







## Supporting documents checklist

Please ensure you submit all the relevant original documents that you want the Entry Clearance Officer to see when considering your application to transfer your valid visa/entry clearance. 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 had stated in your original application. Submission of particular documents does not guarantee that your visa/entry clearance will be re-issued. It is your decision how you satisfy the Entry Clearance Officer that your intentions are as stated in this and your original application.

### All applicants

- Current travel document or passport
- Previous passport containing the visa/entry clearance you wish to transfer
- 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 there are any change(s) in your circumstances since the original visa/entry clearance was issued, please provide documentary evidence to support this e.g. if you have changed your name through marriage, please provide marriage certificate

### For children under 18 years who are transferring child accompanied visas

- If one or both of the accompanying adult's legal name(s) have changed, please provide documentary evidence to support this e.g. marriage certificate, copy of bio-page from passport
- 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)

### 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](http://www.hmrc.gov.uk). To know what controls exist for bringing your belongings and private motor vehicles into the UK, please consult Notice 3."

### **Which type of visa/entry clearance do you wish to transfer?**

Please state what type of visa/entry clearance you wish to transfer from your old passport/travel document to your new passport/travel document e.g. 5 year visitor visa, 2 year student dependant visa etc.

### **On which date do you wish to travel to the UK?**

In DD/MM/YYYY format.

### **Has there been any change in your circumstances since your current visa/entry clearance was issued which may be relevant to this application?**

Answer Yes/No. It is your responsibility to ensure that the Entry Clearance Officer is made aware of any changes to your circumstances that have happened since your original visa/entry clearance was issued, whether or not you consider it to be relevant or material to your application. This can include, but is not limited to, a change in circumstances such as; change in your employment/income, any criminal charges or convictions you have received since the original visa/entry clearance was issued, marital/civil partnership changes.

### **Is there any other information about your circumstances that the Entry Clearance Officer should be made aware of?**

Answer Yes/No. Please give details here of anything you think may be relevant to this application to transfer your visa/entry clearance.

#### **1. Given name(s) (as shown in your passport)**

These are all the names you were given at birth, but not your family/surname. They must be the same as recorded in your passport. Please do not use titles such as Mr. Snr or Esq.

#### **2. Family name (as shown in your passport)**

The name by which your family is known (also known as surname/last name) and must be as recorded in your passport. Please do not use titles such as Snr.

#### **3. Other names (including any other names you are known by and/or any other names that you have been known by)**

Any other names by which you are or have been known, for example, maiden name, name at birth, if different.

#### **4. Sex**

This should be your sex at time of application.

#### **5. Date of Birth**

In DD/MM/YYYY format. As recorded in your passport.

#### **6. Nationality**

This must correspond with the authority that issued your travel document/passport. If you hold dual nationality you should select the issuing country of the passport/travel document you wish to travel with. If 'Stateless' please enter this as your nationality and provide details of the country that issued your travel document.

#### **7. Do you hold, or have ever held any other nationality or nationalities?**

Answer Yes/No. If 'Yes', please provide details of which nationality or nationalities you hold or have held, along with details of your travel document or passport number if applicable/available.

#### **8. Current passport or travel document number**

The number should be entered as shown in your passport. If you hold a 1951 Convention travel document please provide this number.

#### **9. Place of issue**

Please include both the city and the country that issued the passport or travel document.

#### **10. Date of issue**

In DD/MM/YYYY format.

#### **11. Date of expiry**

In DD/MM/YYYY format.

#### **12. Please give details of the previous passport which contains the visa/entry clearance that you wish to transfer**

Please state the number of your previous passport/travel document - this is the passport/travel document which contains the visa/entry clearance you wish to transfer to your new passport/travel document

#### **13. Contact details**

You should provide the address of where you live rather than your family home. You MUST include your full residential address details including house number or name/street/village/town/city/state/province/postal or zip code/country.

#### **14. Home (landline) telephone number**

You should provide your home telephone number if you have one, including the area, city and country codes (this is not your mobile number). If you have no home telephone number please enter 'None' and provide a mobile number in the following question. You must provide at least one telephone number you can be contacted on as we may need to contact you if we need to discuss your application.

#### **15. Your mobile telephone number**

Please provide your mobile/cellular telephone number, including the country code.

#### **16. Email address**

Please provide a valid email address. If you have no email address please enter 'None'.

#### **17. Father's given name(s)**

These are all the names your father was given at birth, but not his family/surname.

#### **18. Father's family name**

This should be the name by which your father's family is known.

#### **19. Mother's given name(s)**

These are all the names your mother was given at birth, but not her family/surname.

#### **20. Mother's family name**

This should be the name by which your mother's family is known.

#### **21. If accompanied, please provide details of up to two adults who will accompany you, including their passport numbers and your exact relationship to them (this must be the same adult(s) on your current visa)**

Please provide details of accompanying adult's full name, date of birth, passport number, address and telephone number. Up to two adults may be listed as accompanying you (the child). These details will be recorded on your (the child's) visa. If in the future you (the child) want to travel without the named adult(s), or with different adult(s) you (the child) will need a new visa/entry clearance. If the adult(s) you are accompanying to the UK already has a UK visa, or does not require one, please provide evidence of this.