

For help completing this form we strongly advise you read these guidance notes.

Further guidance and information can be obtained from your local British Embassy or High Commission, your Visa Application Centre or by visiting UKvisas' website: [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk)

## Which type of Visa are you applying for?

Please see British Embassy or High Commission Guidance for definitions of which type of visa you wish to apply for. If you are uncertain which visa you wish to apply for the British Embassy or High Commission guidance will assist you in selecting the correct one.

Further guidance and information can be found on the UKvisas website: [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk).

## Part 1 About you

### 1.1 Given name(s)

These are all the names you were given at birth, (including patronymic), 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.

### 1.2 Family name

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.

### 1.3 Other names

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

### 1.4 Gender

This should be your gender at time of application.

### 1.5 What is your marital status?

This must be your current status.

Unless single, please provide evidence of your marital status e.g. marriage or civil partnership certificate.

**Single** - You have never entered into a legally recognised marriage or civil relationship.

**Married** - You and your partner have entered into a marriage, which is legally recognised and documented.

**Civil partnership** - You and your same sex partner have entered into a partnership, which is legally recognised and documented.

**Unmarried partner** - You currently live in a marriage-like relationship with your partner without being legally married.

**Divorced/dissolved partnership** - Your marriage/civil partnership has been legally dissolved by legal authority, usually a family court, and you have documentary evidence to this effect.

**Widowed** - Your partner, male or female, is deceased and, immediately prior to their death, you were in a legal marriage/civil partnership.

**Separated** - You and your partner/spouse no longer live as a married couple, and would normally live apart, but you have not finalised divorce proceedings to terminate the marriage.

### 1.6 Date of birth

As recorded on your passport.

### 1.7 Place of birth

This must be the village/town/city and state /province in which you were born.

### 1.8 Country of birth

Enter the country of birth exactly as it appears on the title page of your passport.

### 1.9 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.

### 1.10 Do you hold any other nationalities?

Please provide details of any other nationality you may have held at birth or acquired later.

### 1.11 If 'Yes' provide details

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.

## Part 2 Passport information

### 2.1 Current passport or travel document number

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

### 2.2 Place of issue

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

### 2.3 Issuing authority

This is the National Authority that issued your passport or travel document. Their full details can be found in your passport or travel document.

### 2.4 Date of issue

In DD/MM/YYYY format.

### 2.5 Date of expiry

In DD/MM/YYYY format.

### 2.6 Is this your first passport?

Answer Yes/No.

### 2.7 Please give details of previous passports covering the last 10 years. Include details of where any previous passports are

Where the information is available, please provide full details for each. This should include travel document or passport number, issue and expiry dates and place of issue. Please tell us where your previous passports are such as lost, stolen, expired or returned to the issuing country and no longer with you.

## Part 3

## Your contact details

### 3.1 Your full address and postal code

This is the address 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.

### 3.2 How long have you lived at this address?

In MM/YYYY format.

### 3.3 Home (landline) telephone number

You must include your full home fixed telephone number including area, city and country codes. This is not your mobile phone 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.

### 3.4 Mobile telephone number

This is your cellular telephone number, include country code.

### 3.5 Email address

Please provide details as requested.

### 3.6 Contact details if different from above

You will be contacted at the address given in Question 3.1 unless you enter different details in this box. Please provide an alternative address, along with telephone number, if your contact details are different to those you have already given.

## Part 4

## Your Family

### 4.1 Full name of spouse/partner

Please provide your spouse's/partner's given and family names as they appear in their passport. If widowed, divorced or separated please provide the full name (given and family names) of your former or deceased spouse/partner. If you have more than one spouse or partner please provide details in Part 7 - Additional Information.

### 4.2 Spouse/Partner's nationality

Please provide details as requested.

### 4.3 Spouse/Partner's date of birth

In DD/MM/YYYY format.

### 4.4 Where is your spouse/partner now?

Where is your spouse/partner at the moment i.e. with you, in another country.

