



Appointment Booking Checklist

Payment notification number: 2TBC001705352

Payment amount: 4542.00 GBP

Your Booking Reference Number (BRN): 4-2-2100851

Immigration health surcharge reference number : IHS183155530 (manual)

Email: swethamohanb@gmail.com

Submitted date: 15 August 2016 23:07 British Summer Time (BST)

Applicant 1

Product name/service: Tier 1 (General)

Applicant's full name: Mrs Swetha Ravindra

Date of birth: 15 November 1988

Nationality: India

Applicant 2

Product name/service: Tier 1 (General)

Applicant's full name: Mr Krithik Mohan

Date of birth: 7 January 2012

Nationality: India

What happens next

If you have not already done so, you will need to download and print your application form by [signing in to your booking](#).

Complete and sign the application form and bring it to your appointment. You will also need to bring this checklist and your supporting documents. Make sure have certified translations of any documents not in English or Welsh. If you do not bring your documents, your application is likely to be rejected.

You should also bring photocopies of your documents, as this will help speed up the application process.

If you have told us that you are living in local authority care in the UK, you will also need to bring a letter from your local authority proving you are living in their care. If you do not bring this letter with you to your appointment, we may refuse your application.

Your appointment is at 1:00 PM on 7 September, 2016.

Bring your completed and signed application form, appointment booking checklist and supporting documents to your appointment at:

Croydon premium service centre
Lunar House
40 Wellesley Road
Croydon
CR9 2BY



UK Visas & Immigration

At your appointment

You must arrive 15 minutes before your appointment for a security check.

After the security check, you must provide the following at the reception:

- your completed application form
- all necessary supporting documents for your visa application

You'll be asked to provide your biometric information during your appointment.

You'll need to:

- have a digital photo taken of your face
- put your fingers on a glass screen to be scanned
- give your signature

This process will happen at the premium service centre and takes less than 5 minutes. It doesn't involve any ink or mess.

You will generally receive a decision on the same day, if you bring all the information needed to your appointment.

Who you can bring to an appointment

Any dependants named on your application must come with you to your appointment.

You can also bring any other people you need at your appointment, eg carers, family members or legal representatives.

If you need to reschedule or cancel your appointment

If you need to reschedule or cancel your appointment, [sign in to your booking](#).

You can change or cancel your appointment up to 24 hours before your booking

If you are unable to attend, please cancel your appointment. If you do not attend your appointment or if you cancel less than 5 working days before your appointment date, we will not refund the £100 appointment fee per applicant unless there are exceptional circumstances.

If you booked an out-of-hours appointment you will not be refunded the additional charge of £63 per applicant.

If you reschedule an out-of-hours appointment to an appointment during normal hours, and it is less than 5 working days before your appointment date, you will not be refunded the additional charge of £63 per applicant.

If we need to cancel your appointment

In exceptional circumstances we may need to cancel your appointment. Whenever possible, we will contact you to tell you that you need to rebook.

If you are unable to rebook before your current visa or leave expires, you will need to submit your application by post. It must be posted to us before your current visa or leave expires.

If you do not submit a valid application before your current visa or leave expires, you will become an overstayer. This may affect your future application and could result in you losing your right to appeal if your application is refused.

If you need to contact us after you have paid

If you need to contact us in connection with this payment or appointment, please use the details below.

Phone: 0300 123 2241

Textphone: 0800 389 8289 (the contact centre also accepts calls by text relay and other similar services)

Call centre hours:



UK Visas & Immigration

- Monday to Thursday 09:00 to 16:45 GMT
- Friday 09:00 to 16:30 GMT
- We are not open on [bank holidays](#)

Please have the following details when you contact us:

- your full name, date of birth and nationality
- the date on which you paid for your application
- the payment notification number (you can find this at the start of this checklist)