

## REQUISITE DOCUMENTS FOR POINTS BASED TIER 2 SKILLED MIGRANT(Intra Company Transfers) VISA

For further information please see [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk)

**Bold Items are essential.** We advise applicants that the failure to submit such documentation may result in refusal of the application, as the onus is on the applicant to demonstrate that they meet the requirements of the relevant rules. The ECO's decision will be made on the basis of the evidence supplied. It is paramount that ECO's understand the reasons for your application as well as your personal circumstances. All documents submitted as evidence of points claimed must be submitted in their original format and must be supported by notarised translations.

**Checklist:**

	Original	Copy	None
1. Application form <b>VAF9</b> , fully completed in <b>ENGLISH</b> /black ink and signed			
2. A valid passport with available visa pages			
3. If available your old passports			
4. <b>One recent passport-sized photographs</b> -not scanned copies- (photographs must have white background and must be glued to the application form)			
5. A copy of pages 1 to 4 of your current passport			
6. The Correct fee in Turkish Lira only			
<b>IF POINTS ARE BEING CLAIMED UNDER ANY OF THE ATTRIBUTES AND CONTROLS THEN DOCUMENTS MUST BE SUBMITTED TO SUPPORT THE AWARD OF THE POINTS CLAIMED. YOU MUST ALSO SUBMIT YOUR SELF-ASSESSMENT SUMMARY OBTAINED FROM THE POINTS BASED CALCULATOR. All documents must be original and supported by original notarised translations with copies</b>			
7. COS (Certificate of Sponsorship Number)			
8. ATTRIBUTES:			
A. <b>QUALIFICATIONS:</b> original academic certificate or original confirmation of professional or vocational qualification or exceptionally original letter from authorised institute official detailing award and a transcript, if transcript cannot be provided academic reference may be submitted			
B. If the Qualification is not on PBS calculator, Original UK NARIC letter may be submitted with 7A above.			
C. <b>PROSPECTIVE EARNINGS:</b> Must fill the appropriate section on the VAF9			
9. CONTROLS			
A. <b>MAINTENANCE: Original Bank Statements</b> – covering at least the last 3 months of transactions showing a minimum balance of £800 throughout - this should not be later than 7 day from the date of application. (letter from bank simply stating the balance in the account on a particular day are not sufficient) The account has to be a cash account e.g investment accounts, property deed, bonds etc will not be accepted as maintenance. <i>If your sponsor is certifying your maintenance</i> You must provide a letter from your A-rated sponsor, which can be posted, faxed or scanned and emailed to you. This must be on official letter-headed paper or stationery of the organisation and have the official stamp of that organisation signed by a senior official and must show: 1. your name; 2. details of your dependants, if they are included; 3. your Certificate of Sponsorship reference number; 4. the sponsor's name and logo; and 5. confirmation that the sponsor has certified the maintenance and 6. details of limiting the undertaking if appropriate.			
B. <b>EXEMPTIONS(Following are exempt to show evidence): English Language- Intra- Company Transfers Maintenance - Evidence on COS showing the sponsor is responsible for the maintenance</b>			
10. Evidence of employment in home country			
11. TRANSITION <b>Holding a valid Work Permit:</b> If you have already applied for and been granted a <b>Work Permit letter</b> this should be submitted with your application – <b>original &amp; copy</b>			

**PLEASE NOTE**

- (a) Visa Fees are non refundable
- (b) Applications from non-residents may not be accepted.
- (c) In order to assess your application you may be required to attend an interview.
- (d) In cases of a previous refusal for entry to the UK, an interview may be required and the application may need to be referred to the UK or other UK missions.
- (e) Please also note that you may also be asked to provide further documentary evidence in addition to the above guidelines.

Checked by(initials)	
Date	

I have been advised to provide the above - mentioned documents. I understand that failure to provide some of these documents may result in the refusal of my application. Furthermore by signing this declaration I declare that I am willing for UK Border Agency to undertake any necessary verification checks on submitted documents with the relevant authorities.

Signature:..... Date:.....