



Financial Requirement

You should read this information guide to help you decide which documents you should submit with your visa application. If you are required to meet the ‘Financial Requirement’ for settlement applications then there are specified documents that you **MUST** submit for your application to be successful. Further information on which supporting documents to submit to meet the ‘Financial Requirement’ can be found in the Immigration Rules at [Appendix FM-SE](#) . It is essential that you read this information before submitting your application; your application may be refused if you fail to submit a specified document.

Non Financial Requirement

If you are submitting an application where there is no ‘Financial Requirement’ you should read this information guide to help you decide which documents will be useful to support the statements that you have made on your visa application form (VAF). Please note: If you do not need to meet the ‘Financial Requirement’ you may still need to demonstrate that you can be maintained and accommodation in the UK without recourse to public funds.

It is not a list of documents that you must submit. We do not expect you to provide all of the documents listed below, it is for you to decide which documents are most relevant to your application.

The submission of all or any of these documents does not guarantee that your application will be successful.

Guide to supporting documents

Settlement

Information about you

These documents are important because they provide information about your personal circumstances in the country in which you are applying.

<p>Completed visa application form</p> <p>In some locations you can only apply by making an online application. You should check on our supported countries page to see if you should make an online application</p>	<ul style="list-style-type: none"> ➤ If your country does not support online applications you must complete and submit a VAF4A(Personal Details Form) ➤ If you make an online application you must also print the application off and submit it with any supporting documents you have chosen to submit. ➤ You must also complete an additional appendix depending on what type of application you are submitting. There are 6 appendices on the UKBA website and you should complete the one which is applicable to you. You must attach this to the VAF4A Personal Details form and submit it with your other documents.
<p>A current and valid travel document or passport</p>	<p>We will not issue a visa if you do not have a valid passport or travel document to put the visa in. You should ensure that your passport has at least one blank page which is free from endorsements on both sides.</p>
<p>One passport sized colour photograph</p>	<p>This must comply with the requirements in our photo guidance</p>
<p>Evidence of your permission to be in the country where you are applying, if you are not a national of that country</p>	<p>This could be a residence permit, ‘green card’ or valid visa showing your current immigration status.</p>

Previous passports	These are to show your previous travel history
Tuberculosis (TB) certificate (where applicable)	Residents aged over 11 from certain countries applying for a visa to come to the UK for longer than 6 months need to get a certificate confirming that they are free from infectious Tuberculosis (TB) before applying for a visa. A list of these countries along with information on TB testing can be found on the UKBA pages on our website.
Evidence of your marital status	This could include a marriage certificate, a civil partnership certificate, a divorce certificate or a death certificate
Evidence of your current employment or studies	This could include: <ul style="list-style-type: none"> ➤ a letter from your employer on company headed paper – detailing your salary and the length of your employment, confirming that you have been given time off work, and stating whether this time off is paid or unpaid ➤ a letter from your education provider on headed paper – confirming your enrolment and leave of absence ➤ business registration documents confirming the business owner's name and the date when the business started trading

Evidence of English language requirement

The applicant is required to speak and understand English to a minimum level A1 of the Common European Framework of Reference (CEFR).	<p>The English requirement can be met in the following ways:</p> <ul style="list-style-type: none"> ➤ By passing a test with an approved provider and providing a certificate that clearly shows the applicant's name and the qualification obtained; or ➤ By having a degree taught in English; or ➤ By being a citizen or national of a majority English language speaking country (which is specified in the relevant Immigration Rule). <p>There are some exemptions to this requirement. For further information see the Immigration Rules at Appendix FM-SE.</p>
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Information about your finances and employment

If you are completing Appendix 2 then you will need to demonstrate that you meet the 'Financial Requirement'. You need to read the Immigration Rules at [Appendix FM-SE](#) to see which documents you are required to submit.

If you do not need to meet the 'Financial Requirement' then you can submit any of the following financial documents to provide us with evidence of how your stay in the UK will be funded. You should consider including evidence of your total monthly income from all sources, for example employment, friends, family, savings or property.

- If you are providing documents from a joint account then please explain who the other account holders are, and why you have permission to spend money from the account
- If your spouse or partner is employed then the Entry Clearance Officer would also like to see evidence of their employment and financial details
- If you are not funding your stay yourself, the person who will fund it should consider supplying the evidence.

