

BUSINESS VISA: REQUIREMENTS

Please Note: this is a general list of supporting documents required to be submitted with your visa application. You may be asked to provide additional documentation by the UK Consulate upon review of your application.

- 1. Passport:** You must send your physical passport- copies cannot be used for visa issuance. Your signed passport must be valid and contain sufficient blank visa pages- visa are stamps affixed to the blank visa pages in your passport. Amendment pages (clearly marked as such) in the back of your passport are not acceptable for visa issuance.
- 2. Two passport photographs:** Photographs must be full face, front view on a plain white or off-white background
- 3. Travel Itinerary:** A computer generated travel itinerary from your airline or a travel agency indicating the dates of entry and exit from the United Kingdom. Your name must be on the itinerary. (We recommend that you do NOT purchase a ticket, before the visa is issued).
- 4. US Visa Status:** Original (copies are not accepted) proof of your legal US immigration status: **(US citizens- please ignore this requirement as it does not apply to you.)**
 - * Permanent Resident Card
 - * Advance Parole Document
 - * Valid DS 2019 (Formerly IAP66)
 - * Valid I-94 Arrival / Departure Record
 - * Valid US visa (e.g., H1B, F1)
 - * Employment Authorization Card
 - * Valid I-20 (signed by school official)
- 5. Employment Letter:** An ORIGINAL letter from your employer on the employer's letterhead:
 - *For Business - must provide full details of proposed business visit, contact info in the UK, and state that employer will be financially responsible.
 - *If Self-Employed submit a certificate of incorporation or a business registration document
- 6. Evidence of funds:** Original checking account statement. Please send the last two (2) months statements (that are mailed to your home), along with a copy of each to be submitted as proof of financial ability. If someone other than the applicant is sponsoring the trip, then please submit an ORIGINAL support/explanation letter from the sponsor along with their ORIGINAL checking account statements, along with a copy of each. Savings account statements are not accepted, as the UK deems the money not immediately available.

You may also send the last two (2) months of pay stubs plus a copy of each.
- 7. Sponsor Letter:** If a UK company has invited you to visit the UK:
 - *You should provide a letter from the company explaining what you will be doing and the purpose of the trip. If your company or the UK company is paying for the trip this should also be confirmed in the letter.
 - *Your host, sponsor, or the company to be visited in the UK should state responsibility for and acknowledgment of your stay in the UK. The letter should include the name, address, and telephone number of inviting party in the UK.
- 9. Visa Application:** Please be sure to sign the visa application.
- 10. Biometric Fingerprinting Receipt**