

Information booklet **Visitor Visa Application** **to the UK**



**WEST LONDON IMMIGRATION
SERVICES LTD**

19 North Terrace, Durham,
DH1 5EF, United Kingdom
T: +44 (0) 191 3862 327
E: info@wlisuk.com
W: www.wlisuk.com

Contact RUPAK PAUDYAL directly
on Mobile: +447739864487

About Us

West London Immigration Services (WLIS) specialises in providing UK immigration advice and representing clients towards visa success. Whether it is in applying for Entry Clearance, Further Leave to Remain, Settlement in the UK or as a citizen of the European Union, our experienced advisor will guide you through the process representing you for immigration purposes. West London Immigration Services are authorised and regulated by the Office for Immigration Services Commissioner (OISC [registration number F201400882]) to provide immigration advice and represent clients for UK immigration purposes.

Our History

West London Immigration Services (WLIS) started its immigration advisory practice in 2013 in Ealing, West London, United Kingdom.

Now based in Durham in the North East of England, WLIS serves clients throughout the United Kingdom and rest of the world using modern technology to provide flexible service conducive to supporting clients' convenience.



How do we work?

Following relocation from London to Durham and changes in the UKVI application process we require that approaching clients work with us on the following arrangement:

Step 1: Initial contact

Kindly contact us by our website, telephone or other social media channels requesting our advice/services and outlining your preferred contact time.

Step 2: Identification

We need a copy of the client's passport/ID, email and current address prior to providing the appointed advice or service. We therefore request this information be sent to us by email or post as soon as possible.

Step 3: Call back

We would be pleased to respond to a request for a call back happily contacting you to discuss your query via telephone (including mobile, WhatsApp, Viber, Skype) depending on your stipulated choice of communication.

Step 4: Initial document assessment

Initial documentation to support assessment can be sent to the advisor directly on WhatsApp, Viber or iMessage for initial advice purposes. N.B. Documents sent to us through this medium will not be used for the official application to the authorities and are only used for the purposes of providing quick advice to clients remotely.

Step 5: Contract of engagement

We will issue you with a client care letter by email which is a legally binding contract confirming your instruction for WLIS to represent you for immigration purposes.

Step 6: Returning a signed contract

We ask that you kindly return a signed copy of a client care letter to us via email or post. To help save paper and the environment, just the signature page and GDPR consent page of the client care letter are necessary.



Step 7. Document receipt

We will further assess all documents received at our offices via email or post. N.B. For documents you intend to post, kindly include a prepaid return envelope to avoid us charging a £15 admin fee plus postal cost.

We advise that clients send colour scan copies of documentation.

Step 8: Home Office application

We will complete the application on your behalf using communication channels such as WhatsApp and Viber in order to obtain the appropriate level of details from yourself enabling us to represent you for immigration purposes. These communication channels provide you with the flexibility of responding at your own convenience enabling speedy communication for when such requested information is available to you. Please be assured, we may send you multiple drafts for your confirmation and review prior to making the final submission.

Note:

Once the client confirms details on a partially completed application, only then will we proceed towards submission of the application to the authorities.

Step 9: Application submission

We will submit your application on the Access UK site at gov.uk for both UK and overseas-based applicants. As payment to the authorities must be made directly and at this point, the payer must be available at the time the application is submitted.

Step 10: Documents submission

For the purposes of having a record of successful submissions, we prefer to submit supporting documentation online ourselves to the Home Office authority through its chosen contractors' portals (VFS, Teleperformance or Sopra Steria (UKVCAS)). Note: We will therefore request from you your login details and consent prior to accessing the submission portal.

Step 11: Biometric enrolment

We will book an appointment on your behalf for biometric enrolment with the Home Office at the Visa Application Centre (VAC) aimed at being as convenient for you as possible in terms of location and time.

Step 12: Visa decision

In Country:	Overseas Application:
<ol style="list-style-type: none">1. Usually, the UKVI will write to us with the outcome of your visa application.2. Decision received by us:<ul style="list-style-type: none">- We will provide you with an update via email- BRP card received at our address (We will post it to your address £15 admin and postal cost applies)	<ol style="list-style-type: none">1. An email of the outcome is generally sent in many countries however some countries only find an outcome once the passport is collected at the VAC where the application was made.2. Upon receiving a decision, you agree to send us a copy of the decision (visa or refusal)3. Upon arrival in the UK and on collection of BRP you agree to send us a copy for our compliance and record purposes.

Step 13: File closure

When all above twelve steps are concluded we will close your file providing you with confirmation of file closure by email.

Note: Any new instruction to us upon the UKVI decision is treated as a new case, thereby requiring a repeat of the above process as necessary and incurring corresponding fees.

UK Visitor Visas

Visitor visas are required by non-British nationals wishing to enter the UK for short periods (maximum stay of 6 months). Whether or not you need a visitor visa depends on your nationality, the purpose of your visit and the length of your stay.

The UK Visitor Visa category includes several specific visitor visas assigned to the purpose of the visit (to holiday, visit family and friends, get married, study a short course or sit the Professional and Linguistic Assessments Board test (PLAB), amongst others).

