



APPLYING FOR A SETTLEMENT VISA

For all visa applications you must submit the following documents:

- Your passport or travel document. Please make sure the passport has at least one clear page where we can place a visa.
- The correct fee.
- One recent passport-size colour photograph with a white background.
- The correct application form (VAF 4 for a Settlement Application) fully-completed in English and signed by the applicant

For a Settlement Visa we recommend that you also submit the following documents:

- A letter from your UK sponsor confirming they wish to sponsor the application.
- Evidence of your relationship to your sponsor, for example birth, marriage or civil partnership certificates, along with any evidence to show that you maintain contact with the sponsor, for example letters, photographs, remittances, telephone bills.
- Evidence of your sponsor's immigration status in the UK, for example copy of passport or residence permit;
- Evidence of how you will be supported in the UK, for example 6 months itemised bank statements; evidence of your / your sponsor's savings pay slips; P60; letter from the Dept of Work & Pensions (if relevant).
- Evidence of accommodation available to you in the UK, for example a letter from the mortgage company / tenant to show that the accommodation you intend to live in is owned outright; mortgaged; or leased. You could also provide a Property Inspection Report, or another form of independent verifiable report to show that the accommodation is suitable for your family circumstances, e.g. that there are enough bedrooms for you all.

ALL DOCUMENTATION MUST BE SUPPLIED IN ENGLISH. PLEASE PROVIDE TRANSLATIONS OF ARABIC DOCUMENTS.

Important Note: The list above covers the basic documents likely to be necessary for the visa officer to check that you have met the immigration rules. It does not cover every single situation, and producing all the documents on it will not guarantee you a visa. It is up to you whether you submit these documents, different ones, or additional ones. It is your responsibility to make sure that you have read the available information on the category of visa you want to apply for. Please make sure that you include all supporting papers with your application, and do not send or fax us any papers separately

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DECLARATION

If I have paid the fee for a long term visa. I am aware of the conditions for the grant of long-term visas and that the decision on the length of any visa granted will be made by the visa officer. If a long-term visa is not granted the difference in fee will not be refunded.

Comments: _____

Name _____ **Passport No.** _____

Contact No. _____ **Email ID** _____ **Date** ___/___/___

Applicant's Signature _____

The applicant has confirmed that he/she has no other document to submit **OR** has submitted the supporting documents/completed VAF above. I have advised him/her that failure to submit all the necessary documents may result in the application being refused, but he/she has chosen to proceed with the application.

VFS Officer's Signature _____



SPONSORSHIP UNDERTAKING

The sponsor giving this undertaking must be resident in the United Kingdom (see Note 1)

Sponsored Person's (i.e. Applicant's) Details:

Full Name (please underline family name)			
Date of Birth:	Place of Birth:	Nationality:	
Full Postal Address where the Sponsored Person will be residing in the UK:			
Postcode:			

Sponsor's Undertaking:

Full Name of Sponsor (please underline family name):	
Sponsor's Date of Birth:	
Full Address of Sponsor (see Note 1 below):	Sponsor's Employer's details (company name and full address):
Postcode:	Postcode:
Sponsor's National Insurance Number:	

I hereby undertake that, if the sponsored person named above is granted leave to enter or remain in the UK on a permanent basis, I shall be responsible for his/her maintenance and accommodation in the UK throughout the period of leave and any variation of it. I understand that this undertaking shall be made available to the Department for Work and Pensions in the UK, who will take appropriate steps to recover from me the cost of any public funds paid to or in respect of the sponsored person named above. I also understand that the Home Office may take appropriate action to recover from me amounts attributable to any support provided under Section 95 of the Immigration and Asylum Act 1999 (support for asylum seekers) to the sponsored person named above. I further understand that I may be committing a criminal offence and liable to prosecution if, after I have given this undertaking, I do not support the sponsored person named above and income support or income-based Jobseeker's Allowance (under social security legislation) and/or support for asylum seekers (under immigration legislation) is provided to or in respect of the sponsored person named above.

Signed:		Date:	
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Note 1: The sponsor should provide evidence that he/she lives at the address given above. This evidence should include one or more documents from the list below. Please note that applicants must also provide evidence of their sponsor's ability to maintain and accommodate them without recourse to public funds.

- Certified copy of deeds of sponsor's house
- Letter from building society/bank confirming they hold a mortgage for the sponsor
- Housing association/council rent book or other council letter confirming address of sponsor
- Bill from a utility company (gas, water etc.)
- Local authority letter (council tax)
- Letter from any government department



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CERTIFICATE

I certify that this document, apart from this certificate, is an undertaking given in pursuance of the Immigration Rules within the meaning of the Immigration Act 1971 as amended by the Immigration and Asylum Act 1999.

Signed by _____, being a person authorised to make this certificate on behalf of the Secretary of State.

Signature:

Date: