

Supporting documents

Non-settlement applications

Customers applying for a non-settlement visa have two options available for submitting their supporting documents.

After you have applied through GOV.UK for your visa, you can upload your documents yourself when you book your biometrics appointment online with VFS Global. If you do not have all your documents immediately to hand, you can log back into your account and continue to upload documents until the day before your biometrics appointment.

If you wish to self-upload your supporting documents, you should refer to the document checklist you received as part of your online application on GOV.UK, so you know which documents are needed, and follow the instructions on the document upload pages. You are responsible for uploading supporting documents for the correct category, so please follow the document upload instructions carefully.

Alternatively, you can bring your supporting documents and use our Document Upload Assistance service at the Visa Application Centre; where we will scan them for you and send them to UK Visas and Immigration (fee usually applies).

Both processes enable you to keep your supporting documents during the application process. For **Settlement Visas supporting documents guidance**, please see the additional options below.

Customers applying under the Windrush scheme or making an application for Family Reunion under Part 11 of the Immigration Rules are eligible for free Document Upload Assistance at the Visa Application Centre. All other customers will need to pay for this service by adding Document Upload Assistance to the basket when they book their appointment.

You can submit photocopies of documents for scanning/upload, but they must be clear, easy to read, preferably in colour and A4 size.

Settlement Applications

If you are applying for a settlement visa, there are three options available for you to submit your supporting documents:

1. For a fee you can, at any stage in the submission process, choose the Document Upload Assistance Service at the Visa Application Centre;

Customers applying under the Windrush scheme or making an application for Family Reunion under Part 11 of the Immigration Rules are eligible for free Document Upload Assistance at the Visa Application Centre. All other customers will need to pay for this service by adding Document Upload Assistance to the basket when they book their appointment.

2. You can upload your supporting documents online free of charge. If you wish to self-upload your supporting documents, you should refer to the document checklist you received as part of your online application on GOV.UK, so you know which documents are needed, and follow the instructions on the document upload pages. You are responsible for uploading supporting documents for the correct category, so please follow the document upload instructions carefully;
3. For added convenience, customers with a sponsor, agent or representative in the UK can send supporting documents to the Birmingham Scanning Hub at the address set out below, or can deliver documents in person to the Scanning Hub or our Edinburgh and London offices (addresses below).

Documents must be accompanied by payment confirmation for the service, the document checklist from your GOV.UK application and Declaration (see link below). Sponsors must also include a colour photocopy of the identifying pages of your passport.

Your sponsor, agent or representative should provide all the supporting documents you wish to accompany your application; these will be scanned and returned to your sponsor's provided address.

Step-by-step guide to sending documents for scanning by post.

Step One

Arrange all documents in accordance with the following instructions:

1. The first page of the visa application form showing the GWF number must be included with the documents to be sent. This is a mandatory document.
2. All pages should be A4 size only
3. Do NOT post original documents, only easy to read colour photocopies of the originals should be posted. **There will be an additional charge for coloured photocopies to be taken if not provided.**
4. Please do not staple the documents – only the use of paper clips is permitted.
5. You must sort and separate the documents that you want to submit with your application. Download and print out the barcode separators document. It provides a barcode separator page for each document category. It also lists examples of valid documents.

[Download the barcode separators document](#)

6. Documents should be organised into two categories. Each category should have a corresponding title sheet at the front of the category of documents as follows:
Category 1 – Customer's Documents; Category 2 – Sponsor's Documents. Within each section you may separate relevant documents using paper clips.

The following is an example of the required documents under each heading.

Title Sheet stating “**Category 1- Customer’s Documents** (all documents relating to the person applying for a UK visa)”

- The first page of the applicant’s Visa Application Form
- Annex II
- Employment
- Financial
- Accommodation
- Educational
- Tuberculosis
- Non essential documents (e.g. Death Certificate/ Other documents etc)

Title Sheet stating “**Category 2- Sponsor’s Documents**”

- Sponsor’s details (passport/Government issued identification/bank accounts/employment letters/payslips/accommodation/sponsor’s declaration/support letter, any other document providing sponsor details)
- Proof of relationship (marriage certificate/birth certificate/proof of contact/travel history, proof of communication or contact)

Note: Any documents which are smaller or larger than A4 size should be photocopied onto A4 sized paper, ensuring that the document is clearly easy to read. Torn, crumpled or heavily creased documents cannot be scanned and therefore should be photocopied onto A4 sized paper before they are submitted. Documents should not be stapled or laminated.

***The list of documents required by UK Visas and Immigration is not comprehensive, and therefore the required documents may differ from case to case, the above headings are a guide only, and may not apply to all applications.**

Step Two.

Please make payment via bank transfer using the bank account details set out in the table below. Payment should be made to VF Services (UK) Ltd. For each application made, the charges are as follows:

Scanning of documents sent by post: £100.00 per application, payable by bank transfer. This includes secured return delivery of the documents.

Important Note for Payment: Please indicate the Application ID Number (GWF) and Applicant Name of the customer in the reference of your payment to allow us to identify your payment. Please also send a printout of the payment confirmation with your documents. If there are multiple applications, separate payment must be made in respect of each application; with the Application ID (GWF number) and Applicant Name as reference on each relevant payment.

DO NOT COMBINE PAYMENTS FOR MULTIPLE APPLICATIONS IN ONE BANK TRANSFER.

IBAN - GB25HBUK40024451800264

Bank - HSBC

Sort Code - 40-02-44

Account Number - 51800264

Step Three.

Send the **documents** along with a **printout of payment confirmation** and the completed **Checklist** and **Declaration** to:

Scanning Hub

VF Services (UK) Ltd

5 -14 South Road,

Smethwick,

Birmingham,

B67 7BN

UNITED KINGDOM

Delivering documents for scanning in person

Sponsors/agents are also able to drop off documents at our Birmingham Scanning Hub or Edinburgh and London offices (Mon-Fri, 9am-3pm), and we will return them by courier once scanning is completed. Payment for this service must be made by credit/debit card when the documents are dropped off. Please follow the steps above for sorting documents for drop-off, and also include the completed **Checklist** and **Declaration**.

Due to COVID 19 restrictions, customers cannot wait on-site for scanning to be completed.

Birmingham: 5-14 South Road B67 7BN

Edinburgh: 1 Rennie's Isle, Leith EH6 6QT

London: 66 Wilson Street EC2A 2BT

Neither VFS Global nor UK Visas and Immigration shall be liable in any way for any direct or indirect loss, costs or expenses arising from delay to a visa application processing or a rejection of a visa application because of a failure by the customer to comply with these document submission instructions.