### 4.5 Will your spouse/partner be travelling with you?

If yes, please note that he/she may also need a visa. If so they should complete a separate application form.

### 4.6 Do you have any children?

Answer Yes/No.

### 4.7 Where do these children live?

Name and the address where they are normally resident. Include the house name or number/street/village/town/city/state/province/postal or zip code/country.

### 4.8 Where are these children now?

Please provide details of where your children are now e.g. with you, in another country etc.

### 4.9 Please provide full details for each of your children who are under the age of 18

Provide details of all children under 18 years of age, including those not travelling with you to the UK. For each child you should provide their full name, date and place of birth and passport number (if they possess one). If you require more space please provide additional details in Part 7 - Additional Information.

### 4.10 Please list any of your children who will be travelling with you to the UK

Please note that any children travelling with you may also need a visa. If they need a visa, they will have to fill in their own application form.

### 4.11 Will any other children be travelling with you?

This is any other children under 18 years of age, who are not your own children, but that will accompany you to the UK. Please note that if they need a visa, they will have to fill in their own application form.

### 4.12 If 'Yes' please provide full details about the child/children

For each child you should provide their full name, date of birth as recorded in their passport in the DD/MM/YYYY format, place of birth - this must be the state/province and city/town/village in which they were born, and their passport number. For large school groups or similar please list the names of ALL accompanying children in Part 7 - Additional Information.

### 4.13 Please give the home address of all children listed above

Please provide the address where they are normally resident. Include the house name or number/street/village/town/city/state/province/ postal or zip code/country. For large school groups or similar please leave this blank.

### 4.14 What is your exact relationship to each of the children listed above and their parents?

Please note - You may be asked to present written notification from the child's parent or guardian that they consent to the child travelling with you. For large school groups or similar please leave this blank.

### 4.15 Father's given name(s)

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

### 4.16 Father's family name

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

### 4.17 Father's date of birth

In DD/MM/YYYY format.

### 4.18 Father's place and country of birth

You must give village/town/city and state/province and country where he was born.

### 4.19 Father's nationality/nationalities

All nationalities your father holds now or held at the time of your birth irrespective of whether he has a passport or travel document for each of these.

### 4.20 Mother's given name(s)

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

### 4.21 Mother's family name

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

### 4.22 Mother's date of birth

In DD/MM/YYYY format.

### 4.23 Mother's place and country of birth

This should include the state/province/city/town/village/country.

### 4.24 Mother's nationality/nationalities

All nationalities your mother holds now or held at the time of your birth irrespective of whether she has a passport or travel document for each of these.

### 4.25 Please provide full details about your parent(s)/guardian(s) in your home country

A guardian is a person who cares for you and your interests. This will usually be the person you live with in your home country, if not your parents.

The full details must include their name, address including the house name or number/street/village/town/city/state/province/postal or zip code/country, telephone number (including country and area code), email address and your relationship to them, i.e. father, mother or guardian.

#### 4.26 Will you be travelling to the UK alone?

Answer Yes/No.

#### 4.27 If accompanied, please provide full details of up to two adults who will accompany you

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 adults, or with different adults you (the child) will need a new visa.

#### 4.28 What is your exact relationship to the adult(s) listed above?

For example father/mother/mother's sister/guardian/friend etc. If school group please state responsible adult/teacher etc.

#### 4.29 Please provide the address and telephone number of where you will stay in the UK

You should provide the full address (including the house name or number/street/village/town/city/state/province/postal or zip code/country and telephone number including country and area code.

#### 4.30 Is this a private address?

A private address is one owned by individuals and is not a hotel or youth hostel for example.

#### 4.31 Please provide full details about the person you will be staying with at this address

The full details should include their name, nationality and your exact relationship to them, e.g. father/mother's sister/friend etc...

