



## Supporting documents for settlement applications

To apply for a settlement visa you should make an appointment to attend the visa application centre (VAC) to give your biometric data. You must take with you:

- your visa application form;
- your current passport;
- a colour photo; and
- evidence that you have paid your fee online

The VAC will not accept any additional supporting documents. You or your representative/sponsor should then send a completed application package within 2 weeks of enrolling your biometric information to:

UK Visas and Immigration, International  
PO Box 3468  
Sheffield  
United Kingdom  
S3 8WA

This should include:

- **A stamped, self-addressed envelope or prepaid return self-addressed courier envelope to return any original UK documents.**
- The GWF reference provided at the time of application (eg GWF 123456789).
- One printed copy of the application form and photo.
- All additional documents supporting your application. These should include any documents originating in the UK, like evidence of maintenance and accommodation.
- Only valuable documents such as marriage and birth certificates will be returned and only if you have supplied photocopies of these supporting documents. Documents such as photographs, records of correspondence, bank statements will not be returned and will be retained in UKVI only if directly relevant to the decision.
- If you want your supporting documents returned, you should send photocopies as well as the original documents. We will not return documents if they have not been photocopied.
- The documents should be arranged in this order:
  - Application form and Appendix 2
  - English language evidence
  - Relationship documents
  - Maintenance documents
  - Accommodation documents
  - TB certificate (if applicable)

Once a decision has been made, the passport will be sent to the VAC where the application was made. All other original documents will be returned to the address on the self-addressed envelope.