

Documentation for UK Visa

(All documents should be in original)

1. Passport should be valid for 6 months from date of exit from UK and not older than 10 year validity and old passports if any.
2. Duly filled and signed forms. **(Children having thumb impression on their passport should put thumb impression on form also along with signature of both parents. For Girls pls. get right hand thumb impression and for boys left hand thumb impression)**
3. Photographs as per specification :-

Country	Size	Background	Finishing	Face coverage in photo
UK	35 mm X 45 mm	Pure white	Glossy	Snap with 30% of shoulder covered (4 each)

4. Passenger covering letter addressed to Visa Officer, British High commission, Chennai / respective consulate
5. **If Employed –**
 - 1) Leave letter for the duration of tour
 - 2) NOC from employer for tour if passenger is working in Central or State Government run organization
 - 3) Personal Income Tax Returns for last 3 years or Form 16A for last 3 years
 - 4) Updated Personal bank statements for last 6 months with bank seal & signature. (Generally bank balance should be equivalent to tour cost)
 - 5) Salary slips for last 6 months
 - 6) Any other investment documents such as bank FD, Mutual Fund statements, De mat statement, NSC, Fixed Assets such as property documents etc
6. **If Businessman –**
 - 1) Covering letter on business letterhead
 - 2) Personal Income Tax Returns for last 3 years
 - 3) Updated Personal bank statements for last 6 months with bank seal & signature.
(Generally bank balance should be equivalent to tour cost)
 - 4) Company's Income Tax Returns for last 3 years
 - 5) Updated Current Account statements for last 6 months
 - 6) Business Registration documents such as – Memorandum of Association OR Partnership Deed OR For sole trading concerns permit from local municipal authorities
 - 7) Any other investment documents such as bank FD, Mutual Fund statements, Demat statement, NSC, Fixed Assets such as property documents etc
7. **If Retired –**
 - 1) Personal Income Tax Returns for last 3 years
 - 2) Updated Personal bank statements for last 6 months with bank seal & signature. (Generally bank balance should be equivalent to tour cost)
 - 3) Retirement proof
 - 4) Pension payment documents if any
 - 5) Any other investment documents such as bank FD, Mutual Fund statements, Demat statement, NSC, Fixed Assets such as property documents etc

8. **If Agriculturist –**

- 1) Updated Personal bank statements for last 6 months with bank seal & signature.
(Generally bank balance should be equivalent to tour cost)
- 2) Personal Income Tax Returns for last 3 years (if any)
- 3) RTC / Agriculture land papers in English

9. **For Students –**

- 1) School / College NOC if applying for visa before vacation
- 2) School / College ID if applying during vacation

10. **For Honeymoon Couples (If applying before wedding) –**

- 1) NOC from bride's parents on Rs. 20 Stamp Paper and it should be notarized
- 2) Signature proof of both the parents
- 3) Wedding card copies from both sides
- 4) **Minimum 15 to 20 wedding photographs for Switzerland visa(It's mandate for Honeymoon Couple)**
- 5) Original Marriage certificate (if applying after wedding)

11. **If Sponsor –**

- 1) Sponsorship Letter with signature proof
- 2) Personal Income Tax Returns for last 3 years or Form 16A for last 3 years
- 3) Updated Personal bank statements for last 6 months. (Generally bank balance should be equivalent to tour cost)
- 4) Professional Proof
- 5) Any other investment documents such as bank FD, Mutual Fund statements, Demat statement, NSC, Fixed Assets such as property documents etc

12. **Other Cases:-**

Type	Documents Required
Child below 18 years traveling alone / either of parent	NOC on Rs 20 Stamp Paper (notarized) from both parents / either of parent along with signature proof
Child above 18 years traveling alone / either of parent	NOC on Rs 20 Stamp Paper both parents / either of parent along with signature proof
Wife / Daughter (irrespective of age) traveling alone	NOC on Rs 20 Stamp Paper from husband / parents on letter head along with signature proof
Widow	Death Certificate of husband
Below 18 years traveling with both the parent's or single parent (for Italy only)	Child undertaking notarized & legalized from the home department or general administrative office.

Note:

1. Applicant shall visit UK VFS for biometrics & digital photo.
2. **Applicant's palm & fingers should be free from any color or bandage for biometrics.**
3. Consulate is free to insist on any other document other than the above.
4. Passengers can be called for personal interview. Passengers will have to carry original documents for personal interview scheduled at various embassy /Consulate and the to & fro expenses will be borne by the passenger.
5. All regional language documents should be translated in English with supporting documents.

The Consulate General of the Sanctioning Visa Embassy holds all the rights for Sanctioning / Rejecting the Visa. Apna Holidays is just a facilitator for processing the Visa and is not responsible for the Visa Rejection. In case of visa rejection, the guest cannot claim for any kind of refund from the VFS / Apna Holidays