



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 CONTRACT SEAMAN 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. Seaman's Logbook.			
8. Evidence of personal finances (e.g. personal bank statements & evidence of salary / income for previous 6 months; evidence of assets e.g house / car)			
9. Previous passports.			
10. Letter from Indonesian shipping company or manning agent.			
11. Letter from UK employer (if appropriate).			
12. Training / competency certificates.			
13. <u>Provisional</u> travel itinerary / booking (you are advised NOT to purchase tickets until a decision is made)			
14. Marriage certificate			
15. Birth certificate.			
15. Family census card (Kartu Keluarga)			
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: _____