

4.14 Does your spouse/partner currently live with you at the address given in Question 3.1? Put a cross (x) in the relevant box

Yes No If 'No', please provide full details of where your spouse currently lives.

4.17 Please provide full details for each of your dependant children

Name	Date of Birth

4.19 Please list any of your children who will be travelling with you to the UK?

4.21 If yes please provide full details about the child/children

Full Name, Date of Birth, Passport Number, Address, Place of Birth, Nationality, Your Relationship to Child, Your Relationship to their Parents

Please note: If a child is travelling without their parents, he/she should present written notification from the child's parent or legal guardian that they consent to the child's visit.

Part 5 Finances and Employment Read Guidance, Part 5

TO BE COMPLETED BY ALL APPLICANTS - Dependent children should enter parents' details.

5.1 What are your current personal circumstances? Put a cross (x) in the relevant box

- | | |
|---|--|
| <input type="checkbox"/> Employed full time, please go to 5.2
<input type="checkbox"/> Employed part-time, please go to 5.2
<input type="checkbox"/> Self-employed, please go to 5.2
<input type="checkbox"/> Unemployed, please go to 5.9
<input type="checkbox"/> Student, please give details of the course and institution you attend in the box provided; then go to 5.2 | <input type="checkbox"/> Retired, please go to 5.9
<input type="checkbox"/> Supported by spouse / partner / other family member, please give full details in the box, including their relationship to you; then go to 5.9
<input type="checkbox"/> Other, please give details, then go to 5.2
<div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div> |
|---|--|

Employment

5.2 What is your present work or job or occupation? If you are a student and you also work, please give details of your work. If you are a student and you do not also work, please go to 5.9.

5.3 What is the name of the company or organisation you work for?

5.4 When did you start this job?

D	D	M	M	Y	Y	Y	Y
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6.2 Have you travelled outside your country of residence, excluding to the UK, in the last 10 years?

Yes No If 'Yes' please provide details of these trips

Put a cross (x) in the relevant box

Date	Destination	Purpose	Duration

6.3 Have you ever been refused a visa for any country, including the UK? Put a cross (x) in the relevant box

Yes No If 'Yes' please provide full details

Date	Country	Reason	Reference number (for UK)

6.4 Have you been granted any UK visas in the last 10 years?

Yes No If 'Yes' please provide details

Put a cross (x) in the relevant box

Date	Purpose	Duration	Reference number

6.5 Have you been refused entry on arrival to the UK in the last 10 years? Put a cross (x) in the relevant box

Yes No If 'Yes' please provide details

Date	Reason	Reference number

6.6 Have you ever been deported, removed or otherwise required to leave any country, including the UK in the last 10 years? Put a cross (x) in the relevant box

Yes No If 'Yes' please provide details

Date	Country	Reason	Reference number (for UK)

6.7 Have you made an application to the Home Office to remain in the UK in the last 10 years?

Yes No If 'Yes' please provide details

Put a cross (x) in the relevant box

Date	Reason for Application	Granted/Refused <small>If refused give reason Reference number</small>

6.8 Do you have a UK National Insurance number?

Yes No If 'Yes' please provide details

Put a cross (x) in the relevant box

National Insurance number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Reason for getting a National Insurance number

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6.9 Do you have any criminal convictions in any country (including traffic offences)? Put a cross (x) in the relevant box

Yes No If 'Yes' please provide details

Date	Country	Offence	Sentence

6.10 Have you ever been charged in any country with a criminal offence for which you have not yet been tried in court (including traffic offences)? Put a cross (x) in the relevant box

Yes No If 'Yes' please provide details

Date	Country	Offence

Please ensure you submit all the relevant original documents that you want the Entry Clearance Officer to see when considering your application. The list below is for guidance only. It is not a list of documents that you should or must supply. The UK Immigration Rules make it clear that it is your responsibility to satisfy the Entry Clearance Officer that you are genuinely seeking entry to the UK for the purpose and duration that you have stated. Submission of particular documents does not guarantee that your visa will be issued. It is your decision how you satisfy the Entry Clearance Officer that your intentions are as you state in your application. It is your choice which documents you submit.

It is better to explain why you do not have a document than to submit a false document. Your application will be automatically refused and you may be banned from coming to the UK for 10 years if you use a false document, lie or withhold relevant information. You may also be banned if you have breached immigration laws in the UK.

