



## APPLYING FOR A WORK PERMIT 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 2 for a Work Permits) fully-completed in English and signed by the applicant.

**For a Work Permit Visa we recommend that you also submit the following documents:**

- The original work permit within 6 months of the issue date, we cannot accept photocopies or out-of-date work permits.
- Evidence of any qualifications related to the job you will be doing in the UK.
- Evidence of your current and previous employment.

**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** \_\_\_\_\_