

APPLYING FOR A OVERSEAS DOMESTIC WORKER 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 color photograph with a white background.
- The correct application form (VAF 2 for Overseas Domestic Workers) fully completed online in English and signed by the applicant.

(Please note only applications made online are accepted. Please refer to the website www.visa4uk.fco.gov.uk)

For a Domestic Worker Visa, we recommend that you also submit the following documents:

- A letter from your employer confirming your position, your duties and the length of your employment.
- Evidence that you are employed as claimed, such as wage slips, personal bank statements
- Evidence of your employer's identity, for example a passport copy with details of any UK visa.
- Evidence of your employer's ability to pay for your trip, for example 6 months bank statements.
- Evidence of travel plans, for example a copy of any flight ticket, hotel booking.
- Domestic worker's contract of employment.
- Completed Overseas Domestic Workers undertaking (**see below**)
- Completed residence details form (**see below**)

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. The UK Border Agency may take a decision on your application based on the information contained here without interviewing you. Therefore please ensure you submit all relevant **original documents**, with a set of photocopies.

DECLARATION

I am aware that the visa fee is non refundable.

Comments: _____

Name _____

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

Applicant's Signature _____

FOR OFFICIAL USE ONLY

- 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 _____



Undertaking to be signed by employers of Overseas Domestic Workers

1. Undertaking to be signed by employers.

IMMIGRATION ACT 1971

Undertaking as to the maintenance and accommodation of a domestic servant and confirmation of receipt of letter to employer and leaflet for servants.

TO BE COMPLETED BY THE EMPLOYER

Please complete this form in block capitals.

I,(name), of
.....(address),
hereby undertake that if(name of employee) is granted leave to enter or remain in the United Kingdom as my servant I shall be responsible for his/her maintenance and accommodation in the United Kingdom, throughout the period of that leave and any variation of it, and that I will maintain and accommodate him/her adequately, providing him/her with his/her own separate bedroom.

I also confirm that I have read and understood the letter to employers and the leaflet for servants enclosed with it.

Signed:

Dated:

FOR OFFICIAL USE ONLY
Certificate

I certify that this undertaking has been signed by the employer and that a copy has been given to him/her.

Signature:

Date Stamp:.....

2. STATEMENT OF THE TERMS AND CONDITIONS OF EMPLOYMENT

TO BE COMPLETED BY THE EMPLOYER



MAIN TERMS AND CONDITIONS OF EMPLOYMENT OF A DOMESTIC SERVANT IN THE UNITED KINGDOM

Before an overseas domestic worker can obtain entry clearance to accompany his or her employer to the United Kingdom he or she must be provided with a written statement of the main terms and conditions of his or her employment. Using this form helps employers to comply with that requirement.

(Name and address of employee)(Name and address of employer)
A domestic worker for the employer since(starting date).

Main Terms and Conditions of Employment in the United Kingdom.

1. Job Title
Main duties
Starting date in UK
2. Rate of Pay per week/month
Other pay information
Frequency of payment
Method of payment
3. Hours of work per week
Free periods per week
4. Sleeping accommodation
5. Holidays per year
6. **Ending the employment**
Employee must give weeks notice if he/she decides to leave his/her job.
Employee is entitled to weeks notice if the employer decides to dismiss him/her.

Employee is employed on a fixed-term contract until (date) (if applicable).

Issued by Employer:

Signed Date

Seen and agreed by Employee:

Signed Date

1 copy to employee
1 copy to ECO



DOMESTIC WORKER RESIDENCE VISA

VISA No. : _____

PLACE OF ISSUE : _____

NAME OF HOLDER : _____

PASSPORT NO. : _____

OCCUPATION : _____

SPONSOR : _____

DATE OF ISSUE : _____

DATE OF EXPIRY : _____

WITH SAME SPONSOR SINCE: _____