



APPLYING FOR TOURIST or VISITOR-IN-TRANSIT 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 1 for a Visits) fully-completed in English and signed by the applicant.

For a Tourist or Visit-In-Transit Visa we recommend that you also submit the following documents:

- Evidence of your personal circumstances for example letters of employment; evidence of a regular salary (if you have one) in the form of wage slips / bank statements; 6 months itemised bank statements, trade license, evidence of assets.
- If you are paying for the visit yourself, evidence that you have enough funds available to you
- If your sponsor, or employer, or anyone else, is supporting you, you should show evidence of his / her immigration status if they are in the UK; 6 months itemised bank statements; pay slips; trade license, evidence that they are willing to finance your stay in the UK.
- Evidence that you have somewhere to stay, for example a hotel reservation, or a letter from your sponsor confirming that you are staying with them.

CHILDREN UNDER 18 YEARS:

If traveling without parents please submit:

- Written permission from one or both parents for the child to travel.
- Name and address of who will care for the child in the UK

If traveling with parents:

- A photocopy of parent(s) passport

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

FOR OFFICIAL USE ONLY

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 _____