



Guidance notes

VAF GUIDANCE (NOV 2008)

This booklet is provided free of charge.

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

Further guidance and information can be obtained from your local Visa Application Centre or by visiting website: www.ukvisas.gov.uk

Part 1 About you

1.1 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.

1.2 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.

1.3 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.

1.4 Sex

This should be your sex at time of application.

1.5 What is your marital status?

This is your current marital status

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

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

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/surviving civil partner - 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

In DD/MM/YYYY format. As recorded in 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, or have you 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.

Part 2 Passport Information

Enter details of the passport or travel document that you will use to travel to the UK.

2.1 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

2.2 Place of Issue

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

2.3 Issuing Authority

This is the National Authority that issued the passport or travel document. Their 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 any previous passports, covering the last 10 years, including where these passports are now.

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 (for example if lost, stolen, expired or returned to the issuing authority 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?

Give details as requested

3.3 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 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 as we may need to contact you if we need to discuss your application.

3.4 Your mobile telephone number

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

3.5 Email address

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

3.6 Contact details if different from those given in question 3.1

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, if your contact details are different to those you have already given.

Part 4

Your Family

If known, please enter the details of your mother and father, even if deceased. If you do not know the answer to any of these questions please state 'Not known'.

4.1 Father's given name(s)

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

4.2 Father's family name

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

4.3 Father's date of birth

In DD/MM/YYYY format.

4.4 Father's place and country of birth

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

4.5 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 any of these.

4.6 Mother's given name(s)

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

4.7 Mother's family name

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

4.8 Mother's date of birth

In DD/MM/YYYY format.

4.9 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 any of these.

4.10 Mother's place and country of birth

You should give the village/town/city and state/province and country where she was born

4.11 Full name of spouse/partner (If single go to 4.16)

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 9 - Additional Information.

4.12 Spouse/partner's nationality/nationalities

All nationalities your spouse/partner holds now or held at the time of their birth irrespective of whether s/he has a passport or travel document for any of these.

4.13 Spouse/partner's date of birth

In DD/MM/YYYY format

4.14 Does your spouse/partner currently live with you at the address given in question 3.1?

Answer Yes/No. If no please provide full details of where your spouse/partner is currently living.

4.15 Will your spouse/partner be travelling with you?

Answer Yes/No. If yes, please note that he/she may also need a visa. If so they should complete a separate application form.

4.16 Do you have any children?

Answer Yes/No

4.17 Please provide full details for each of your dependant children

Provide details of all dependant children, 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 9 – Additional Information.

4.18 Do all your children currently live with you at the address given in question 3.1?

Answer Yes/No. If no please provide full details of where your children not living with you are currently living.

4.19 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 complete their own application form.

4.20 Will any other children be travelling with you?

Answer Yes/No. 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 complete their own application form.

4.21 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, passport number, address, place of birth - this must be the state/province and city/town/village in which they were born, nationality, your relationship to the child and your relationship to their parents. For large school groups or similar please list the names of ALL accompanying children in Part 9- Additional Information.

5.1 What are your current personal circumstances?

Where possible, please provide full and current, independent and verifiable documentary evidence to support this.

Employment**5.2 What is your present work or job or occupation?**

Please give details of your present job/occupation/employment. You should provide full and current, independent and verifiable documentary evidence to support this. For students who work as well as study, please provide details of your present job/occupation/employment. For students that do not work, please go to question 5.9

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

Please give the name of the company or organisation you work for

5.4 When did you start this job?

In DD/MM/YYYY format

5.5 What is your work address?

Please give the full address, including postal code, of where you work

5.6 What are your employer's telephone numbers?

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

5.7 What is your employer's email address?

Include details of website if appropriate

5.8 Please give details of any additional job(s) or occupation you have

If employed in any other job(s) please provide full details of these, including employer's name, full address, landline telephone number and email address for each. Please tell us the date you started in any other job(s).

5.9 Have you ever worked for any organisation of a type (state or non-state) listed below?

Answer Yes/No for each career type. If you answer 'Yes' to any of these, please provide details in Part 9 - Additional Information.

Income and Expenditure**5.10 What is your total monthly income from all sources of employment or occupation after tax?**

Please state your total monthly income after taxes have been deducted. Please state which currency e.g. US Dollars or UK Pounds Sterling.

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

Answer Yes/No. Please give details of all money you receive from any/all source(s) including amounts and frequency. Please state which currency e.g. US Dollars or UK Pounds Sterling.

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

Answer Yes/No. Please give details. Please state which currency e.g. US Dollars or UK Pounds Sterling.

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

Please state how much of your monthly income you spend on your family members and other dependants. Please state which currency e.g. US Dollars or UK Pounds Sterling.

5.14 How much do you spend each month on living costs?

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

5.15 What money is available to you for your trip?

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

5.16 Who will pay for your travel to the UK?

This will be the person(s) paying the cost of your flight and any internal travel. Please give the full name(s) of anyone providing funds for your travel. If you personally are paying for your travel please state 'Myself'.

5.17 Who will pay for your expenses such as accommodation and food?

This will be the person(s) paying the cost of your accommodation (e.g. hotel) and food. Please give the full name(s) of anyone providing funds for your accommodation and food. If you personally are paying for your accommodation and food please state 'Myself'.

