

**Please read the General Guidance on Page 7 before completing this form in INK**

## SECTION 1 - WHAT TYPE OF VISA ARE YOU APPLYING FOR?

• Please tick the appropriate box.

Visitor ☐ Family visitor ☐

If you are applying as a visitor, for how long do you want the visa to be valid? Note: You may only stay in the UK for a maximum of 6 months at any one time, provided that your visa remains valid.

6 months ☐ 1 year ☐ 2 years ☐ 5 years ☐ 10 years ☐

Working Holiday-Maker ☐

Student ☐ Work Permit Holder ☐

Returning Resident ☐ A non-EEA dependant of an EEA national ☐

Dependant of a person in a long-stay category (e.g. student, employment) ☐

Other – Please specify \_\_\_\_\_

Your photograph must be:

- Passport style and size (size of image 45mm x 35mm)
- A recent and true likeness, showing full face, with no hat, helmet or sunglasses, although you can wear everyday glasses.
- Taken against a plain, evenly lit and light background

PHOTOGRAPHS THAT DO NOT CONFORM TO THESE STANDARDS WILL BE REJECTED AND MAY CAUSE A DELAY IN PROCESSING THE APPLICATION.

## SECTION 2 – ABOUT YOU

• Please tell us your:

2.1 Full name, as it appears in your passport. Please underline your family name.

2.2 Date of birth

2.3 Place of birth

2.4 Nationality

2.5 Sex

Male ☐ Female ☐

2.6 Marital status

Single ☐ Married ☐ Divorced ☐ Widowed ☐ Separated ☐

2.7 What is your father's full name?

2.8 What is your mother's full name?

2.9 Passport number (this passport)

2.10 Issue and expiry dates

2.11 Place of issue

2.12 Is this your first passport?

Yes ☐ No ☐

## • Your contact details

2.13 Your permanent home address

2.14 Your correspondence address, if different from 2.13

2.15 Home or mobile telephone number

2.16 Any home fax number

2.17 Your personal e-mail address

## SECTION 3 – YOUR FAMILY

3.1 If you are married what is your spouse's full name?

3.2 What is your spouse's nationality?

3.3 What is your spouse's date of birth?

3.4 Where is your spouse now?

3.5 Is your spouse travelling with you (if yes, please note that he/she should complete a separate application form)?

Yes, on my passport ☐ Yes, on his/her own passport ☐ No ☐

## Children

3.6 Do you have any children?

Yes ☐ No ☐

If you have answered **yes** to question 3.6, please give their details below

Full name	Date and Place of birth	Please indicate whether they are travelling with you		
		Yes, on my passport	Yes, on their passport	No

## SECTION 4 – PREVIOUS APPLICATIONS AND TRAVEL

4.1 Have you travelled outside your home country?

Yes ☐ No ☐

4.2 Have you visited the UK before? Please provide details below.

Yes ☐ No ☐

4.3 Have you applied for a UK visa before?

Yes ☐ No ☐

4.4 Have you ever been refused a visa for the UK?

Yes ☐ No ☐

4.5 Have you ever been refused entry to the UK or had leave to enter or remain cancelled?

Yes ☐ No ☐

4.6 Have you ever been deported, removed, or otherwise required to leave the UK?

Yes ☐ No ☐

4.7 Have you ever been refused a visa for another country?

Yes ☐ No ☐

If you have answered **yes** to questions 4.3, 4.4, 4.5, 4.6 or 4.7 please complete questions 4.8-4.12 as applicable. Otherwise please go to question 4.13

4.8 Where was your previous application made?	4.9 When was it made?
4.10 What kind of visa did you apply for?	4.11 What was the reference number?
4.12 What happened? Please give the details of any forms that were served on you (e.g. Deportation Order, APP104 or IS151A)	

4.13 Have you ever been refused entry to, deported from, or otherwise required to leave, another country? Yes ☐ No ☐

4.14 Do you have any criminal convictions in any country? Yes ☐ No ☐

4.15 Have you ever been concerned in the commission, preparation, organisation or support of acts of terrorism, either within or outside the United Kingdom, or have you ever been a member of an organisation which has been involved in or advocated terrorism in furtherance of its aims? Yes ☐ No ☐

4.16 Have you ever been concerned in the commission, preparation or organisation of genocide or crimes, including crimes against humanity and war crimes, committed in the course of armed conflict? Yes ☐ No ☐

If you have answered **yes** to any of the questions, please give details below.

