



APPLYING FOR PBS TIER 2 - GENERAL

Before you apply under this category you **MUST** read the policy guidance at <http://www.ukba.homeoffice.gov.uk/workingintheuk/tier2/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 5 fully completed in English and signed by the applicant

ATTRIBUTES

- Sponsorship:** Certificate of Sponsorship reference number.

QUALIFICATION

- The original certificate of award must be on the institution's official paper clearly showing:
 - Your name, the title of the award, the date of the award; and the name of the awarding institution.
 - * Your qualification must be either recognised by UKBA Tier1 point's calculator or you must provide a UK NARIC certificate (United Kingdom National Recognition Information Centre)

If you cannot provide your original certificate:

- If you are waiting to graduate or you no longer have the certificate and the institution that issued it is unable to send a replacement, you must provide the original academic reference and the original academic transcript.
- The original academic reference from the institution awarding the degree must be on official headed paper of the institution and clearly show:
 - Your name; the title of award; the date of award, confirming that it has been or will be awarded; and the date that the certificate will be issued or confirmation that the institution is unable to re-issue the original certificate or award.
- The original academic transcript must be on the institution's official paper clearly showing:
 - Your name; the name of the academic institution; the course title; and confirmation of the award.

CONTROL:

English :

- National of a majority English speaking country
- English language test
- Degree taught in English

Maintenance:

The financial evidence/bank statements must be original, on the official letter-headed paper or stationery of the organisation and have the official stamp of that organisation. An authorised official of that organisation must have issued them. Evidence must be in the form of cash funds. Other accounts or financial instruments for example, shares, bonds and pension funds, fixed deposits regardless of notice are not acceptable.

If you wish to rely on a joint account as evidence of available funds, you must be named on the account along with one or more other named individuals.

- Letter from the your sponsor

If your A-rated sponsor says they will maintain and accommodate you (and your dependants) until the end of the first month of your employment in the United Kingdom, you must send a letter from them which confirms this.

- Personal bank statements covering the three months before you apply
- The financial evidence must be dated no more than one month before the date of your application.

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 _____

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- 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 _____