

Document Scanning Checklist

Documents listed below are mandatory requirements. Please read this checklist carefully.

| Serial Number | Document | |
|---------------|--|--|
| 1 | First page of Visa Application Form | |
| 2 | Photocopies of supporting documents only (no originals) in A4 size | |
| 3 | All documents separated into the relevant categories with title sheets | |
| 4 | All documents secured with paper clips only, no staples | |
| 5 | Printed payment confirmation of scanning fee (£130) | |
| 6 | Contact Number filled below | |
| 7 | Email address filled below | |
| 8 | Delivery address for the return courier of documents filled below | |

GWF Number: _____

Contact Number: _____

Email Address: _____

Delivery Address:

All requirements above are mandatory. Sponsors/agents/representatives must ensure all information/documents are in the prescribed format before sending their documents. Applications received without the required information will be delayed. If a return address is not provided all photocopies will be securely destroyed 15 days after receipt.