



**YOU ARE STRONGLY ADVISED TO READ THE IMMIGRATION RULES APPLICABLE TO YOUR CATEGORY OF VISA APPLICATION BEFORE MAKING YOUR APPLICATION.**

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

<http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/tier2guidance.pdf>

[www.ukvisas.gov.uk](http://www.ukvisas.gov.uk)

| VFS official to tick where necessary   | Yes | No |
|--|-----|----|
| 1. Applicant has read the relevant guidance carefully.   |     |    |
| 2. Applicant is aware that if they do not submit relevant documents, the application is likely to be refused as the Entry Clearance Officer will be unable to award the relevant points. |     |    |
| 3. The applicant has confirmed that he/she has no other documents to submit.   |     |    |
| 4. VFS official has advised the applicant that failure to submit all necessary documents may result in the application being refused, but he/she has chosen to proceed.                  |     |    |
| 5. For all original documents submitted, copies have been provided   |     |    |
| 6. For documents which are not in English a certified copy with date of the translation has been provided.   |     |    |

| POINTS BASED SYSTEM Tier 2 (General, Intra-Company Transfer, Sportsperson and Minister of Religion)<br>(To be submitted with all applications made on VAF9 or VAF10 form)<br>Please note that you MUST include ORIGINALS of ALL documents specified. Please read the important information for Visa Applicants before making your visa application, which can be downloaded from <a href="http://www.vfs-uk-sg.com">www.vfs-uk-sg.com</a> or can be collected from the UK visa application centre. | Submitted |    |
|--|-----------|----|
|  | Yes       | No |
| Has the VAF been fully completed?  |           |    |
| Detailed itemised list of supporting documents   |           |    |
| One set of photocopies of all documents submitted  |           |    |
| One recent passport size photograph according to the required specifications   |           |    |
| Current / Previous Passports   |           |    |
| Photocopy of the biodata page of the current passport  |           |    |
| Have you obtained the Certificate of Sponsorship?  |           |    |
| <b>For all applicants</b>  |           |    |
| <b>Qualification</b>   |           |    |
| Original academic certificate of award   |           |    |
| Original academic reference from awarding body and original academic transcript  |           |    |
| <b>Prospective Earnings</b>  |           |    |
| Evidence of prospective earnings entered on the Certificate of Sponsorship   |           |    |
| <b>Financial evidence (Maintenance)</b>  |           |    |
| You should provide one or more of the following:<br>Savings account pass book/s / Personal bank statements covering a period of 3 months immediately preceding and dated no more than one month prior to the date you submit the application. The balance should not fall below the required minimum at any time during the 3 month period   |           |    |
| Letter from bank confirming level of funds and that has been held in the bank account for at least 3 months immediately preceding and dated no more than one month prior to the date you submit the application, which must be on the bank's original letter headed paper  |           |    |
| <b>Maintenance certified by sponsor</b>  |           |    |
| A letter from A-rated sponsor confirming that he/she will maintain and accommodate you during your first month in the UK   |           |    |
| <b>Funds (You should provide one or more of the documents listed on the right)</b>   |           |    |
| A letter from each financial institution holding your funds to confirm the amount of funds available   |           |    |
| Additional evidence for third party funding (where applicable)   |           |    |
| A letter from legal representative confirming the validity of each third party declaration   |           |    |
| <b>English language ability</b>  |           |    |
| Documentary evidence for English language tests  |           |    |
| Documentary evidence for a degree taught in English. The qualification must be recognised by the National Academic Recognition Information Centre for the UK (UK NARIC)  |           |    |
| <b>Employment</b>  |           |    |
| Letter from previous employer (if applicable)  |           |    |
| <b>Dependants</b>  |           |    |
| Evidence of relationship to sponsor ( e.g marriage certificate, civil partnership registration or birth certificate)   |           |    |
| Financial evidence showing evidence that the principal applicant can support the dependants  |           |    |
| Copy of the pages of sponsor's passport showing permission to stay, if already in the UK.  |           |    |

Please give details of your current Singapore Immigration status (Non-Singaporean): .....

**Note:** This is not intended to be a complete list of documents that may be needed. Applicants are required to submit any other documents that may help to support their application.

I confirm that I have read the guidance contained in the Important Information for Visa Applicants. I confirm that I have provided all necessary supporting documents and I understand that a decision may be made on my application based on these documents only.

The British High Commission is able to conduct interviews in English, Malay, Mandarin and Tamil. If you do not speak one of these languages, we may refuse to accept your application if there are a large amount of documents in a foreign language and where no official interpreter is available or where your circumstances in the country are unclear.

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I am fully aware that my passport and documents will be forwarded to the British High Commission, Kuala Lumpur, where my application will be processed

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Applicant's signature:

Date:

VFS official only

Name:

Signature:

Date: