



Visa document checklist

Britain – Business/Tourist Visa

Document	Description	Please tick	Office Use
Lodgement Centre Locations	There are lodgement centres available in the following areas: Johannesburg, Pretoria, Durban, Cape Town If there is no lodgement centre in your area, please contact our offices for details of where your application needs to be lodged and any additional courier costs that may be incurred.		
Appointment to appear in person	The Issuing Authority requires applicants to present themselves for biometrics ON SUBMISSION. VPU will do a quality check of documents you provide, load the application online, book the visa appointment and pre-pay the visa for lodgement. A VPU representative easily recognizable in our “Red VPU Shirts” will meet you and guide you through the visa process on the day of your appointment. Every applicant needs to appear in person irrespective whether you have had a previous UK visa or not		
Passport	Valid passport with a minimum of 6 months validity (<i>after the return date of planned trip</i>). Passport must have a minimum of 3 blank pages, and a certified copy of the BIOMETRIC PAGE of passport		
Foreign Passport Holder	Please ensure that traveller has a valid South African Work/Study/Resident permit that is valid for a minimum of 6 months validity (After the return date back to SA) Processing times on foreign passport often vary – please contact our offices for details. Valid Original passport with a minimum of 6 months validity (after the return date of planned trip). Passport must have a minimum of 3 blank pages Photocopy of BIOMETRIC PAGE of passport – preferably in colour Photocopy of any previous SCHENGEN VISAS		
Application form	FULLY completed application form (<i>completed in black ink in block letters and signed by the applicant</i>) ALL questions MUST be answered in full.		
Photographs	No photographs are required as these will be taken by the lodgement centre on the day of the appointment. (<i>please do not wear a white or light coloured shirt/top when having the photos done, no smiling, no headgear etc</i>)		
Flight Itinerary	DO NOT CONFIRM OR PAY FOR AIR TICKETS until visa is processed. Copy of Flight Itinerary showing planned routing for trip – including exit from SA and return to SA.		
Accommodation	Proof of confirmed hotel accommodation for each night you are out of RSA. If staying with friends or family an invite letter from family or Friend and a copy of their information pages of their Passports.		
Employment letter	A letter from your employer stating the position you hold, your leave dates approved, and when you are expected to return to your position. If self employed, company registration documents or a letter from your accountant		
Invitation letter	Business Applications , A letter of invite from the company in the UK, stating the nature of business, and proof of business meetings, email confirmations.		
Tourist / Visiting friends or Family	If visiting friends or relatives, a copy of their passport and a letter of invite, proof of residence and proof that the invitee has permission to invite the applicants to stay in the UK.		
Bank Statements	3 months original bank statements. Name and surname of applicant must appear in English on the statement. Should your spouse/parent/partner be responsible for financial means, please supply a letter from spouse/parent/partner confirming responsibility and provide proof (<i>latest 3 months bank statements stamped by bank as well as a copy of their ID</i>)		
Please Note	Please take your marriage certificate as the UK Application Centre may request to see it. You are advised NOT to purchase your airline tickets before you have secured your visas for travel to the UK.		
Travelling with Minors (U18)	New South African passports for minors under the age of 18 are being issued containing the details of the parents as a standard feature. Children travelling on these new passports do not require any additional documentation when travelling abroad if accompanied by both parents, if the children are still travelling on the old passports then The following additional documents will be required for any minor travelling with a Parent: copy of unabridged Birth Certificate, copies of parents ID's + consent letter from each parent not accompanying		

	minor. Both parents are required to appear at the interview for children below the age of 18 years or alternatively supply an affidavit as to why the parent cannot be in attendance.		
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Please note:

The above checklist is based on a South African passport holder; ALL foreign passport holders must have a valid RSA permit (*valid for a minimum of 6 months after return date of planned trip*) in their current passports in order to apply for this visa in South Africa. Foreign passports may take longer to be processed by the Issuing Authority.

I hereby acknowledge that:

I have provided all required mandatory documents for a decision to be made on my visa application by the Issuing Authority. I am aware that the issuing authority may request additional documents at their discretion. I hereby accept Visas & Passports Unlimited standard terms and conditions as my visa facilitation service company.

Name: _____

Signature _____