



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 GENERAL VISITOR APPLICATIONS		Submitted	
		Yes	No
Name:	Ppt no:		
MANDATORY			
1. Completed and signed Application Form [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/photoguide/]			
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. Reference letter from your employer confirming your position, salary, and leave			
8. Personal bank statements for previous 6 months (stating applicant name, full bank and account details, and showing account history and closing balance).			
9. Evidence of salary / income for previous 6 months.			
10. Evidence of assets held e.g. house, car, shares/deposits.			
8. Evidence of your own finances (e.g. personal bank statements & evidence of salary / income for previous 6 months; evidence of assets e.g house / car)			
9. Invitation letter / tour itinerary			
10. <u>Provisional</u> travel itinerary / booking (you are advised NOT to purchase tickets until a decision is made)			
11. Marriage certificate			
12. Family census card (Kartu Keluarga)			
Sponsored visits (in addition to above) :			
13. Letter from sponsor including details of how applicant knows sponsor & reason for sponsorship			
14. Evidence of sponsors ability to maintain and accommodate you (e.g. bank statements for 6 months; evidence of accommodation)			
15. Evidence of sponsor's residence status in UK (Copy of passport)			
16. Marriage visits only: Evidence of arrangements in UK – marriage / reception / guest lists etc.			
NOTE 1: 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 because we are unable to assess that you meet the Immigration Rules requirements.			
NOTE 2: General visitors are NOT permitted to study in the UK. Entry for study should be applied for under the student visitor or Tier 4 Rules. The study provider must hold a licence to teach international students in the United Kingdom, and be on the tier 4 register of sponsors: http://www.ukba.homeoffice.gov.uk/studyingintheuk/quickguideforstudent/adultstudents/applyingforanadultstudentvisa/#header4 .			

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.