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外地区

You should read this information guide to help you decide which documents will be useful in supporting the statements that you have made on your visa application form (VAF).

您应阅读此信息说明，以帮助您决定何种文件将有助于支持您在签证申请表(VAF)上进行的陈述。

It is not a list of documents that you must submit. We do not expect you to provide all of the documents listed below, it is for you to decide which documents are most relevant to your application.

这不是您必须要提供的文件的清单。我们不要求您提供下面清单上的所有文件，您需要自己决定哪些文件与您的申请最相关。

The submission of all or any of these documents does not guarantee that your application will be successful.
递交了所有或任何这些文件，不能确保您的申请将会成功。

Guide to supporting documents 文件说明

Business Fast Track
商务快速通道

Information about you 个人信息

These documents are important because they provide information about your personal circumstances in the country in which you are applying.

这些文件很重要，因为它们反映了您在递交申请的国家中您的个人情况。

A current and valid travel document or passport 一份当前有效的旅行证件或护照	You will not be issued a visa if you do not have one of these 如果您不提供此文件，您将不会被签发签证
One passport sized colour photograph 一张彩色护照照片	This must comply with the requirements in our photo guidance 此文件必须满足我们 照片说明 中的要求
Evidence of your permission to be in the country where you are applying, if you are not a national of that country 如果您不是您递交申请所在国的公民，您需要提供您进入此国家的许可文件	This must show your current immigration status. It could be a residence permit, 'green card' or valid visa. 此文件必须显示您目前的移民情况，文件可以为居住许可、“绿卡”或有效签证。
Previous passports 旧护照 Evidence of your current employment 您目前工作证明文件	These are to show your previous travel history 此文件意在显示您以前的旅行记录 This could include: 此类文件包括： ➢ a letter from your employer on company headed paper – this should list your salary and the length of your employment, confirm that you have been given time off work, and state whether this time off is paid or unpaid 由您的雇主用单位抬头纸出具的证明信 - 此证明信应注明您的工资及您在此单位已工作的时间，确认您已获批假期，并说明此假期是否带薪

Information about your visit to the UK 您访问英国的信息

Depending on the reason for your visit, you may need to provide some of the following documents to help to show us what you plan to do while you are in the UK.

根据您访问的原因，您可能需要递交以下一些文件，来显示您在英国的计划。

In some locations you can only apply by making an online application. You should check on our [supported countries page](#) to see if you have to or if you are able to make an online application. If you make an [online application](#) you must also print it off and submit with your supporting documents

在一些地区，您可以进行在线申请。您应查看[所适用国家页面](#)，确认您是否必须或可以进行在线申请。如果您进行[在线申请](#)，您也必须将申请表格打印出来，并同您其它的文件一起递交。

Business Fast Track 商务快速通道

Completed visa application form 填写完整的签证申请表	➤ If your country does not support online applications you must complete and submit a VAF 1C. 如果您的国家不适用在线申请，您必须填写并递交表格VAF 1C.
UK Invitation letter 英方的邀请函	➤ Invitation letter from the UK company who you are going to visit 由您打算访问的英国公司出具的邀请函