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## SECTION 5 – ABOUT YOUR STAY IN THE UK

5.1 How long do you intend to stay in the UK?

\_\_\_\_\_

5.2 On what date do you intend to arrive?

\_\_\_\_\_

5.3 Why are you going to the UK?

\_\_\_\_\_

5.4 Do you intend to set yourself up in business while you are in the UK?\*

Yes ☐ No ☐

\*If you are a national of Romania or Bulgaria and have answered yes to question 5.4, you should apply under the European Community Association Agreement (ECAA) and complete form VAF 6.

5.5 Do you have any family or close friends in the UK?

Yes ☐ No ☐

*If you have answered **yes** to question 5.5, please give details below*

Name and Nationality	Relationship (if any)	Contact telephone number

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

## SECTION 6 – YOUR FINANCES AND EMPLOYMENT DETAILS

6.1 What is your present job?

6.2 When did you start this job?

6.3 What is your work address?

6.4 Your employer's telephone number

6.5 Your employer's fax number

6.6 Your employer's e-mail address

6.7 What is your monthly income from employment?

\_\_\_\_\_

6.8 Do you receive income from any other sources, including friends or family?

Yes ☐ No ☐

6.9 Do you own any assets, for example, property?

Yes ☐ No ☐

*If you have answered **yes** to questions 6.8-6.9, please give details below*

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6.10 How much money is available to you for your stay?

\_\_\_\_\_

6.11 Who is paying for your trip?

\_\_\_\_\_

## SECTION 7 – EMPLOYMENT IN THE UNITED KINGDOM

• You only need to complete this section if you are applying as a work permit holder, or to take up permit-free employment (including UK Ancestry)

7.1 What job do you propose to take in the UK? \_\_\_\_\_

7.2 Please give the name, address and telephone number of your UK employer

7.3 Are you applying to go to the UK as a work permit holder?

Yes ☐ No ☐

If you have answered **yes** to question 7.3, please answer questions 7.4-7.6.

7.4 Work permit number

7.5 Date of issue

7.6 Length of permit

## SECTION 8 - TRANSIT

• You only need to complete this section if you are travelling to the UK in transit to another country

8.1 Which country are you travelling to after the UK? \_\_\_\_\_

8.2 Have you confirmed travel plans to and from the UK?

Yes ☐ No ☐

If you have answered **yes** to question 8.2 please answer questions 8.3-8.8. Otherwise go to question 8.9

8.3 Date of arrival in the UK

8.4 Port or airport of arrival

8.5 Flight number (if applicable)

8.6 Date of departure from the UK

8.7 Port or airport of departure

8.8 Flight number (if applicable)

8.9 Do you have a visa or residence permit for your destination, once you have left the UK?

Yes ☐ No ☐

If you have answered **yes** to question 8.9, please give details below. Otherwise go to Section 11

8.10 Visa or permit number

8.11 Date and place of issue

8.12 Date of expiry

## SECTION 9 - STUDENTS

• You only need to complete this section if you are applying to go to the UK as a student

9.1 Have you been accepted on a course of study in the UK?

Yes ☐ No ☐

If you have answered **yes** to question 9.1, please answer questions 9.2-9.4. Otherwise please go to question 9.6

