



## IMPORTANT INFORMATION FOR VISA APPLICANTS

### A. GENERAL INFORMATION FOR ALL APPLICANTS

**Note:** You are strongly advised to read the Immigration Rules applicable to your category of visa application before making your application. Please refer to [www.bia.homeoffice.gov.uk/policyandlaw/immigrationlaw/immigrationrules/](http://www.bia.homeoffice.gov.uk/policyandlaw/immigrationlaw/immigrationrules/) or <http://www.ukvisas.gov.uk/servlet/Front?pagename=OpenMarket/Xcelerate/ShowPage&c=Page&cid=1034241195847>

#### A1. Why do I need to provide documents in support of my application?

UK immigration law states that it is for the applicant to satisfy the Entry Clearance Officer that she/he qualifies for a visa. We aim to resolve your application quickly and without having to interview you. Therefore it is essential that you submit all the necessary supporting documents with your application

#### A2. What sort of documents do I have to show?

Everyone's circumstances are different. We have provided checklists showing the essential documents required in support of applications for:

- Non-settlement - including visitors, Points Based System Tiers 1, 2, 4 and 5, domestic workers, all other categories of non-settlement visa and associated dependants where applicable;
- Settlement - including fiancé(e)s, wives, civil partners, children and other dependants of persons present and settled in the UK
- Right of Abode

The checklists are intended to cover the type of applications we most commonly receive in Malaysia but there are a large number of visa categories and it is therefore advisable for you to check the requirements of your particular category. For more detailed advice on UK visa requirements, please refer to, [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk) or contact the UK Visa Application Centre (VAC), run by our commercial partner VFS or refer to their website at [www.vfs-uk-my.com](http://www.vfs-uk-my.com)

The checklists are intended to identify essential documents needed to help the Entry Clearance Officer to assess your application against the requirements of the Immigration Rules for the category of visa for which you are applying. However, there may be other documents that you need to provide to make the circumstances of your application clear. It is your responsibility to ensure that you have included all the necessary documents appropriate to the visa for which you are applying. Please note, however, that this does not guarantee that your visa will be issued. You need to make sure that all supporting documents are included with your application. Please do not send or fax any papers separately. We aim to reach a decision on your application without the need to interview you, so failure to provide necessary documents may lead to your application being refused.



In almost all cases, we require you to provide evidence of how you will finance your trip to the UK.

If you are applying for a visa for a child (under 18 years) you must include the child's original birth certificate. If the child is adopted this must be clearly stated in the application form and you need to provide evidence of the adoption.

**(i) Finances**

When assessing evidence of finances, we need to be able to see that you have adequate funds available to you and where these funds are from. Please make sure that any bank statements provided show the account number, name and address of the account holder and the bank. Please also make sure that you provide evidence of the origin of the funding (e.g. employment payslips or a letter from the sponsor's employer to confirm the employee's salary).

Note: Tier 4 applicants will have to refer to the Policy Guidance or the appropriate checklist on financial requirements.

**(ii) Accommodation**

If you are staying in a private household the Entry Clearance Officer will need to be satisfied that the provision of accommodation will not cause overcrowding. A house is considered to be overcrowded if 2 persons aged 10 years or more of the opposite sex (other than husband or civil partner and wife or civil partner) have to sleep in the same room. Account is taken only of rooms with a floor area larger than 50 square feet and rooms of a type used either as a living room or bedroom: rooms such as kitchens or bathrooms are excluded. Under the Housing Act 1985 the number of people sleeping in accommodation must not exceed the following:-

NUMBER OF ROOMS	MAXIMUM NUMBER OF PEOPLE ALLOWED
1	2
2	3
3	5
4	7.5
5	10
Each additional room in excess of 5	An additional 2 people

For the purpose of the Act, a child under the age of one does not count as a person. A child aged 1-10 years counts as only half a person.

Evidence of the suitability of accommodation can be supplied in the form of a tenancy agreement or a report confirming the status of the proposed accommodation (e.g. size, occupiers etc.) produced by a qualified body independent of the applicant or sponsor (e.g. local authority).

**A3. Will you accept photocopies, scanned and fax copies of documents?**

Where possible please submit **original documents** with a photocopy of each. We see large numbers of forged documents and it is easier to verify that an original document is genuine. Please note we prefer original documents not to be laminated.

We do understand that some documents are of great value and can be difficult to replace. Of course we make every effort to ensure that your documents are safeguarded. However, if you are not able to provide an original, please ensure that your photocopy is of good quality, complete



and legible and has been certified and dated as a true copy by an appropriate authority (e.g. Notary Public or the originating bank for bank statements).

Please make sure that the date of certification is clearly shown. We reserve the right to inspect original documents if we consider this necessary.

Fax and scanned copies of documents are **generally not acceptable** because we are unable to verify their authenticity.

