Marriage Certificate)

=====

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 must 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 or staples 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.*
 - ✓ *Documents should not be laminated.*
- =====



VFS.GLOBAL
EST. 2001

This barcode separator needs to be submitted with:

➤ Accommodation – Permanent /
Temporary

=====

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 must 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 or staples 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.*
 - ✓ *Documents should not be laminated.*
- =====



VFS.GLOBAL
EST. 2001

This barcode separator needs to be submitted with:

➤ Tuberculosis (TB) Certificate

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 must 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 or staples 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.***
 - ✓ ***Documents should not be laminated.***
-



VFS.GLOBAL
EST. 2001

This barcode separator needs to be submitted with:

➤ **Additional Documents / Others**
(e.g. Death Certificate / Other documents etc)

=====

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 must 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 or staples 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.*
 - ✓ *Documents should not be laminated.*
- =====



VFS.GLOBAL
EST. 2001

This barcode separator needs to be submitted with:

➤ **Appendix II**

=====

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 must 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 or staples 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.*
 - ✓ *Documents should not be laminated.*
- =====