Bank statements or bank books	Showing what has been paid in and out of an account for at least the previous six months, and naming the account holder. If you have made deposits in your account that are not in keeping with the account history then you may wish to explain the origins and timing of these deposits.
Bank letter or balance certificate	Showing the account balance, the account holder's name and the date when the account was opened.
Payslips	Covering for at least the previous six months. If your salary is paid directly into your bank account, you should consider providing the statements showing these payments
Tax returns (business or personal)	You could include recent documents from your government tax office,

	confirming your income and the amount of tax that you have paid
Business bank account statements	If you include these, you may wish to explain why you are allowed to spend the money from a business account
Evidence of income from property or land	This could include property deeds, mortgage statements, tenancy agreements, accountant's letters, land registration documents or crop receipts. If the property or land is registered in several names, you may wish to explain how much you own. If the money earned from the land is shared, you may wish to say how it is divided

Accommodation details

You may wish to submit any of the following documents to provide us with evidence of your accommodation. We advise that you do not make any payments for accommodation, travel and so on until you have received your visa.

Details of the accommodation that you and your sponsor intend to live in and permission for you to stay there along with evidence of any other occupants	<p>This could include:</p> <ul style="list-style-type: none"> ➤ Land Registry documents ➤ mortgage statements ➤ rent book or tenancy agreement ➤ council tax statements ➤ property inspection report ➤ utilities bills ➤ accommodation details with a supporting letter from the occupant/ landlord confirming that you are able to stay there
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Information about your sponsor in the UK

If you are completing Appendix 2 then you will need to demonstrate that you meet the 'Financial Requirement'. You need to read the Immigration Rules at [Appendix FM-SE](#) to see which documents you are required to submit.

If you do not need to meet the 'Financial Requirement' then you may wish to provide some of the following documents to help to show your sponsors circumstances in the UK.

Evidence of your sponsor's current employment, studies or other means of support and total monthly income after tax.	<p>This could include a variety of any of the financial documents outlined above in the finances section. Details of annual taxable income in the UK is normally found on HMRC form P60</p> <p>Any details of study should also be provided.</p>
Evidence of your sponsor's immigration status/ permission to be in the UK	<p>This could be copies of:</p> <ul style="list-style-type: none"> ➤ bio-data pages from their passport or Travel Document ➤ valid UK visa or UK stamp from their passports ➤ Home Office letter confirming their permission to stay in the UK
Evidence of your relationship to your sponsor and any contact between you	<p>This could be a letter from your sponsor confirming your relationship and that they are supporting your application along with copies of:</p> <ul style="list-style-type: none"> ➤ birth certificate or adoption certificate ➤ marriage certificate or civil partnership certificate ➤ death or divorce certificate ➤ photographs of your wedding, civil partnership ceremony or other time spent together ➤ phone records ➤ emails, letters or cards <p>* You should not submit DVDs or video cassettes*</p>

Adult Dependent Relatives

If you are applying as an adult dependant relative (your sponsor should also complete a [Sponsorship Undertaking Form \(SU07\)](#))

In addition to the documents mentioned above, you may wish to provide some of the following documents to help to show your circumstances.

Evidence of any income you receive from other sources such as friends, family, savings, property etc	This could include a variety of any of the financial documents outlined above in the finances section. If you have made deposits in your account that are not in keeping with the account history then you may wish to explain the origins and timing of these deposits
Evidence of your personal circumstances	<p>You may wish to provide details if you reside with, or receive support from, other family members; or you have other family members who reside in the same country as you.</p> <p>If you are living alone, you might provide:</p> <ul style="list-style-type: none">➤ your divorce certificate➤ the death certificate for you spouse➤ medical letters or reports detailing problems with your health or issues of a compassionate nature➤ if your care is provided by a local authority, charity etc then you should provide the letter from confirming this. If they are no longer able to provide this care then this should be confirmed in the letter.

Other Details

You should read the following guidance to determine what further documentation you should consider submitting. This depends on what type of application you have made and which appendix you have completed.

Evidence of service if applying as a former Gurkha or their dependant	<p>You should provide documentary evidence detailing:</p> <ul style="list-style-type: none">➤ you or your spouse's army service number➤ enlisting and discharge dates➤ your or your sponsor's Certificate of Service.
Evidence of sponsors Military Service	<p>You should provide evidence of your sponsor's service number, enlisting date, rank and current posting location. This could be in the form of:</p> <ul style="list-style-type: none">➤ HM Forces I.D card➤ Posting Orders.