Printouts of online internet bank accounts **must** be certified by the relevant bank, as changes can be made to the details of such documents which are undetectable in the printed version. Please ensure that these are dated, cover a three month period, show transactions and balance, bear the full details of the bank and clearly show the account holder's name and account number.

#### **A4. Will you accept documents that are not in English?**

If you are submitting documents that are not in English, you must provide certified English translations together with the original documents.

#### **A5. Are there any documents that you don't need to see?**

Please do not send us original credit cards, cash, chequebooks, identity cards. For most categories of visa we do not want to see airline tickets; these should only be included if you are applying for a Direct Airside Transit Visa.

#### **A6. What happens if I don't send the suggested documents?**

If you have not provided the recommended documents, listed on the checklist, with your application, the officer at the counter at the UK Visa Application Centre (VAC) will point this out to you. You may submit your application without these documents if you choose but you must be aware that our decision will be based on the documents you have provided. You will be asked to sign the checklist to confirm that you are aware of the recommended documents, but have chosen to submit your application without these. For more detailed advice on UK visa requirements, please visit to [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk), contact the UK Visa Application Centre (VAC) or refer to their website at [www.vfs-uk-my.com](http://www.vfs-uk-my.com)

#### **A7. How do I make my application?**

You must make your application at our UK Visa Application Centre in Kuala Lumpur (VAC). Most applicants are required to attend in person to provide their biometrics information (photograph and fingerprints) at the time of their application. Children under the age of 5, applicants for Right of Abode and for overseas territories, do not need to provide biometrics data and therefore need not submit their application in person. These applicants have the option to submit their application by post or via a third party. There are also some other exceptions to the biometrics requirement. Please refer to [www.vfs-uk-my.com](http://www.vfs-uk-my.com) for details.

If you are authorising a representative/agent to collect your document after the visa application has been processed we will require a letter signed by you authorising them to collect on your



behalf. Along with the letter the representative/agent must provide copy of his/her identity card or passport.

Please allow us enough time to process your application. Unless you are applying for a Direct Airside Transit visa we recommend that you **do not** purchase your flight tickets before your visa is granted. We aim to process straightforward applications in 5 working days but at busy times of the year it may take slightly longer than this for a decision to be made on your application. Non-straightforward applications will take up to 15 working days. Details of our current processing times can be found on the VAC website [www.vfs-uk-my.com](http://www.vfs-uk-my.com).

**Please note that you must be in Malaysia at the time your application is lodged.**

### **A8. Will I need to attend an interview?**

We aim to reach a decision on most applications on the basis of the documents you have provided to us. However, on some occasions we may still need to call you for an interview. You will be advised by VFS of the date and time of your interview. Failure to attend an interview is not generally acceptable and that if an unexpected occurs (an accident/illness) then you **MUST** notify VFS immediately. In exceptional circumstances we will offer an alternative date but otherwise will make a decision based on the documentation presented. Please note that, whilst we will try to accommodate reasonable requests, we cannot accept requests for specific times/days.

Interviews are conducted in the morning and you should arrive at 8.00 am.

All interviews are held at the British High Commission, 185 Jalan Ampang, Kuala Lumpur, on **first come first served basis**. It is therefore in your interest to arrive early. You will be interviewed by an Entry Clearance Officer.

(Note: If you fail to attend on the allocated day and within the appropriate period you will need to contact VFS to be given another interview date and time slot if necessary)

We carry out interviews in English and we also offer interpreters for Bahasa Malaysia and Cantonese.

If you do not speak one of these languages you **MUST** arrange for an independent professionally qualified interpreter, for example an interpreter authorised by the Malaysian Courts, to accompany you to the interview. Please note that unqualified friends or members of your family cannot be accepted as interpreters. Your interpreter will be required to provide documentary evidence to the interviewing officer of their qualifications.

## **B. WHAT DOCUMENTS DO I NEED FOR A NON-SETTLEMENT APPLICATION?**

Please read in conjunction with the checklist for non-settlement applications or for students, as appropriate.

### **B1. You must provide the following:**



- (i) A passport valid for at least 6 months. The visa we place in your passport will take at least one full page, so please make sure that your passport has at least one spare page for the visa.
- (ii) All your previous passports – if your previous passport has been lost/stolen you must provide a police report or explanation of why it is not available.
- (iii) One recent passport sized colour photograph:
  - Taken against a white background so that features are distinguishable and contrast against the background
  - Clear and of good quality
  - Printed on normal photographic paper
  - Unmounted – 45mm x 35 mm in size
  - Full face (without sunglasses and normally without a hat or other head covering, unless you wear such items because of religious belief or ethnic background)
- (iv) The correct fee. You can get up to date fee information from [www.vfs-uk-my.com](http://www.vfs-uk-my.com) or by contacting the UK Visa Application Centre by telephone (tel: 03 21649323).
- (v) A fully completed & signed visa application form (please ensure you use a current form as we cannot accept out-of-date versions). If you have submitted an online application please print and sign a copy of your form and bring this with you when you submit your application. VFS does not provide assistance in completing visa application form.