#### 4.32 If the person named above is not a i) British Citizen or ii) European Economic Area Citizen, please give details about what permission they have to be in the UK

Please provide supporting evidence of this by supplying a copy of their bio data page from their passport (the page with their photograph) and their visa (if they have one) or other permission to be in the UK.

#### 4.33 How long will you stay with this person?

Please provide details as requested.

## Part 5

## Previous Applications and Travel History

#### 5.1 Have you ever travelled outside your country of residence, including to the UK, in the last 10 years?

You should include travel for study, training, business trips etc.. When giving details please **ONLY** provide details of your trips to the UK.

#### 5.2 Have you ever been refused a visa for any country, including the UK?

Please provide details of all refused visa applications. If you were refused a visa for the UK please enter your UKvisas reference number, if known, in the following format XXX/123456 (the XXX is the country or post location abbreviation, for example New York is NYC).

#### 5.3 Have you been granted a UK visa in the last 10 years?

Please enter the reference number, if known. This can be found on the previous visa in your passport. Number format is as follows: 123456X. You should enter details whether you travelled using that visa or not.

#### 5.4 Have you been refused entry on arrival to the UK in the last 10 years?

Please enter your reference number that refers to the port or airport where you were refused entry e.g. LHR/TN4/123456 or DVE/123456. (LHR/TN4/ is London Heathrow airport terminal 4 and DVE/ is Dover port). This can be found on your refusal notice.

#### 5.5 Have you ever been deported, removed or otherwise required to leave any country, including the UK in the last 10 years?

If you were removed, deported or otherwise asked to leave the UK please enter your Home Office reference number which is prefixed with the first letter of your family name, e.g. Smith = S12345.

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

Please enter your Home Office reference number which is prefixed with the first letter of your family name e.g. Smith = S123456.

#### 5.7 Do you have a UK National Insurance number?

The National Insurance number allows you to work in the UK. The National Insurance number format is as follows: XX 12 34 56 X. The number is usually provided on a plastic card, which is issued, automatically when you first apply for a National Insurance number.

#### 5.8 Do you have any criminal convictions in any country (including traffic offences)?

If you have answered 'Yes' to this question you must submit, with your supporting documents the official record of the conviction, detailing the crime you were convicted of and the sentence you received.

#### 5.9 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)?

Answer Yes/No. If yes please provide full details.

#### 5.10 In times of either peace or war have you, ever been involved in, or suspected of involvement in, war crimes, crimes against humanity or genocide?

Refer to the definitions detailed on the next page. If yes please provide full details.

#### 5.11 Have you ever been involved in, supported, or encouraged terrorist activities in any country? Have you, ever been a member of, or given support to an organisation that has been concerned in terrorism?

Refer to the definitions detailed on the next page. If yes please provide full details.

#### 5.12 Have you ever, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to terrorist acts or other serious criminal acts?

Refer to the definitions detailed on the next page. If yes please provide full details.

#### 5.13 Have you engaged in any other activities that might indicate that you may not be considered a person of good character?

You must tell us if you have been involved in anything illegal not already covered in questions 5.8 - 5.12.

## Definitions for questions 5.10 – 5.12

### Genocide

Acts committed with intent to destroy, in whole or in part, a national, ethnical, racial or religious group.

### Crimes against humanity

Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons.

### War crimes

Grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict. The types of acts that may constitute a war crime include wilful killing, torture, extensive destruction of property not justified by military necessity, unlawful deportation, the intentional targeting of civilians and the taking of hostages.

### Terrorist activities

Any act committed, or the threat of action, designed to influence a government or intimidate the public and made for the purpose of advancing a political, religious or ideological cause and that involves serious violence against a person; that may endanger another person's life; creates a serious risk to the health or safety of the public; involves serious damage to property; is designed to seriously disrupt or interfere with an electronic system.