Business Visitor Visa

This visa allows business people to lay groundwork in the UK for future business transactions.

Family Visitor Visa

A Family Visitor Visa provides the opportunity to meet with friends and family in the UK for up to 6 months. UK-based friends or family can also act as a UK sponsor in support of your application.

Marriage Visitor Visa

A Marriage Visitor Visa allows couples to travel to the UK and remain for up to 6 months for the purpose of getting married.

Student Visitor Visa

This type of visa provides an opportunity to come to the UK for a short educational course.

Prospective Student Visa

Prospective students are people who intend to study in the UK but have not yet been accepted into a course of study.

Child Visitor Visa

A Child Visitor Visa is specifically for those under 18 years of age visiting family and friends in the UK for up to 6 months.

Private Medical Treatment Visitor Visa

A Medical Visitor Visa is for those who need to come to the UK to receive private medical treatment.

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Sports Visitor Visa

This type of visa is suitable for those entering the UK for a short time in order to take part in certain sporting events.

Entertainer Visitor Visa

This visa allows participants to take part in certain major arts festivals, music competitions and charity events in the UK.

Parent of a Child at School Visa

This visa allows a parent to accompany their children whilst they attend school in the UK for a year.

How long you can stay

You can usually stay in the UK for up to 6 months.

You might be able to stay for longer if:

- You're coming to the UK for private medical treatment - up to 11 months.
- You're an academic and meet the eligibility requirements - you, your spouse or

partner and your children may be able to stay for up to 12 months.

If you need to visit the UK regularly you can apply for a long-term Standard Visitor Visa that lasts 2, 5 or 10 years facilitating regular visiting of the UK over a longer period. You can stay for a maximum of 6 months on each visit.



Legal Requirements (Paragraph 41 of the Immigration Rules)

Anyone applying to come to the UK as a visitor must satisfy paragraph 41 of the Immigration Rules.

Paragraph 41 of the Immigration Rules provides that anyone applying to come to the UK as a visitor must be able to show that he or she:

- (i) Is genuinely seeking entry as a general visitor for a limited period as stated by him, not exceeding 6 months or not exceeding 12 months in the case of a person seeking entry to accompany an academic visitor, provided in the latter case the visitor accompanying the academic visitor has entry clearance; and
- (ii) Intends to leave the United Kingdom at the end of the period of the visit as stated by him; and
- (iii) Does not intend to take employment in the United Kingdom; and
- (iv) Does not intend to produce goods or provide services within the United Kingdom, including the selling of goods or services direct to members of the public; and
- (v) Does not intend to undertake a course of study; and
- (vi) Will maintain and accommodate himself and any dependants adequately out of the resources available to him without resource to public funds or taking employment; or will, with any dependants, be maintained and accommodated adequately by relatives or friends; and
- (vii) Can meet the cost of the return or onward journey; and
- (viii) Is not a child under the age of 18.
- (ix) Does not intend to do any of the activities provided for in paragraphs 46G (iii), 46M (iii) or 46S (iii); and
- (x) Does not, during his visit, intend to marry or form a civil partnership, or to give notice of marriage or civil partnership; and
- (xi) Is not in transit to a country outside the common travel area.
- (xii) Where he is seeking leave to enter as a general visitor to take part in archaeological excavations, provides a letter from the director or organiser of the excavation stating the length of their visit and, where appropriate, what arrangements have been made for their accommodation and maintenance.

Paragraph 46G (iii)

They must show that they do not intend to carry out the following activities specifically reserved for business visitors and listed in paragraph 46G (iii) of the Immigration Rules: They must prove that they do not intend:

- (a) To carry out a business activity of a type listed in UK Border Agency guidance specifying the activities that a businessperson may undertake during a short-term business visit to the UK.
- (b) To take part in a location shoot as a member of a film crew;
- (c) To represent overseas news media including as a journalist, correspondent, producer or cameraman;
- (d) To act as an Academic Visitor;
- (e) To act as a Visiting Professor;
- (f) To be a secondeed to a UK company;
- (g) To undertake preaching or pastoral work as a religious worker;
- (h) To act as an adviser, consultant, trainer or trouble shooter to any company in the UK;
- (i) To undertake specific, one-off training on techniques and work practices used in the UK

