## **UNITED KINGDOM VISA CHECKLIST**



No	Documents Required
01	<ul> <li>Travellers Details</li> <li>Original passport required: Valid for at least 6 months from UK departure with 2 blank pages. Include any old passports.</li> <li>Handwritten, observed, or passports with validity more than 10-year old are not accepted. Provide photocopies of first and last passport pages.</li> </ul>
02	Travel Details  • Copy of confirmed Arrival and Departure tickets  • Confirmed Hotel reservation showcasing the Hotel Address, Contact Number, Applicant's Name and Dates of Reservation for all days of travel
03	<ul> <li>If Employed</li> <li>Provide the following company letters on official letterhead, including the applicant's name, designation, and signature of the authorized signatory (The British Deputy High Commission, Visa Issuing Section, Mumbai):         <ul> <li>Leave Sanction letter (OR) No Objection Certificate.</li> <li>Payslips of last 3 months.</li> <li>Company Appointment Letter (if the applicant has recently switched the company).</li> <li>3 years' ITR or Form 16 (Part A &amp; Part B) is required.</li> <li>Personal bank statement should be for the last 6 months with the bank's sign &amp; Closing Balance should be INR 2 Lakhs per applicant.</li> </ul> </li> </ul>
04	If Self-employed  Cover Letter on official business letterhead including the applicant's name, designation, and signature of the authorized signatory. (The British Deputy High Commission, Visa Issuing Section, Mumbai)  Valid proof of Business Registration Certificate, such as GST certificate, Certificate of Incorporation, Partnership Deed, MOA, etc.  For Partners, LLPs, or Directors: Business ITR for the last 3 years is required along with personal ITR  For Self-Employed Individuals: 3 years' Personal / Company ITR  Personal bank statement should be for the last 6 months with the bank's sign & Closing Balance should be INR 2 Lakhs per applicant.
05	<ul> <li>Specific Mandates</li> <li>In-person visit to the visa application centre for biometric submission and document submission.</li> <li>All documents should be in English. If a document is in any other language, an official translation of the same should be submitted.</li> <li>Embassy or Consulate may request additional documents or personal interview with the applicant on a case-by-case basis.</li> </ul>
06	If Student      Bonafied certificate from educational institution      Leave letter from the student's educational institution      Student identity card copy
07	If Retired  • Retirement proof or Pension slip for the last 3 months
08	If staying with friends and family  Invitation letter from invitee  Copy of Passport and Visa of the Inviter
09	Optional Investment Documents  • Investments such as: Property Ownership, Life Insurance, Fixed Deposits Or Demat Holdings Statement
10	<ul> <li>If Visiting for Business Purpose</li> <li>Invitation letter for company on thier letter head with complete details of your trip.</li> <li>Bank statement of last 6 months with sign &amp; stamp, company registration certificate &amp; ITR of last 3 years of the company which will bare your travel expenses.</li> </ul>

- Visa fees & Service Charge are non refundable against any refusal or cancellation.
- Visa grant or refusal is at the sole discretion of the embassy.
- Visa processing time is decided by the Foreign Missions.