### Organisations concerned in terrorism

An organisation is concerned in terrorism if it:

- commits or participates in acts of terrorism,
- prepares for terrorism,
- promotes or encourages terrorism (including the unlawful glorification of terrorism), or
- is otherwise concerned in terrorism

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at the following web-site: [www.opsi.gov.uk/acts/acts2001/20010017.htm](http://www.opsi.gov.uk/acts/acts2001/20010017.htm)

## Part 6

## Employment

### 6.1 Work Permit and Highly Skilled Migrants

#### 6.1.1 Do you have a job arranged in the UK?

Please provide details as requested.

#### 6.1.2 If yes how did you obtain this offer of employment?

Please give full details of how you were offered this job and who by. Please provide documentary evidence to support this e.g. letter from employer.

#### 6.1.3 Please give details of:

- any job offers or
- the type of job you hope to take in the UK

Please give details of your job including job title and main responsibilities.

#### 6.1.4 Please give details of all qualifications you have that are relevant to this type of work.

Please provide documentary evidence to support this e.g. certificates.

#### 6.1.5 Please give details of all work experience you have that is relevant to this type of work.

Please provide documentary evidence to support this e.g. wage slips, contracts etc.

#### 6.1.6 What is your English language ability?

If English is your first language please state this. Otherwise, please tell us of your ability in the English language. If you have any English language qualifications e.g. IELTS or TOEFL please give full details and provide supporting documentary evidence.

#### 6.1.7 Where will you stay when you arrive in the UK?

For example a rented house, a hotel, stay with friends etc. Please say who you will stay with and give the full address and postcode.

#### 6.1.8 Please provide the following:

- Work permit number
- Date of Issue
- Length of permit

The work permit number can be found near the top of the form and is in the format 123456

#### 6.1.9 If you are applying as a Work Permit Holder please provide the following details of your UK employer:

- Full Name
- Address and postal code
- Landline telephone number
- Mobile telephone number
- Email address
- Website

Please provide documentary evidence to support this e.g. letter of appointment

Please note your UK employer may be contacted by email to provide consent for their personal details to be checked

### 6.2 Working Holiday Makers

#### 6.2.1 How long do you intend to stay in the UK?

Please provide details as requested.

#### 6.2.2 What will you do in the UK?

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

#### 6.2.3 Do you already have work arranged?

Please include: Employer's name, company name, employer's address and dates that you will be working for this employer.

#### 6.2.4 What holiday plans do you have whilst in the UK? Please give details.

Please provide details as requested.

#### 6.2.5 Who will pay for your travel to and around the UK?

e.g. the cost of your flight.

#### 6.2.6 Who will pay your initial expenses such as accommodation and food?

Please provide details as requested.

#### 6.2.7 What money is available to you for this visit?

Please provide full and current, independent and verifiable documentary evidence to support this. Please state currency e.g. US Dollars or UK Pounds Sterling

## 6.3 Dependants

### 6.3.1 Are you related to your sponsor?

If married please give the date and location of the ceremony and provide documentary evidence of this i.e. marriage certificate.

### 6.3.2 Sponsor's given name(s)

Include all your sponsors' given names, but not their family/surname. Please do not use titles such as Mrs, Snr or Esq.

### 6.3.3 Sponsor's family name

Your sponsor's family, last or surname.

### 6.3.4 Sponsor's gender

Please provide details as requested.

### 6.3.5 Sponsor's date of birth

In DD/MM/YYYY format.

### 6.3.6 Sponsor's place and country of birth

This should include the state/province/city/town/village/country.

### 6.3.7 Sponsor's normal country of residence

Please provide details as requested.

### 6.3.8 If your sponsor is living in the UK what permission do they have to stay there?

Please provide supporting evidence of this by supplying a copy of their bio data page from their passport (the page with their photograph) and their visa (if they have one) or other permission to be in the UK.

### 6.3.9 Sponsor's nationality

Please provide details as requested.

### 6.3.10 Sponsor's current passport or travel document number

As it appears in their passport. If they hold a 1951 Convention travel document please provide the document number.

