



添付書類電子スキヤンの導入

Tier 1, 2, 4, 5, EEA, Settlement, Replacement of BRP, Returning resident, Certificate of Entitlement, UK Ancestry および **Sole representative** へ申請をする申請者からの全提出書類は、ビザ申請センターにて電子スキヤンされ、**UKVI** へデータ送信されます。

この新たなプロセスは、申請の審査期間中に申請者が自身のサポート書類を保持できる様にする為です。申請者のパスポートを除き、可能であれば全てのサポート書類が電子スキヤン後にビザ申請センターにて返却されます。フォトコピーの書類も提出可能ですが、鮮明で判読可能なものに限ります。

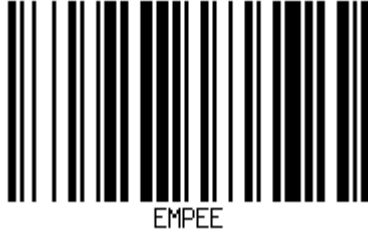
ビザ申請センターでの遅れを避けるため、申請者は以下の項目に沿って書類の提出が必須となります。

- 全ての書類は **A4** サイズでなければなりません。
- **A4** サイズより小さいまたは大きい書類は全て、**A4** サイズに縮小または拡大コピーが必要です。過去のパスポートのページもこれに含まれます。
- 書類に付いているクリップやホッチキスの針などは事前に必ず取り除いてください。
- 書類が破れていたり、しわになっていたり、強く折り目がついている場合は電子スキヤンが出来ない為、必ず事前に **A4** 用紙へのコピーが必要です。
- ラミネート加工がされている書類は受付できません。

また、下記の書類カテゴリーに沿って、提出書類の仕分けが必須となります。各書類カテゴリーのバーコードセパレーター（バーコード付き仕分け用紙）を、このVFSグローバルのウェブサイトよりダウンロードし、該当する書類の先頭に置いてください。各書類カテゴリーの関連書類は、バーコードセパレーターを参照ください。

これらの作業は、申請センターの窓口での書類提出前に完了されなければなりません。

尚、全ての提出書類がこれらの条件を満たしているかの確認は、申請者により行われなければなりません。確認がされていない場合は、申請センターにて遅れが生じる場合がありますので、予めご了承ください。



This barcode separator needs to be submitted with :

➤ **Employment Evidence**

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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.*
- =====



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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)

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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)

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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)

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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)

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This barcode separator needs to be submitted with:

➤ **Accommodation – Permanent /**
Temporary

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This barcode separator needs to be submitted with:

➤ Tuberculosis (TB) Certificate

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This barcode separator needs to be submitted with:

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

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This barcode separator needs to be submitted with:

➤ **Appendix II**

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