

**CHECKLIST**  
**(PLEASE READ THE CHECKLIST CAREFULLY)**

	<b>DOCUMENTS</b>	<b>MANDATORY REQUIREMENT</b> (PLEASE TICK ALL BOXES OR PROVIDE RELEVANT DETAILS)
1	FIRST PAGE OF THE VISA APPLICATION FORM IS INCLUDED	
2	ALL DOCUMENTS ARE COLOUR PHOTOCOPIES ONLY – A4 ONLY	
3	ALL DOCUMENTS ARE SEPERATED INTO THE RELEVANT CATEGORY WITH A TITLE SHEET	
4	EACH DOCUMENT IS SECURED WITH PAPER CLIPS ONLY	
5	NO STAPLES ARE USED FOR DOCUMENTS	
6	DO YOU WANT YOUR DOCUMENTS TO BE RETURNED AFTER SCANNING AND DIGITISATION? (YES/NO)	
7	IF “YES” HAVE YOU MADE AN ADDITIONAL PAYMENT OF GBP 25.00 TO RETURN THE DOCUMENTS?	
8	PRINTED PAYMENT CONFIRMATION SCANNING FEE (GBP 100.00) (MANDATORY) & COURIER DELIVERY FEE (GBP 25.00) –(OPTIONAL) IS INCLUDED	
9	PLEASE PROVIDE CONTACT NUMBER	
10	PLEASE PROVIDE EMAIL ADDRESS	
11	PLEASE PROVIDE DELIVERY ADDRESS TO RETURN YOUR DOCUMENTS AFTER SCANNING (MANDATORY IF YOU ANSWERED “YES” TO Q6)  Important Note: If additional payment of GBP £25.00 for secured delivery along with document scanning fee of GBP £100.00 is not made, the documents will be discarded securely after scanning.	

All requirements above are **MANDATORY** and Sponsors/agents/representatives **must ensure** all information/documents are in the prescribed format, before sending their documents. Applications without the required mandatory information above **WILL NOT** be processed and will delay the process