



YOU ARE STRONGLY ADVISED TO READ THE IMMIGRATION RULES AND THE RELEVANT GUIDANCE APPLICABLE TO YOUR CATEGORY OF VISA APPLICATION BEFORE MAKING YOUR APPLICATION.

Immigration Rules: <http://www.ukba.homeoffice.gov.uk/policyandlaw/immigrationlaw/immigrationrules/part5/>

Policy Guidance: <http://www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/IDs/idschapter5/>

EMPLOYMENT: SUPPORTING DOCUMENTS CHECKLIST (To be submitted with all applications made on VAF2 form) Please read the Important Information for Visa Applicants before making your visa application, which can be downloaded from www.vfs-uk-ae.com or can be collected from the UK visa application centre. All documents must be supplied in English. Please provide translation of all documents that are not in English along with the document.		Submitted	
		Yes	No
Has the VAF been fully completed?			
Two sets of detailed itemised list of supporting documents			
One set of photocopies of all documents submitted			
One recent passport size photograph with a white background (taken not more than 6 months prior to submission of application)			
Current passport			
Photocopy of the biodata page of the current passport			
Previous Passports			
Financial evidence	3 months recent itemised bank statements and other financial documents of self or sponsor, e.g bank statements, fixed deposits and including evidence of funds in your own name. Please ensure that the information provided shows origin of funds. If submitting copies of the statement, it must be certified by the issuing bank.		
	Evidence of your income or that of your sponsor		
	If you are employed, evidence of current employment		
	Evidence of sponsor's immigration status		
	Evidence of accommodation where you will be staying in the UK, if applicable.		
Work Permit	Work permit must be original & complete		
	Employment contract		
	Evidence of employment for the past three years (if you have been employed)		
	If you are required to be registered for your employment in the UK, show evidence provided by the professional bodies in the UK		
Work Permit Dependants	Evidence of relationship to sponsor e.g marriage certificate, civil partnership registration or birth certificate		
	Original or certified copy of the work permit holder's passport Child's birth certificate		
Overseas Domestic Worker	1) Letter from employer		
	2) Evidence of employment e.g. wage slips, personal bank statements		
	3) Employer's passport copy and evidence of his ability to pay for the trip e.g. 6 month bank statements		
	4) Domestic worker's employment contract		
Other documents to support your application	This checklist is intended to provide essential documents required for the application, however you may include any other additional documents which may support your application.		

For all certified copies of documents submitted, please make sure it has the date of certification.

Please give details of your current UAE Immigration status (Non-UAE nationals):

Note : This is not intended to be a complete list of documents that may be needed. Applicants are required to submit any other documents that may help to support their application.

I confirm that I have read the guidance contained in the Important Information for Visa Applicants. I confirm that I have provided all supporting documents and I understand that a decision may be made on my application based on these documents only.

I acknowledge that the British Embassy conducts interviews in English. If I do not speak English, I will need to arrange for an independent professionally qualified interpreter to accompany me to the interview.

If I have paid the fee for a long term visa, I am aware that the decision on the length of the visa granted will be made by the visa officer. If the long term visa is not granted then the difference or the fee will not be refunded.

The visa fees – must be paid only by cash in the local currency. Please tender exact change.

NOC from both parents for children to travel below 18 years old.

Applicant's signature:

Date:

VFS official to tick where necessary	Yes	No
1. The applicant has confirmed that he/she has no other documents to submit		
2. The applicant has submitted the supporting documents above. I have advised him/her that failure to submit all necessary documents may result in the application being refused, but he/she has chosen to proceed.		
3. For documents which are not in English a certified copy of the translation has been provided		
4. For all original documents submitted, copies have been provided		

VFS official only

Name:

Signature:

Date: