



United Kingdom Documents Checklist

United Kingdom Tourist Visa Checklist

Name of the Document	Description	Format
Original Passport	Need to carry original passport at the time of biometric appointment	
Cover letter	Should indicate the purpose of travel, number of days, passport and travel details	Cover Letter Template
Appointment letter	This needs be carried on the day of appointment	
Entry and exit stamp and previous visas held	Sticker Visa, Enter Exit Stamp pages on passport for the last 10 years	
Proof of investment	• Rental Income Receipt • Interest Income • Other Source of Income proof	
IT return	Personal Income Tax Return of the last 03 years	
If self-employed	• Company registration license: Business registration certificate / GST Registration with annex A & B / Partnership Deed / Proof of proprietorship or other proof of ownership. • Company IT return: Income Tax Return of the last 03 years (company) • Bank Statement (current/company account or savings): Should have balance of at least 50-150 euros per day of the trip per traveler. There must be sufficient bank balance to ensure a return to your home country. Sudden deposit in saving account needs to be justified	
If employed	• Employer NOC: Letter from employers statement on approval for holidays. • Pay slips: Last 3 months salary slips • Bank Statement (both salary and savings): Should have balance of at least 50-150 euros per day of the trip per traveler. There must be sufficient bank balance to ensure a return to your home country. Sudden deposit in saving account needs to be justified	Employer NOC Template
If minor (under 18)	• Birth certificate • Student ID proof • Parents passport: This document is required only if the child is travelling without parents/single parent • Parent Other ID proof: If you are under 18 years of age and travelling with your parent(s) or legal guardian(s) • Applicable if they are not applying for a visa at the same time	

If trip is sponsored

- **Sponsor bank statement:** Evidence of funds available and which are clearly accessible by you. Should have balance of at least 50-150 euros per day of the trip per traveler [Sponsorship Letter Template](#)
- **Sponsor cover letter:** Evidence of support you will receive from your sponsor including details of what support is being provided and how

If invited by friend/family

- **Invitation Letter:** Stating details of the trip, accomodation and friend/family member's immigration status in UK [Invitation Letter Template](#)
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United Kingdom Checklist for Business Visa

Name of the document	Description	Format
Original Passport	Need to carry original passport at the time of biometric appointment	
Cover letter	Should indicate the purpose of travel, number of days, passport and travel details	Cover Letter Template
Appointment letter	This needs be carried on the day of appointment	
Entry and exit stamp and previous visas held	Sticker Visa, Enter Exit Stamp pages on passport for the last 10 years	
Proof of investment	- Rental Income Receipt - Interest Income - Other Source of Income proof	
IT return	Personal Income Tax Return of the last 03 years	
If self-employed	Company registration license: Business registration certificate / GST Registration with annex A & B / Partnership Deed / Proof of proprietorship or other proof of ownership. Company IT return: Income Tax Return of the last 03 years (company) Bank Statement (current/company account or savings): Should have balance of at least 50-150 euros per day of the trip per traveler. There must be sufficient bank balance to ensure a return to your home country. Sudden deposit in saving account needs to be justified	
If employed	Employer NOC: Letter from employers statement on approval for holidays. Pay slips: Last 3 months salary slips Bank Statement (both salary and savings): Should have balance of at least 50-150 euros per day of the trip per traveler. There must be sufficient bank balance to ensure a return to your home country. Sudden deposit in saving account needs to be justified	Employer NOC Template
If trip is sponsored	Sponsor bank statement: Evidence of funds available and which are clearly accessible by you. Should have balance of at least 50-150 euros per dayof the trip per traveler Sponsor cover letter: Evidence of support you will receive from your sponsor including details of what support is being provided and how	Sponsorship Letter Template
Company Cover letter	- Should be on the business letter head - Addressed to The British High Commission, New Delhi - Should mention: company profile, applicant' name and designation, purpose and duration of visit - Evidence of support you will receive from your sponsor including details of what support is being provided and how - To be stamped and signed by the authorized person of the company.	Company Cover Letter Template
Invitation letter	Invitation letter on the business letter head, Addressed to The British High Commission, New Delhi mentioning the. Nature of Relationship between both the companies, applicant' name as per passport, passport number, purpose and duration of visit, expenses clause and to be stamped and signed by the authorized person.	Invitation Letter Template

UK Additional Information Required

Info	Details
In addition to the names already provided, are you now or have you ever been known by another name?	If Yes, Kindly provide previous name
Father's name	Father full name
Father's date of birth	
Father's nationality	
Mother's name	Mother full name
Mother's date of birth	
Mother's nationality	
Have you been issued with a UK visa in the past 10 years?	If Yes, Visa Issue Date
What is your marital status?	Pick one: Single, Married, Divorced, Widowed, Unmarried Partner, Separated
Is your current residential address, owned or rented?	Pick one: Owned or Rented
How long have you stayed at this address (in months)?	
Do you have any dependents in India? (children / parents)	
What is your employment status?	If Student, mention: name of the Institution, Institute address, Institute address and Institute email If Employed, mention: Name of the employer/Organization, Job title, Employer/Organization address, Employer/Organization email If Unemployed, mention last job role and last date of working If Self Employed, mention: Job Title If Retired, mention: Date of retirement If Other, mention details on the other employment status
Name of the employer/Organization	Company Name
Job title	Designation
Describe your job in less than 250 words	Brief about your job role
Income per month	If Salaried, income per month If Self Employed, income per year
Employer/Organization address	Company Address
Employer/Organization telephone/mobile number	Company Contact No
Employer/Organization joining date	Company Joining Date/ Company Start Date
Do you have any other regular income?	Other Source of Income (Rent, Interest Income etc.) you get in a year

How much savings do you have in total?	Total amount of money in saving account
What is your total monthly expenditure?	Cost of Living (includes rent, emi, money to dependent, bills payable) every month
How much are you planning to spend on your trip to UK?	Cost of Trip
Will anyone be paying towards the cost of your visit?	If yes, mention if it will be paid by 1) Friend/family 2) Employer 3) Any other company Also mention: Name of the person/org who will fund, relationship of the person/org who will fund, how much money they will be paying
Give details of the main purpose of the visit and anything else you plan to do on the trip.	Purpose Of Visit
Will you be travelling to the United Kingdom with someone who is not your partner, spouse, or dependent?	If Yes , Provide accompany applicant name and relation
Do you have an address for where you are going to stay in the UK?	If Yes , Provide hotel or invitee name and address
Have you been in the United Kingdom in the past 10 years?	If Yes , Provide Arrival Date, No of Stay, Purpose of Visit
Have you visited the following places in the past 10 years? Australia, Canada, New Zealand, USA, Switzerland, European Economic Area (do not include travel to the UK)	If Yes , Provide Country Name, Arrival Date, No of Stay, Purpose of visit

Have you travelled to any other countries in past 10 years? (does not include Australia, Canada, New Zealand, USA, Switzerland, European Economic Area & UK)	If Yes, Provide Country Name, Arrival Date, No of Stay, Purpose of visit
Have you ever been refused a visa?	If Yes, Provide Country Name, Date of Refusal, Reason of Refusal
Have you ever worked for Armed Forces (career), Armed Forces (compulsory national or military service), Government (including Public or Civil Administration and non-military compulsory national service), Intelligence services, Security organisations (including police and private security services), Media organisations, Judiciary (including work as a judge or magistrate)	If Yes, Job Title, Description about your job, Period of Service in Years.