



YOU ARE ADVISED TO READ THE UK IMMIGRATION RULES AND THE UK BORDER AGENCY GUIDANCE APPLICABLE TO YOUR CATEGORY OF VISA APPLICATION BEFORE YOU APPLY. VFS MAY PROVIDE PUBLISHED UKBA INFORMATION BUT CANNOT ADVISE YOU ON HOW TO COMPLETE YOUR APPLICATION OR WHAT TYPE OF VISA YOU SHOULD APPLY FOR.

Immigration Rules: www.ukba.homeoffice.gov.uk/policyandlaw/immigrationlaw/immigrationrules/

Guidance: <http://www.ukvisas.gov.uk/en/howtoapply/infs/>

CHECKLIST FOR OVERSEAS DOMESTIC WORKER APPLICATIONS (NON-DIPLOMATIC)	Submitted	
	Yes	No
Name: _____ Ppt no: _____		
MANDATORY		
1. Completed and signed Application Form (sections 4.15 to 4.31 of form completed in full) [www.ukvisas.gov.uk/en/howtoapply/vafs/]		
2. Valid current passport and any previous passports		
3. Conforming photograph, taken in last 6 months [www.ukvisas.gov.uk/en/howtoapply/photoaide/]		
4. Correct fee		
5. One set of photocopies of all documents submitted		
6. Photocopy of the biodata page of the current passport		
RECOMMENDED SUPPORTING DOCUMENTS		
7. Competed Annex of employment Terms and Conditions.		
8. Proof of employment with sponsor employer for at least one year. (The Immigration Rules require that applicants must have worked for their employer for more than one year)		
9. Evidence of personal finances.		
10. Letter from employer.		
11. Evidence of previous employment.		
12. Employer's declaration and questionnaire.		
13. Training / competence certificates.		
14. Evidence you can be adequately accommodated in the UK.		
15. Birth certificate.		
16. Family census card (Kartu Keluarga)		
<i>APPLICATIONS FOR DOMESTIC WORKERS IN DIPLOMATIC HOUSEHOLDS MUST BE MADE UNDER TIER 5 OF THE POINTS BASED SYSTEM (INTERNATIONAL AGREEMENT) AND A CERTIFICATE OF SPONSORSHIP OBTAINED FROM THE RELEVANT EMBASSY IN THE UK.</i>		
NOTE: The recommended documents listed are not requirements, nor a definitive list, but are suggested by UKBA Jakarta to help you provide comprehensive supporting evidence of your own circumstances to help the Visa Officer make an informed decision on your application. However, failure to provide recommended evidence may result in refusal.		

Applicant to read and sign below, witnessed by VFS Official:	Yes	No
1. I have read the relevant guidance carefully.		
2. I am aware that if I do not submit relevant documents or recommended documentary evidence, the application may be refused, but I have chosen to proceed with my application.		
3. I confirm that I have no other document(s) to submit.		
4. For all original documents submitted, copies have been provided.		
5. For documents which are not in English a certified copy with date of the translation has been provided.		
6. I am aware that the visa application fee is a processing fee and no refunds are payable for refused or withdrawn applications.		

Name of Applicant _____

Signature: _____ Date: _____

Name of VFS official: _____

Signature _____ Date: _____

UK BORDER AGENCY WARNING: YOUR APPLICATION WILL BE REFUSED AND YOU MAY BE BANNED FROM THE UK FOR 10 YEARS IF WE FIND THAT YOU HAVE GIVEN INCORRECT, FALSE OR MISLEADING INFORMATION.