



This barcode separator needs to be submitted with :

➤ **Employment Evidence**

Instructions to applicants :

- ✓ *It is your responsibility to separate out your documents and place the relevant barcode separator on top of each pile of documents.*
 - ✓ *This has to be done before you reach the application submission counter.*
 - ✓ *Photocopies can be submitted, but they must be clear and legible.*
 - ✓ *All documents must be A4 size.*
 - ✓ *Any documents which are smaller or larger than A4 must be photocopied onto A4 sized paper. This includes previous passports and photographs.*
 - ✓ *All documents must be free from any clips, pins or staples before they are submitted.*
 - ✓ *Torn, crumpled or heavily creased documents cannot be accepted. Therefore they must be photocopied onto A4 sized paper before they are submitted.*
 - ✓ *Documents should not be laminated.*
-



This barcode separator needs to be submitted with:

➤ **Financial Evidence**

(This includes: Bank Book, Bank Reference Letter, Account Statements, Fixed Deposit Letter, Other financial documents e.g. Financial Reports, UK Correspondence, Solicitor Letters, Marketing Documents, Evidence of Third Party Investment, Associated Legal Letters)

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This barcode separator needs to be submitted with:

➤ Educational Evidence

(This includes: High School and University Certificates, Transcripts, School Reports, Letters from Educational Institutions, English Test/ NARIC/ IELTS)

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This barcode separator needs to be submitted with:

➤ **Sponsor Evidence**

(This includes: Sponsor Passport/ID Documents, Invitation Letter, Guarantee/Support Letter, Sponsor Financial Documents, Sponsor Proof of Accommodation)

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This barcode separator needs to be submitted with:

➤ **Consent Letters and Proof of Relationship**

(This includes: Sponsor Letter from Parents, Custody/Court Letters, Birth Certificate, Household Register, Child Consent Letters, Child Accommodation Arrangements, Marriage Certificate)

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This barcode separator needs to be submitted with:

➤ Accommodation – Permanent / Temporary

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This barcode separator needs to be submitted with:

➤ **Tuberculosis (TB) Certificate**

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This barcode separator needs to be submitted with:



Non Essential documents **(e.g. Death Certificate / Other documents etc)**

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APPENDIX

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➤ **Appendix II**

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