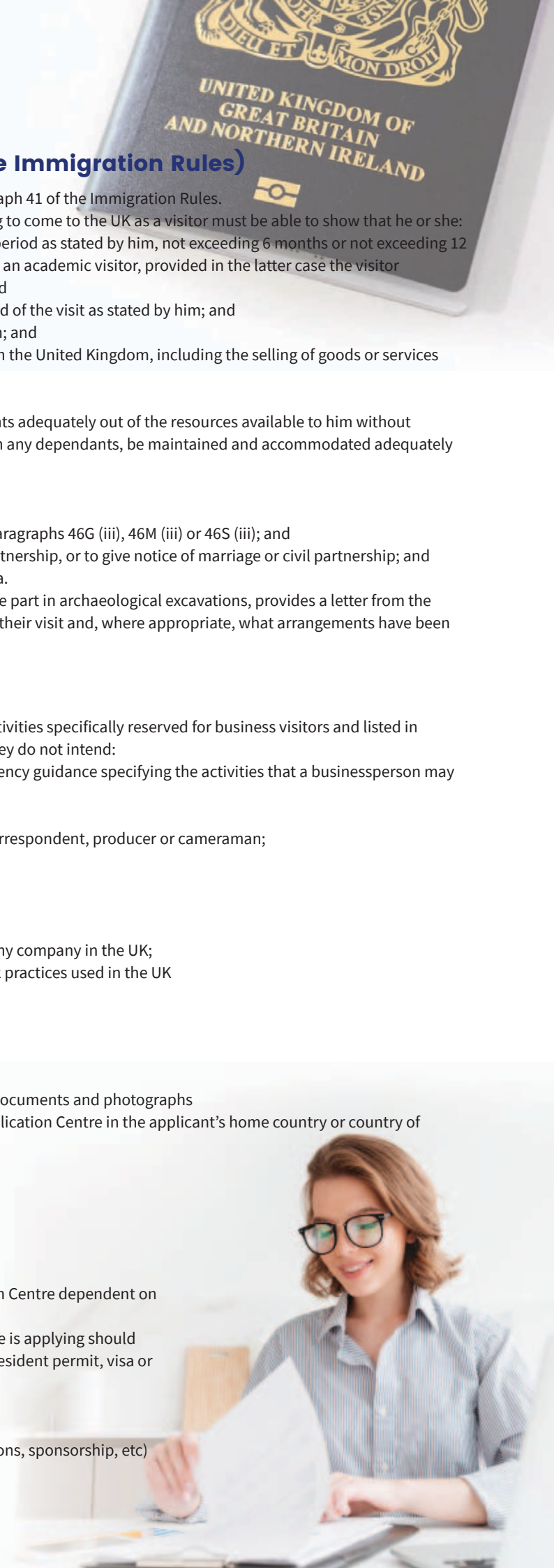
Procedure for Applying

- Complete the application form online
- Enclose the fee or pay online
- Enclose the supporting passports, identity documents, other documents and photographs
- Submit to the British Embassy or High Commission or Visa Application Centre in the applicant's home country or country of residence.
- Submit biometric information

Documents and Information Needed

Supplying the below documentation and information is mandatory:

- A valid travel document or passport
- The appropriate fee either paid online or at the Visa application Centre dependent on country of application.
- An applicant who is not a national of the country from which he is applying should submit evidence of his permission to be in that country e.g. a resident permit, visa or green card
- Any evidence to support the information given in the form
- Previous passport(s)
- Evidence of how the trip is to be funded (savings, salary, pensions, sponsorship, etc)



Finances and Employment

- Evidence of the applicant's current employment/self-employment/occupation/work/ studies/other means of support.
- Evidence of the applicant's total monthly income from all sources of employment or occupation after tax.
- Evidence of the applicant's income from other sources e.g., friends, family, savings, property etc.

Evidence from Sponsor

Sponsored applicants should provide:

- Evidence of the sponsor's immigration status in the UK.
- A letter of sponsorship explaining the sponsor's relationship to the person who is applying, the purpose of the visit and where the general visitor will stay.

A sponsor who will be providing financial support and accommodation for the general visitor and/or pay for his/her travel to the UK, should also send the embassy the following as evidence that he is able to do so:

- Copies of the sponsor's bank or building society statements and payslips for the last six months; or
- A copy of their savings account book.

An applicant being sponsored by a company for business purposes should provide a letter from the company outlining the business relationship between the sponsoring company and the applicant's company. The letter should explain what the visitor will be doing and whether the sponsoring company is paying for the trip.

Further specified details would be requested with you directly by the advisor/caseworker who will represent or provide support to your application to the UK Visas and Immigration.

Current Fees:

Visa application fee - £95 per applicant for up to 6 months

Note: Visa fees are automatically calculated by the gov.uk application portal upon application and are charged in the local currency where the applicant is making the application from or in USD; hence the fee advised might vary depending on the exchange rate or increment/decrement by the Home Office.

Where to send your documents

You may email or post all documents and information to the contact details provided below:

By Post:

WLIS, c/o Rupak Paudyal, 19 North Terrace, DURHAM, DH1 5EF, United Kingdom

T: +44 (0) 191 386 2327

Mob: +447739864487.

By Email:

To Rupak Paudyal:

E: rupak@wlisuk.com or

to applications@wlisuk.com with your client reference number.

Our fees:

Our fees for Standard UK Visitor visa applications are **£350** per applicant.

Note: Our fees are non-refundable upon completion of instruction and we do not guarantee success on the visa outcome as final decision lies with the Home Office.

Payment method/instructions

Payment method would be via bank transfer and WLIS do not accept cash payments or in person.

Payment instructions will be sent to you by the advisor, mentioned on client care and will also be available on the invoice of service upon agreement.

Call us on 0191 3862 327 for more information or contact Mr. Rupak Paudyal directly on 077 3986 4487 for a free initial assessment of your requirements and more details.