**Document Checklist**

This checklist:

* describes the visa you have applied for;
* is used to record the documents you are providing in support of your application.

You will be asked to sign this checklist to confirm you have provided the documents listed and understand how your application will be dealt with.

The above needs copywriting

|  |  |
| --- | --- |
| **Priority:** | **Standard** |

**Product**

|  |  |
| --- | --- |
| Category: | **Visit Visa - Business Visitor** |
| Validity period / Duration/Length of Visa: | **2 years** |
| Payment notification number: | **2JCA000202325** |
| Fee Paid: | **1000 RMB / CNY** |
| Date Paid: | **12/12/2014** |

**Applicant**

|  |  |  |
| --- | --- | --- |
| Applicant’s full name: | **Mr Dermot Browne** | How your head should appear in passport photos - described in text above |
| Date of birth: | **23 September 1960** |
| Place of birth: | **Shanghai** |
| Nationality: | **China** |
| Passport / Travel Document number: | **E123456789** |
| Landline telephone number: | **0123456789123** |
| Mobile / Cellular: | **077756789123** |
| Email: | [**dermotbrowne@shangaix.zn**](mailto:dermotbrowne@shangaix.zn) |
| Submitted date: | **18 March 2014 14:53** |

**Documents**

All documents must be originals.

You have agreed to include the following documents in your application.

Please tick the box beside each document to confirm that you are providing that document:

|  |  |  |
| --- | --- | --- |
| **PLEASE TICK TO INDICATE THE DOCUMENTS PROVIDED** | **Applicant**  **√** |  |
| **Current/Valid Passport/Travel Document for <Mr Dermot Browne>**  *Your passport should be complete and undamaged. It must have a page that is blank on both sides (so that your Visa can be attached). And it must not expire before your visit to the UK.* |  |  |
| **A Passport photo for Mr Dermot Browne**  Photo should have been taken within the last 6 months. There are rules about what your photograph should look like. To find out more about these rules, go to : <https://www.gov.uk/photos-for-passports> |  |  |
| *A. N. Other document as indicated while completing application. (Would be shown on ‘Documents’ block.)* |  |  |
| *A. N. Other document as indicated while completing application. (Would be shown on ‘Documents’ block.)* |  |  |
|  |  |  |
| 1. *N. Other document as indicated while completing application. (Would be shown on ‘Documents’ block.)* |  |  |

If you do not provide your current passport and a passport photograph we will **not** be able to make a decision on your application. Please note that we may ask you to provide further documents at a later date. If you have a previous UK Visa in an old passport then please provide this passport also.

**The above section (Documents) needs copywriting**

You **may** provide any documents in support of your application:

* All documents must be in English. Translated documents must be authorised;
* Originals of documents must be provided;
* Copies of each document must be provided so that they can be retained and the originals can be returned to you.

Further guidance is available at [www.gov.uk/visas-immigration](http://www.gov.uk/visas-immigration)

The guidance above needs copywriting. The copy should convey that the applicant does not have to provide any further documents but encourage them to provide anything that might help the decision making process.

The rows of the table that are displayed below must be tailored to the application and the applicant’s answers. For instance, for ‘Child Visitors’ there might be a row, and header row, prompting for documents informing Child Protection. However, each scenario needs to be assessed separately, for instance, the application form might dictate that the applicant provide all necessary ‘child protection’ related documentation and it would therefore be listed in the previous section.

