



APPLICATION

This includes – Document Checklist, Appointment Letter, etc.	

Instructions to customers:

- ✓ It is your responsibility to separate out your documents and place the relevant barcode separator on top of each pile of documents.
- ✓ This has to be done before you reach the application submission counter.
- ✓ Photocopies can be submitted, but they must be clear and legible.
- ✓ All documents must be A4 size.
- ✓ Any documents which are smaller or larger than A4 must be photocopied onto A4 sized paper. This includes previous passports and photographs.
- ✓ All documents must be free from any clips, pins or staples before they are submitted.
- ✓ Torn, crumpled or heavily creased documents cannot be accepted. Therefore, they must be photocopied onto A4 sized paper before they are submitted.
- ✓ Documents should not be laminated.





EDUCATION

This includes – High School and University Certificates, Transcripts, School Reports, Letters from Educational Institutions, English Test/NARIC/ IELTS)

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> ID-TRAVEL





SPONSORSHIP

This includes – Sponsor Passport/ID Documents, Invitation Letter, Guarantee/Support Letter, Sponsor Financial Documents, Sponsor Proof of Accommodation)

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MEDICAL

This includes Tuberculosis (TB) certificate, Letter from doctor, medical report etc.

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LIFEEVENT

This includes – Consent Letters and Proof of Relationship (Sponsor Letter from Parents, Custody/Court Letters, Birth Certificate, Household Register, Child Consent Letters, Child Accommodation Arrangements, Marriage Certificate)

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BUSINESS

This includes – Employment Evidence, Companies House registration, etc.

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FINANCE

This includes – Bank Book, Bank Reference Letter, Account Statements, Fixed Deposit Letter, Other financial documents e.g. Financial Reports, UK Correspondence, Solicitor Letters, Marketing Documents, Evidence of Third-Party Investment, Associated Legal Letters

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ACCOMMODATION

This includes – Accommodation – Permanent / Temporary Examples may include hotel reservation, rental agreement, invitation letter from your host.

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SUPPORTINGDOC

This includes – non-essential documents (e.g. Other documents, Photo, Driving licenses, Envelope, etc.)

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