### 6.3.11 Place of issue

Include the city and country that issued the passport.

### 6.3.12 Issuing authority

This is the National Authority that issued the passport. Their full details can be found in the passport or travel document.

### 6.3.13 Date of issue

In DD/MM/YYYY format.

### 6.3.14 Date of expiry

In DD/MM/YYYY format.

### 6.3.15 What job or employment is your sponsor doing in the UK or going to do in the UK?

Please give their full job title. Please provide full and current, independent and verifiable documentary evidence to support this.

### 6.3.16 Name of company where your sponsor is working/will work?

Please provide details as requested.

### 6.3.17 Address of the company including postal code

Please provide details as requested.

### 6.3.18 Telephone number of the company including area code

Please provide details as requested.

### 6.3.19 When did/does your sponsor's job begin?

Please provide details as requested.

### 6.3.20 When is this job expected to finish?

Please provide details as requested.

## 6.4 Current finances and employment

### 6.4.1 What is your present work or job or occupation?

Please include details if you are a housewife, student, retired, unemployed etc. Please provide documentary evidence to support this.

### 6.4.2 Are you employed or self-employed?

Please provide full and current, independent and verifiable documentary evidence to support this.

### 6.4.3 What is the name of the company you work for?

Please give the name of the company you work for or if you are a student give the name of the institution.

### 6.4.4 When did you start this job?

Please state when you started this job or if you are a student when you began this course of study.

### 6.4.5 What is your work address?

Please give the full address including postal code of where you work or, if you are a student the full address of the educational institution that you attend.

### 6.4.6 What are your employer's telephone numbers?

Please give landline and mobile telephone numbers if available, including country and city codes.

### 6.4.7 What is your employer's email address?

Include details of website if appropriate.

### 6.4.8 Do you have any other source of income from a second job or occupation?

If employed in a second job please provide the employer's name, full address, landline telephone number and email address.

### 6.4.9 When did you start this job?

In DD/MM/YYYY format.

### 6.4.10 What is your total monthly income from all sources of work or employment after tax?

You must provide full and current, independent and verifiable documentary evidence to support this. Please state which currency e.g. US Dollars or UK Pounds Sterling.

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

Please give details listing all sources, amounts and frequency. You must provide full and current, independent and verifiable documentary evidence to support this. Please state currency e.g. US Dollars or UK Pounds Sterling.

### 6.4.12 Do you have savings, property or other income, for example, from stocks and shares?

Please give details. You must provide full and current, independent and verifiable documentary evidence to support this. Please state currency e.g. US Dollars or UK Pounds Sterling.

### 6.4.13 How much of your total monthly income is given to your family members and other dependants?

Please state currency e.g. US Dollars or UK Pounds Sterling.

### 6.4.14 How much do you spend each month on living costs?

This includes rent/mortgage/utility bills/loan repayments etc. Please state currency e.g. US Dollars or UK Pounds Sterling.

## Part 7

## Additional Information

### 7.1 Is there any other information you wish to be considered as part of your application?

Please add anything not previously covered which you think may be of relevance to your application. Please also use this space to continue any unfinished answers from the rest of the application form. If you need more space, please continue on a separate sheet of paper.

## Part 8

## Supporting documents checklist

### Ensure you submit all relevant documents

It is better to explain why you do not have a document than to submit a false document in its place. If you submit a false document it will adversely affect your application and your details and the document may be passed to law enforcement agencies in your country.

Please put a cross (x) in the relevant boxes to show that these documents will be submitted with your application

## Part 9

## Declaration

### Have you used an agent or representative to complete this application?

This could be a person or organisation, such as a travel agent, lawyer, friend or relative who completed this form on your behalf.

### If 'Yes' please give details of agent/representative's name and address

Please provide details as requested.

### What language did you communicate in with the agent/representative to complete the form?

Please provide details as requested.