

### **Introduction of new scanning process of supporting documents**

All documents submitted by customers applying for the below list of categories are scanned at the Visa Application Centre and sent electronically to UKVI.

**Tier 1,2,4,5, EEA, Settlement, BRP Replacement, Returning resident, UK Ancestry and Business Sole representative**

The new process allows customers to retain their supporting documents during the application process. 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 applicants must follow the instructions below:

- All documents must be A4 size.
- Any documents which are smaller or larger than A4 size must be photocopied onto A4 sized paper. This includes the pages of any previous passports.
- All documents must be free from any staples, clips or pins before they are submitted.
- Torn, crumpled or heavily creased documents cannot be scanned and therefore must be photocopied onto A4 sized paper before they are submitted.
- Documents should not be laminated

You must sort and separate the documents that you wish to submit in accordance with the categories set out below. A barcode separator for each of these categories must then be downloaded from the VFS Global website and placed on the top of each set of documents. A list of the relevant documents for each category can be found on the bar code separators.

This must be done before reaching the submission counter at the application centre.

It is your responsibility to ensure that any supporting documents are submitted in the required format. Failure to do so is likely to result in delays at the Visa Application Centre.



**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.*
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  - ✓ *All documents must be free from any clips, pins or staples before they are submitted.*
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- =====



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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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## **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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## **➤ 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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## ➤ **Accommodation – Permanent / Temporary**

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## **➤ Tuberculosis (TB) Certificate**

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

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## **Appendix II**

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