|  |  |  |
| --- | --- | --- |
| **PLEASE TICK TO INDICATE THE DOCUMENTS PROVIDED** | **Applicant**  **√** | **Official Use Only**  **√** |
| **OTHER PASSPORTS** | | |
| 2nd passport: Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3rd passport: Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| **TRAVEL DOCUMENTS** | | |
| Evidence of your permission to be in the country from which you are applying. |  |  |
| **PURPOSE OF APPLICATION (INCLUDING ANY RELATED ARRANGEMENTS)** | | |
| Evidence of arrangements made, such as:  tour details / flight details / letter of invitation / evidence of sponsors immigration status in the UK |  |  |
| **EVIDENCE OF CURRENT EMPLOYMENT** | | |
| Evidence of the employment and all income stated on application form, such as:  letter from employer / pay slips / tax returns / business registration documents / business bank account statements |  |  |
| **EVIDENCE OF CURRENT STUDIES** | | |
| Evidence of being in education. |  |  |
| Evidence of qualifications obtained. |  |  |
| **FINANCES** | | |
| Evidence of your income, such as:  Bank statements / bank books / bank letter / balance certificate / tax returns / crop receipts |  |  |
| Evidence of ability to meet costs of trip, such as:  Bank statements of the person paying for the trip. |  |  |
| **ACCOMMODATION AT HOME** | | |
| Evidence of assets like property or land, such as:  Property deed / mortgage statements / tenancy agreements / accountant’s letters / land registration documents |  |  |
| **ACCOMMODATION IN UK** | | |
| Evidence of UK accommodation and travel details, such as:  Hotel booking confirmation / travel booking confirmation / travel agent confirmation / sponsor accommodation details |  |  |
| **UNACCOMPANIED CHILDREN** | | |
| Written consent from your parent or guardian for you to travel to the UK. |  |  |
| **HEALTH** | | |
| TB certificate, OR  Letter/form from clinician stating a ‘TB certificate is not required’ |  |  |
| **ADDITIONAL INFORMATION** | | |
| Evidence of your marital status, such as:  Marriage certificate / civil partnership certificate / divorce certificate / death certificate |  |  |
| Evidence of family members remaining in your home country whilst you travel. |  |  |

**Other documents**

Please list any other documents, not indicated above, that you are providing with your application:

The Copy of above paragraph to be prepared.

|  |  |  |
| --- | --- | --- |
| **PLEASE TICK TO CONFIRM THE DOCUMENTS PROVIDED** | **Applicant**  **√** | **Official use only**  **√** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
|  |  |  |

**Declaration**

Please tick the following boxes to confirm you understand the application process.

* I confirm that I have read the guidance and there are no other documents to submit. For documents which are not in English, I have provided a certified translation.
* I understand that a decision may be made on my application based on these documents only.
* If I have paid the fee for a long term visa, I am aware that the decision on the length of the visa granted will be made by the visa officer. If the long term visa is not granted then the difference or the fee will not be refunded. If your Visa application is delayed the fee will not be refunded.

The above declaration is between the Applicant and the Corporate Partner and it needs copywriting.

|  |  |  |
| --- | --- | --- |
| **Date:** | **Applicant’s Name:** | **Applicant’s Signature:** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Or

|  |  |  |
| --- | --- | --- |
| **Date:** | **Responsible Adult’s Name:** | **Responsible Adult’s Signature:** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

The following signature, I believe, is for confirmation between the CP and Home Office.

|  |  |  |
| --- | --- | --- |
| For official use only | | |
| **Date:** | **Submission Officer’s Name:** | **Submission Officer’s Signature:** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**What to do next?**

Attend the offices of vfs.global: <http://www.vfsglobal.co.uk/china> 15 minutes before the time of your appointment.

This will be at **<time>** on **<date>** at the following location:

Wuchang District, Wuhan City, Hubei Province, 171 North Street, headquarters of the International c Han Dong 302 Zip Code: 430071

A map is available at: <http://www.vfsglobal.co.uk/china/images/wuhan_map.jpeg>

**If you have any questions**, contact:

**China Telephone**  
  
Local opening times: 8:00am - 4:00pm  
  
You can call us on:  
  
**0086-10-84181724 or 0086-755-86243860 or 0086-755-86243861**  
  
If you would prefer to dial a UK number direct please call:  
  
**00 44 1243 218 100**  
  
This is a paid service and there is a cost of £1.37 UK Sterling per minute in addition to your standard network charges. Please have a valid credit or debit card ready to process your payment. We can accept Mastercard Credit and Debit cards, and Visa Credit and Debit cards. You will not be charged until you are connected to an advisor. Calls may be recorded for training purposes. We are able to handle your calls in English, Mandarin or Cantonese.

Your fingerprints will be taken during your appointment unless you are under 5 years old or are exempted, such as diplomats or x, y and z. Advice.

*Point Of Information*

The above section should be the text that is used to populate the ‘What to do next?’ block. So its dynamic and dependent.