



## Visitor Visa Applications - Top 10 Tips

1. Refer to the guidance and obtain a visitor visa application form free from the official [UK Border Agency Visa Services](#) website. The visitor forms are VAF1 A-K - depending on the purpose of your visit.
2. Apply in good time - allow a minimum of 5 working days for your visa to be processed if you have travelled to the UK within the last 5 years and up to 15 working days if you have not. You can submit your visa application up to 3 months before your intended date of travel.
3. You need to provide supporting documents with your application. These documents show that you qualify for entry to the UK as a visitor. If you do not provide this evidence, your application will be refused.
4. As a guide, you should provide **all** of the following documents:
  - bank statements, payslips or some other evidence that you can pay for your trip and can support yourself and accompanying dependants without working or getting help from public funds
  - evidence that you intend to leave the UK at the end of your visit (for example, a letter from your employer)
  - if you are visiting family or friends, you need to provide a letter from the person you are visiting (called your sponsor) to explain your relationship with them and the reason you are visiting **and** a copy of the page of their UK passport with their photograph or if they are not a UK national, evidence of their immigration status in the UK
  - if your sponsor is paying for the cost of your visit and supporting you when you are in the UK, you need to provide their payslips, bank statements or some other evidence to show you have enough money to support you.

### **Please note:**

(i) the financial documents should be original documents if at all possible, verifiable and from national or government recognised institutions. The documents must show your current salary and savings. If you supply copies, they need to be certified by a recognised lawyer.

(ii) When you state your relationship to family members, please remember that your brother means you have the same parents, your aunt or uncle

means a sister or brother of one of your parents and your cousin means only a first cousin (the son or daughter of your aunt or uncle).

6. It is important that you supply all the documentation necessary, otherwise your application will be delayed or refused. If you do not have a particular document, explain why.

7. Do not submit forged documents or false information - if you do, your application will be refused and you face the possibility of a 10 year ban on travel to the UK. Do declare previous immigration problems - no matter when or how small.

8. Fill in every box on the application form. If the question does not apply to you, write "not applicable" or "N/A". Use additional information boxes to explain answers you have given.

9. Do read your completed application carefully and do not forget to sign the declaration that the information is correct.

10. You will need to assemble all your documents and photocopy your paperwork before you attend the visa application centre in person to submit your visa application form, supporting documents and biometric data. You can find information on the visa application centre opening times and location, the current fees, more information about how to apply and how to contact the visa application centre if you have a question.