**Visa Notes**

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| Passport: Original Passport with validity of minimum six months and minimum One page should be blank from both side for visa stamp. a) Attach all Previous passports to show previous travel history. |  |
| UK Visa Application Form: Visa application form has to be filled online by the applicant.  Photo Specification Two recent passport size photographs with matt finish, 60%-80% face coverage, white background and without border (Size: 35mm x 45mm) Please note: Photograph should not be more than 3 months old, scanned/stapled and should not be used in any of the previous visas. |  |
| [Covering Letter](https://www.udaanindia.com/VisaMastersModule/VisaDocs/Docs_990/Covering%20Letter.pdf) : Covering-Letter from applicant on business letter head mentioning name, designation,passport number, purpose and duration of visit in brief. The letter should be duly signed by authorized signatory with company stamp and addressed to – The Visa Officer,British Deputy High Commission, Mumbai. Please Note: Covering-Letter on Letterhead if applicant is Self Employed or on plain paper if Employed. |  |
| Financials a) Original and copy of Personal ITR for 3 yrs. b) Original and copy of Salary slip for the last Three months. c) Original and copy of Personal Bank Statement for last six months mentioning the Bank’s name, Bank’s Telephone Number clearly.   1. Proof Of Occupation Self Employed a)Company Registration Certificate / Certificate of Incorporation b)Brief Company Profile c)Articles of Memorandum (Incase the applicant is MD/Director) d)Proof of Proprietorship / Partnership (In case applicant is Proprietor / Partner in a firm e)Balance sheet of the Company. Employed: a)Proof of employment like Salary Slip or Appointment Letter b)NOC from Employer Student: a)Leave Sanction Letter from school b)Parents have to provide ITR, Bank statement and NOC letter 2. Proof of All Investments like Equity, Bonds, Mutual Fund, PPF, Post Office, Property. |  |
| Proof of Accommodation: Hotel confirmation and Invitation letter/Sponsor letter. |  |
| Original Marriage Certificate |  |

Please Note:  
a) Applications are being accepted through online appointment, we advise you to send your application well in advance so that we can arrange for an appointment.

Applicant will have to personally collect their documents or can opt for courier service at the time they submit their documents at VFS.  
Applicants can submit an authorization letter only in the following cases:  
a) If a parent collecting for a dependent child;  
b) A member of a family group collecting the passports for the whole family;  
c) Government Ministry representatives and a Business Express Programme (BEP) company representative, approved by the company’s authorized signatories.

Please Note:  
a) Applications are accepted through respective outsourced visa application centres. Kindly refer to the link “Outsourced Visa Application Centres” on the left side of the page for details.

British Irish Visa Scheme: Indian citizens can now apply for one travel permit to visit both the UK and Ireland through British-Irish Visa Scheme (BIVS) in India. As per BIVS, applicants should apply for the visa of the country they wish to visit first. If you have an Irish short stay visa and you also want to visit the United Kingdom you must travel to Ireland first. If you have a British short stay visa and you also want to visit Ireland you must travel to the United Kingdom first. The BIVS issued visas will have BIVS coding endorsed on it. For more information kindly click on the following link [BIVS Scheme](https://www.udaanindia.com/VisaMastersModule/VisaDocs/Docs_990/BIVS%20Scheme.pdf) .

Important Note: [Documents for Scanning](https://www.udaanindia.com/VisaMastersModule/VisaDocs/Docs_990/Documents%20for%20Scanning.pdf) .

Please be informed that with immediate effect UKVI starts the Scanning process where in all the documents will be scanned along with the application form at VFS Centres across India. There will be additional charges are applicable of INR 750 for each application. The documents will be categorised as per the various subheads as per the category applicable:

 Sponsor Evidence (Sponsor Passport/ID Documents, Invitation Letter, Guarantee/Support Letter, Sponsor Financial Documents, Sponsor proof of Accommodation)

 Financial Evidence (Bank Book, Bank Reference Letter, Account statements, Fixed Deposit Letter, Other financial reports, UK Correspondence Solicitor Letters, Marketing Documents, Evidence of Third Party Investment, Associated Legal Letters)

 Educational Evidence (High School and University Certificates, Transcripts, School Reports, Letters from Educational Institutions, English Test/NARIC/IELTS)

 Employment Evidence (NOC from the Employer, Appointment letter etc.)

 Additional Documents (e.g. Death Certificate/Marriage Certificate etc.)

General instructions for applicant:

1. Separate out your documents and place the relevant barcode separator on top of each pile of documents and done before you reach the application submission counter. 2. Photocopies can be submitted but they must be clear and legible and all documents must be A4 size. 3. All documents must be free from any clips, pins or staples before they are submitted. 4. Torn, crumpled or heavily creased documents cannot be accepted. 5. Documents should not be laminated.

Before paying the Visa Fees kindly select the service you wish to opt (Press Ctr + Click to open the link)

<https://www.vfsglobal.co.uk/in/en/premium-services>