NEW PROCESS FOR SUBMITTING SUPPORTING DOCUMENTS FOR UK SETTLEMENT VISA APPLICATIONS

This change relates **only** to applications made in locations where TLScontact is UKVI's Commercial Partner.

These can be found [here](#).

If you are applying for a settlement visa, there are now **two options** available for you to submit your supporting documents:

Option 1: Self Service (Free of Charge)

You can self-upload supporting documents using eSolo at no additional cost, through following these steps:

- Complete your Visa Application Form on GOV.UK.
- Prepare your supporting documents according to the list of documents mentioned in GOV.UK **Checklist**.
- Proceed to Appointment Booking on TLScontact appointment booking platform and choose a Self Service Appointment.
- Follow the guidance in your confirmation email to Self-upload your supporting documents. This **must** be completed before attending your booked appointment at our Visa Application Centre.

Further guidance on **how to use eSolo Web and Mobile App**, as well as **Supporting Documents Official Guide** can be found under the **DOWNLOADS** section.

Option 2: Settlement Assisted Service in Visa Application Centre (Chargeable):

For an additional cost*, this service is available in all our Visa Application Centres. If you wish to use this service, please follow the below process:

- Complete you Visa Application Form on GOV.UK.
- Prepare your supporting evidence according to the list of documents mentioned in GOV.UK **Checklist**.
- Proceed to Appointment Booking on TLScontact appointment booking platform and choose an **Assisted Service** Appointment.
- Choose **Assisted Scanning Settlement** Service and complete payment step.

- Simply bring your documents with you to our Visa Application Centre, on the day of your appointment.

Cost (£175 +VAT) Exchange rates apply
VAT amount will vary – depending on the Visa Application Centre you are applying from. Please check the final amount displayed in your basket before checkout

How to prepare your documents?

Important:

You are strongly advised to submit supporting documents as listed in your personalized document checklist and any specified documents required for the category in which you are applying:

> **ONLY clear, A4 colour photocopies** of your supporting documents will be accepted;
> **DO NOT send originals**, as TLScontact is not liable for any loss or damage.

Where the documents are not specified, you are advised to consider submitting the following:

- A copy of your sponsor's passport highlighting any visas or endorsements that demonstrate that they have travelled to visit you or demonstrate that you have travelled together.
- Documents supporting your sponsor's employment, income and savings for the specified period. This should include a letter from your sponsor's employer, payslips, tax certificates and banks statements. Where applicable, you should include documents supporting your sponsor's self-employment and business banks statements. These should be separated and arranged in chronological order. Evidence of your employment, savings and education will normally only be required if you are relying on these to meet the financial or other requirements.
- Documents demonstrating your sponsor's accommodation in the UK.
- Documents supporting your relationship such as a marriage certificate or birth certificate. Other documents can include photographs from your wedding and/or a range of other photographs supporting your relationship over a period of time. You are strongly advised to submit no more than a total of 10 photographs.

Important:

> Wedding albums, USB and DVDs **will NOT be accepted**. If you wish to submit copies of chat history, you are strongly advised to submit no more than 10 A4 pages of chat. The chat history should demonstrate your relationship over a period of time. Please note that if you choose to submit more than 10 photos and 10 A4

pages of chat history then only a random selection of these documents will be scanned.

Documents such as money transfer receipts should only be submitted if you are relying on these to meet a specific requirement.

Documents such as phone cards, greeting cards, wedding invitations, wedding receipts and newspaper clippings are of little evidential value and you are discouraged from submitting these. These documents will not be scanned.

You are free to submit any other document that may support your application. However, you should consider their value and relevance to the category in which you are applying.

Please Remember that:

- Documents must not be stapled.
- Only A4 colour photocopied documents will be accepted at the scanning hub in the UK.
- DO NOT send original documents as TLScontact is not liable for any loss or damage.
- All coloured originals or documents with photographic ID, must be colour copied.
- All black and white originals must be photocopied in grey scale format (documents might not be legible, otherwise, and this might impact the outcome of your visa application).
- Failure to provide this information in the required order and format may result in a delay to the assessment of the application.