9.2 Course title, qualification, and duration

9.3 Name and address of the institution at which you will be studying

9.4 How many hours of organised daytime study will you attend the institution each week? \_\_\_\_\_

9.5 Have you studied in the UK before?

Yes ☐ No ☐

If you have answered **yes** to question 9.5, please give details below

9.6 Do you speak English?

Yes ☐ No ☐

9.7 Please provide full details of any qualifications in English you have, including test results

9.8 Please give details of all the educational qualifications that you hold (you do not need to repeat any listed above). Please indicate those which are relevant to the course you wish to study in the UK

9.9 What do you intend to do when you have finished your studies in the UK?

9.10 Please give details of how your course and living expenses will be funded

9.11 If you are being sponsored by someone else, please give their name & address; their relationship to you; details of their finances

## **SECTION 10 – OTHER INFORMATION**

• Is there any other information you wish to give about your application?

## **SECTION 11 - DECLARATION**

• To be completed by all applicants

### **Declaration**

You must now read the declaration below and sign it. This must be signed by the applicant personally and not by a representative or other person acting on his/her behalf. An application for a person under the age of 18 may be completed by the parent or legal guardian.

I hereby apply for an entry clearance to the United Kingdom. The information I have given is complete and true to the best of my knowledge. I also declare that the photograph submitted with this form is a true likeness of myself. I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the United Kingdom diplomatic Post at which I have applied.

I am aware that it is an offence under the Immigration Act 1971, as amended by the Nationality Immigration and Asylum Act 2002, to make to a person acting in execution of the Act a statement or representation which the maker knows to be false or does not believe to be true, and to obtain or seek to obtain leave to enter in the United Kingdom by means which include deception.

I declare that the information given on this form is correct to the best of my knowledge and belief.

Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

**FOR OFFICIAL USE ONLY**

<b>Check 1 by</b>		<b>Initials</b>		<b>Check 2 by</b>		<b>Initials</b>	
<b>ISSUE</b>	tick	<b>REFUSE</b>	tick	<b>TIER/ TIME</b>	Number or letter		
<b>Authorised by (ECO)</b>		<b>Name</b>				<b>Date</b>	
<b>Category</b>		<b>Code</b>					
<b>Endorsement</b>							
<b>Pol. Reg.</b>	Y/N	<b>Effective from</b>			<b>Expiry date</b>		
<b>Vignette number</b>							
<b>Checked by (ECM)</b>		<b>Name</b>				<b>Date</b>	

## DATA PROTECTION STATEMENT

The Foreign and Commonwealth Office is processing the personal data on this form and related data for the purposes of promoting and protecting the interests of the United Kingdom and its citizens abroad. The data may be disclosed to other UK Government Departments and public authorities.

## GENERAL GUIDANCE

### 1. When should this form be used?

This form should be used if you are applying for a visa or entry clearance for United Kingdom in a category that does not lead to settlement. The different categories under which you can apply are listed on the front of the form.

You should also use this form if you wish to apply as a **Returning Resident**.

You should not use this form to apply for a Direct Airside Transit Visa. You should use a separate form (VAF3) for that purpose.

### 2. Completing the form

All applicants must complete sections 1 – 6 and section 11. Applicants must also complete additional sections if appropriate. The form is designed to help determine whether applicants meet the requirements of the UK Immigration Rules, and to assist applicants in demonstrating that they meet those requirements. If you do not understand any of the questions, or require additional guidance, please contact the British diplomatic Post at which you will be applying.

### 3. What documents should I provide?

In completing the application and providing documents, you will need to demonstrate that you meet the requirements of the UK Immigration Rules. Specific advice about the Rules for each category of visa can be obtained from either the UKvisas website: [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk) or your local British diplomatic mission.

➤ All applicants should provide:

- The appropriate fee.
- A valid passport or travel document and one passport size photograph. Photographs should not be more than six months old.
- Evidence to substantiate information given, including about their own or their sponsor's income, finances and accommodation.

### 4. Further guidance

Further guidance about the requirements of the Immigration Rules, including a range of leaflets about specific categories, can be obtained from our website: [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk). You can also obtain information from your local British diplomatic mission.