



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/](http://www.ukba.homeoffice.gov.uk/policyandlaw/immigrationlaw/immigrationrules/)

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

<b>CHECKLIST FOR SETTLEMENT / CIVIL PARTNERSHIP APPLICATIONS</b>		<b>Submitted</b>	
		<b>Yes</b>	<b>No</b>
<b>Name:</b>	<b>Ppt no:</b>		
<b>MANDATORY</b>			
1. Completed and signed Application Form (sections 4.15 to 4.31 of form completed in full) [ <a href="http://www.ukvisas.gov.uk/en/howtoapply/vafs/">www.ukvisas.gov.uk/en/howtoapply/vafs/</a> ]			
2. Valid current passport and any previous passports			
3. Conforming photograph, taken in last 6 months [ <a href="http://www.ukvisas.gov.uk/en/howtoapply/photoguide/">www.ukvisas.gov.uk/en/howtoapply/photoguide/</a> ]			
4. Correct fee			
5. One set of photocopies of all documents submitted			
6. Photocopy of the biodata page of the current passport			
<b>RECOMMENDED SUPPORTING DOCUMENTS</b>			
7. Marriage certificate.			
8. Divorce / death certificate (if applicable – previous marriage(s))			
9. Birth / adoption certificates for dependents.			
10. Evidence of sponsor's UK residence status.			
11. Evidence of relationship (e.g. letters / photos / telephone bills)			
12. Sponsor letter explaining reasons for application & how applicant will be maintained and accommodated.			
13. Evidence you can be maintained by sponsor in the UK – sponsor's wage slips and bank statements for previous 6 months.			
14. Evidence you can be adequately accommodated in the UK.			
15. Evidence of sponsor's mortgage or rental payments.			
16. UK utility bills.			
17. Evidence of applicant's employment / qualifications.			
18. Evidence of applicant's income.			
19. Family census card (Kartu Keluarga)			
<p><b>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.</b></p>			

<b>Applicant to read and sign below, witnessed by VFS Official:</b>	<b>Yes</b>	<b>No</b>
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.