All applicants

- A valid travel document or passport
- One passport sized colour photograph. This must not be more than 6 months old. (Please see photograph box below for full details)
- The appropriate fee
- If you are not a national of the country in which you are applying, evidence of your permission to be in that country e.g. a residence permit, visa, green card
- Evidence to support the information you have given (see below for more details)
- Previous passport(s)
- Evidence of how your trip is to be funded

Personal Details section

- Unless single, please provide evidence of your marital status e.g. marriage or civil partnership certificate, divorce certificate, death certificate
- You may be asked to present written notification from the child's parent or legal guardian that they consent to the child's visit (including evidence from your legal guardian to support their claim to be your legal guardian)
- The official record of any conviction(s), detailing the crime(s) you were convicted of and the sentence(s) you received

Finances and employment

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

Visitor

- Evidence of your permission to be in the country in which you are applying, if you are not a national of that country, e.g. a residence permit or visa

Tourist/Visiting Friend(s)

- A planned itinerary, if held
- Details of any hotel/flight bookings etc
- Supporting letter from any friends/sponsor

Your photograph must be:

- Colour
- Passport style and size (45mm high x 35mm wide)
- A recent and true likeness, showing full face, with no hat, helmet or sunglasses, although you can wear everyday glasses
- Original - that is not digitally or optically altered (for example it must not be 'photoshopped' or 'touched-up')
- Taken against an off-white, cream or light grey background so that your features are clearly distinguishable against the background
- Printed on low-gloss, plain-white photo-quality paper (with no watermarks or embossing)

Photographs that do not conform to these standards will be rejected and may cause a delay in processing your application.

Advisory:

“To know your Customs obligations when travelling to the UK, please consult Notice 1, found at www.hmrc.gov.uk. To know what controls exist for bringing your belongings and private motor vehicles into the UK, please consult Notice 3.”

Guidance for Part 8: Your Trip

8.1 If you are not a national of the country in which you are applying, what permission do you have to stay in that country?

Please provide evidence of your immigration status if you are not a national in the country where you are applying, e.g. a residence permit, visa, green card.

8.2 Are you travelling with anyone?

Answer Yes/No. If 'Yes' please provide the full name, date of birth and nationality of the people you are travelling with. If you are travelling in a large group please just give the details of the group leader.

8.3 Do they already have a visa for the UK?

Answer Yes/No/They don't need one.

8.4 What will you do in the UK?

If you have a planned itinerary please submit a copy of this with your application.

8.5 Do you intend to work in the UK?

Answer Yes/No. This includes voluntary work. If 'Yes' you are filling out the wrong form. Please refer to your local visa application centre guidance to check which visa you should apply for. Further guidance and information can also be found on the UK Border Agency website: www.ukvisas.gov.uk

8.6 Do you intend to study in the UK?

Answer Yes/No. If 'Yes' you are filling out the wrong form. Please refer to your local visa application centre guidance to check which visa you should apply for. Further guidance and information can also be found on the UK Border Agency website: www.ukvisas.gov.uk

8.7 Where will you stay in the UK?

Please provide the full address, telephone number and email address of all the places where you will be staying during your visit, including hotels.

8.8 Do you have any friends or family in the UK?

Answer Yes/No. If 'Yes', please provide the full name, nationality, address, telephone number, their permission to stay in the UK and explain how they are related to you e.g. "My mother's brother's son"

Definition of a family member

A "member of the applicant's family" is any of the following persons

- (a) the applicant's spouse, father, mother, son, daughter, grandfather, grandmother, grandson, granddaughter, brother, sister, uncle, aunt, nephew, niece or first cousin; (NB: "first cousin" means, in relation to a person, the son or daughter of his uncle or aunt);
- (b) the father, mother, brother or sister of the applicant's spouse;
- (c) the spouse of the applicant's son or daughter;
- (d) the applicant's stepfather, stepmother, stepson, stepdaughter, stepbrother or stepsister; or
- (e) a person with whom the applicant has lived as a member of an unmarried couple for at least two of the three years before the day on which his application for entry clearance was made.

In addition:

- Children adopted under an adoption order recognised in UK law are treated as if they are the natural children of the adoptive parents; and,
- The Immigration Appeals (Family Visitor) Regulations 2003 pre-date The Civil Partnership Act (2004). Civil partners are considered "a member of the applicant's family" in the same way as a spouse for the purposes of the Family Visitor Regulations

Reminder:

If the main purpose of your visit is to visit family (as defined above) then you should have completed VAF 1B

8.9 Do you intend to visit any of these family members?

Answer Yes/No.