



APPLYING FOR PBS TIER 1 - GENERAL

Before you apply under this category you **MUST** read the policy guidance at <http://www.ukba.homeoffice.gov.uk/workingintheuk/tier1/general/>

All applicants must submit the following documents

- Your passport or travel document. Please make sure the passport has at least one clear page
- The correct fee
- Two recent passports – size colour photograph with a white background.
- Application form VAF 9 and Appendix 1 fully completed in English and signed by the applicant

ATTRIBUTES

- Age** : Passport / Birth Certificate

QUALIFICATION

- The original certificate of award must be on the institution's official paper. Your qualification must be either recognised by UKBA Tier1 points calculator or you must provide a UK NARIC certificate (United Kingdom National Recognition Information Centre)

PREVIOUS EARNINGS

- You must send at least two of the following from different sources as proof of your earnings. For example for salaried employment, you should not send payslips together with a letter from the employer, because we consider both of these documents to be from the same source.
- Payslips for the period of employment claimed up to a maximum of 12 months
- Personal bank statements
- Letter from your employer
- Official tax document
- Dividend vouchers
- Letter from your managing agent or accountant
- Invoice explanations or payment summaries
- Company or business accounts

UK EXPERIENCE

- Proof of your previous earnings made in the United Kingdom
- Proof of your United Kingdom study experience

CONTROLS

English

- Proof you are a national of a majority English speaking country
- Proof you have passed an English language test
- Proof your degree was taught in English

Maintenance (funds):

- Personal bank statements covering the three-month period immediately before the application and all evidence must be dated no more than one month before the application is submitted.
- Letter from bank confirming funds and that they have been in bank for at least three months

TRANSITIONAL ARRANGEMENT:

- HSMP Letter

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.** _____ **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 _____