## **B2. Supporting Documents**

We cannot give a complete list of all the documents that may be necessary to support your application. You need to consider whether the documents you are providing will be enough to enable the Entry Clearance Officer to assess your application against the requirements of the Immigration Rules. We can only base our decision on the evidence that you have submitted to us.

The following sections give indications of the sort of documents you should provide and why we need them. However, you may have other documents that give the necessary support to your application. In this case you should submit these too. Please refer to section A3 for information on the acceptability of copy documents.

### **Visitors**

You need to be able to demonstrate your purpose in visiting the UK, that you intend to leave the UK at the end of your visit and that you have enough money to support yourself in the UK without recourse to public funds or taking employment.

1. If you are paying for your own visit you need to demonstrate your financial circumstances and how you intend to pay for your visit, such as letters of employment, evidence of regular salary in the form of wage slips, 3 months recent itemised bank statements, fixed deposits (please do not forget to get these updated by the bank), evidence of assets. Please note that we need to see evidence of the origin of these funds, particularly if your funds have been recently deposited into the bank account or are in the form of fixed deposits.



2. If you are sponsored by someone else you will need to show similar evidence of their financial circumstances and their ability to fund your visit. If your sponsor is in the UK you will need to show evidence of his/her immigration status in the UK. This should take the form of a certified copy of every pages of the passport. Please do not ask sponsors to post their passport to you from the UK. If we receive a British passport and the passport holder remains in the UK, we will be obliged to return this to the Identity and Passport Service in the UK, where it will be cancelled as it has been in the hands of a third party.
3. You will also need to show evidence that you have somewhere to stay in the UK e.g. a hotel reservation or a letter from your sponsor confirming that you will be staying with them. If you are staying in a private household the Entry Clearance Officer will need to be satisfied that the provision of accommodation will not cause overcrowding. (See A2 (ii) above for further guidance).
4. You will need to supply details of what you intend to do on your visit. If you are travelling on business you will need to show an invitation letter from the company/ies in the UK.

**POINTS BASED SYSTEM - TIER 1 (GENERAL) MIGRANT, TIER 1 (INVESTOR), TIER 1 (ENTREPRENEUR), TIER 1 (POST-STUDY WORK), TIER 2 (SKILLED WORKER), TIER 5 – TEMPORARY WORKER & YOUTH MOBILITY SCHEME**

1. If you are applying under the new Points Based System, you **must** read the Information guidance applicable to the category before making the application.
2. You will need to first access the Self-Assessment Calculator to see whether you have enough points to make a successful application.
3. If you decide to make an application, you should complete application form VAF9 with your personal details. You will also need to complete the Appendix to the category you are applying using the points scoring information obtained from the Self-Assessment Calculator.
4. You **MUST** include **ORIGINALS** of all documents specified in the checklist and guidance. They must be on the official letter-headed paper or stationary of the organisation and must have been issued by an authorised official. Where a document is not in English, the original must be accompanied by a fully certified translation by a professional translator. If you fail to provide the correct documents, we may refuse the application.

**Right of Abode**

1. If you are applying for a Certificate of Entitlement to Right of Abode in the UK, we need to see evidence of how you qualify for this each time you make your application, regardless of whether you have been granted a Certificate before.
2. Details of the required documents are set out in the Right of Abode checklist.
3. For Right of Abode applications, you **MUST** provide **ORIGINAL** documents issued by the relevant birth/marriage registration office in support of your application. Photocopied or



scanned documents are not acceptable, even if certified. Failure to provide necessary ORIGINAL documents may lead to your application being refused.

#### POINTS BASED SYSTEM - TIER 4

1. From 31 March 2009, all students must apply either as an adult student or a child student under the Tier 4 of the points based system.
2. Prior to submitting your application, you are required to read the Tier 4 of the Points Based System – Policy Guidance which can be obtained from our website at : <http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance.pdf>
3. You will need a visa letter issued by the approved education provider. You can check whether your education provider has a licence at the Tier 4 register of sponsors from the website at: <http://www.ukbahomeoffice.gov.uk/sitecontent/documents/employersandsponsors/pointsbasedsystem/registerofsponsorseducation>
4. You must produce evidence of documents used to obtain the visa letter and funds to cover your course fees and maintenance for the first year or the length of the course.
5. If you are a third country national, we may need to refer your application to our post in that country. Please refer to your respective British Embassy/High Commission website for information on any additional documents that may be required to support your application. Please note that such referrals may delay the processing of your application. Please make sure you apply for your visa as early as possible (**but no earlier than 3 months before the start date of your course**).
6. Students applying for a visa to do postgraduate study in the UK in a number of scientific and technical subjects will need to apply for an ATAS certificate as part of the visa application process. For the list of ATAS subject areas, the application form and other information, please refer to [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk). Students studying degrees outside the UK who intend to undertake a period of study/research in the UK for more than 6 months must also obtain an ATAS certificate. Your application for a visa will be refused if you do not submit your certificate with your application.