5.18 If someone other than yourself is paying for all or any part of this visit, how much money will they give you?

Please also explain why they are paying for all or part of your visit. Please state which currency e.g. US Dollars or UK Pounds Sterling.

5.19 What is the cost to you personally of your stay in the UK?

Please state how much money your trip to the UK will cost you in total. Please state which currency e.g. US Dollars or UK Pounds Sterling.

6.1 Have you travelled to the UK in the last 10 years?

Answer Yes/No. This includes travel for any purpose (holidays, study, training, business trips etc.). When giving this information please provide details of all your trips to the UK over the last 10 years.

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

Answer Yes/No. You should include travel for study, training, business trips etc... When giving this information please provide details of all your trips abroad that you have not described in answer to question 6.1.

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

Answer Yes/No. Please provide details of all refused visa applications. If you were refused a visa for the UK please enter the reference number you were given for the refusal, if known, in the following format XXX/123456 (the XXX is the country or post location abbreviation, for example New York is NYC).

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

Answer Yes/No. Please give details of all UK visas you have been granted in the last 10 years. Please enter the reference number(s), if known. This can be found on the previous visa(s) in your passport. You should enter details even if you did not use the visa(s).

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

Answer Yes/No. This includes if you were refused entry by a UK Immigration Officer prior to arrival in the UK e.g. at Paris Gare du Nord or Brussels Midi etc. 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.

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

Answer Yes/No. If 'Yes' please give details including the date the country you were removed from and to and the reason for your removal. If you were removed, deported or otherwise asked to leave the UK please give additional details including your Home Office reference number (which is prefixed with the first letter of your family name, e.g. Smith = S12345) and how you left the UK e.g. voluntarily (paying for your own flight/transport), at UK government expense (arrangements were made and paid for by the Home Office).

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

Answer Yes/No. Please enter your Home Office reference number which is prefixed with the first letter of your family name e.g. Smith = S123456. If this application was refused please give the reason for this.

6.8 Do you have a UK National Insurance number?

Answer Yes/No. The National Insurance number allows you to work in the UK. The number is usually provided on a plastic card, which is issued, automatically when you first apply for a National Insurance number. Please explain why you were issued with a National Insurance number.

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

Answer Yes/No. Please give details of the date and place (country) of the offence and what you were convicted of. Please state what sentence you received. You must submit, with your supporting documents evidence of the conviction (e.g. the official record) detailing the crime you were convicted of and the sentence you received.

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)?

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

6.11 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? Please see 'Definitions for Questions 6.11 - 6.13'.

Answer Yes/No. If 'Yes' please provide details in Part 9, Additional Information

6.12 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? Please see 'Definitions for Questions 6.11 - 6.13'.

Answer Yes/No. If 'Yes' please provide details in Part 9, Additional Information

6.13 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? Please see 'Definitions for Questions 6.11 - 6.13'.

Answer Yes/No. If 'Yes' please provide details in Part 9, Additional Information

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

Answer Yes/No. If 'Yes' please provide details in Part 9, Additional Information. You should tell us if you have been involved in anything

illegal not already covered in questions 6.9 - 6.13.

Definitions for Questions 6.11 – 6.13

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.

Terrorism and terrorist acts.

The use or threat of action (including action outside the United Kingdom) designed to influence the government or an international governmental organisation, or to intimidate the public or a section of the public, which is made for the purpose of advancing a political, religious or ideological cause and involves serious violence against a person, serious damage to property, endangers another person's life, creates a serious risk to the health or safety of the public or is designed seriously to interfere with or seriously disrupt an electronic system.

If the use or threat of action as described above, involves the use of firearms or explosives, it is terrorism whether or not it is designed to influence the government, an international governmental organisation or to intimidate the public or a section of the public.

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 website: www.opsi.gov.uk/acts/acts2001/20010017.htm

If 18 or over please go to Part 8. If under 18 please complete Part 7, Travellers Under the age of 18.

Part 7

Travellers under the age of 18

Only to be completed by applicants under 18 (or parent/guardian on behalf of applicant)

7.1 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.

7.2 Will you be travelling to the UK alone?

Answer Yes/No.

7.3 If accompanied, please provide full details of up to two adults who will accompany you, including their passport numbers and your exact relationship to them.

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 adults you (the child) will need a new visa. 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.

7.4 Is the address you will be staying at a private address?

Answer Yes/No. A private address is one owned by individuals and is not a hotel or youth hostel.

7.5 Please provide full details about the person you will be staying with

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

7.6 If the person named in 7.5 is not a British Citizen or a 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.

7.7 How long will you stay with this person?

Please provide details as requested.

Part 8

Visa Specific Section

Please see the end of the Visa Application Form for guidance on completing the questions in this section.

Part 9

Additional Information

Please provide any other information you wish to be considered as part of your application or use this section if you require additional space to answer the questions on the form. If you require any more space please use additional sheets of paper.

Part 10

Declaration

You must now read the declaration 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 and signed by the parent or legal guardian.

Have you used an agent or representative to complete this application? Answer Yes/No.

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.

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.

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."