#### STUDENT VISITOR

The Student Visitor visa allows overseas students to study in the UK for up to six months. To qualify for a Student Visitor visa, you must have been accepted to study at an institution which either holds a Tier 4 Sponsor Licence or is accredited by one of the UK Border Agency's approved accreditation bodies. For more information, please visit the website [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

If you are not a visa, you are not required to have a Student Visitor visa to study in the UK for less than six months. However, you will need to show your letter of acceptance from the institution where you are going to study to the Immigration Officer on arrival in the UK. You are not allowed



to take employment or extend your leave in the UK. Visa nationals who wish to enter the UK under this category should apply for entry clearance prior to arriving in the UK.

### **If you are going to the UK as a dependant of a student or other qualifying category**

If you are applying at the same time as your sponsor, you should provide appropriate evidence of your relationship e.g. marriage certificate, civil partnership registration, birth certificate. You will need to provide evidence that your sponsor can maintain and accommodate you adequately in the UK

If your sponsor already has a visa in the UK, you must provide evidence of his/her recent UK bank statements and in addition, you will need to show evidence of his/her current status in the UK. You should provide a certified copy of his/her passport showing all the pages. You should also provide a recent letter from your sponsor's college/university confirming his/her ongoing studies and who will be meeting the costs of your stay in the UK and their ability to do so.

## **C. WHAT DOCUMENTS DO I NEED FOR A SETTLEMENT APPLICATION?**

Please read in conjunction with the checklist for settlement applications.

**Please note that settlement applications may take up to 12 weeks to process. Please do not, therefore, confirm your travel arrangements before obtaining your visa.**

### **C1. You must provide the following:**

1. A passport valid for at least 6 months. The visa we place in your passport will take at least one full page, so please make sure that your passport has at least one spare page for the visa.
2. All your previous passports – if your previous passport has been lost/stolen you must provide a police report
3. One recent passport sized colour photograph -
  - Taken against a white background so that features are distinguishable and contrast against the background.
  - Clear and of good quality
  - Printed on normal photographic paper
  - Unmounted – 45mm x 35 mm in size
  - Full face (without sunglasses and normally without a hat or other head covering, unless you wear such items because of your religious belief or ethnic background)
4. The correct fee. You can get up to date fee information from [www.vfs-uk-my.com](http://www.vfs-uk-my.com) or by contacting the UK Visa Application Centre by telephone (tel: 03 21649323).
5. A fully completed & signed visa application form (please ensure you use a current form as we cannot accept out-of-date versions).



## **C2. Suggested documents to be presented**

1. If you are applying as a spouse or civil partner, evidence to show that you are either legally married to each other or are in a civil partnership recognised in the UK.
2. If you are applying as a fiance(e), prospective civil partner, spouse or civil partner and you or your partner have been married before, you should provide evidence of your divorce from your previous relationship
3. If you are a child applying for settlement you should provide evidence of your relationship to your sponsor, such as your birth certificate. If only one of your parents is going to be with you in the UK then you must provide evidence that this parent has sole responsibility for you. This is likely to be legal documentation setting out custody arrangements. If you have been adopted by your UK sponsor then you **MUST** state this in your application and provide appropriate documentation.
4. If you are applying as the dependant of someone already present and settled in the UK, you will need to supply evidence of this person's status in the UK and that they are not under 18 years of age e.g. certified copy of all pages of sponsor's passport which shows their immigration status in the UK or that they are a British Citizen.
5. If you are applying for settlement as a parent, grandparent or as another dependant relative, you will need to submit a signed sponsorship undertaking from your principal sponsor along with all the other necessary documents. A copy of the letter of undertaking is available on the VFS website: [www.vfs-uk-my.com](http://www.vfs-uk-my.com).
6. Evidence of your relationship before the application: e.g. letters, phone bills or photographs. Please note that phone cards cannot be accepted as suitable evidence.
7. Evidence that you can support yourselves and any dependants without resource to public funds (see A2 (i) above for further guidance).
8. Evidence of accommodation, which is owned by or lived in only by you and your dependants such as:
  - a letter from the mortgage company/landlord to show that the accommodation you intend to live in is owned outright; mortgaged or leased;
  - a Property Inspection Report or another form of independent verification report to show that the accommodation is suitable for your family and that there are enough rooms to accommodate you (see A2 (ii) above for further guidance on overcrowding).

**If in doubt as to whether or not you should submit a document, please submit it. It is better for us to have more supporting evidence than we need than not enough.**