

Settlement visa applications

Customers should attend the Visa Application Centre with only their passport. Supporting documents should be sent to UK Visas and Immigration by the sponsor from the UK or the applicant within 20 working days of the biometric enrolment for standard fee applications and within 10 working days for Priority Visa Service applications. Please note that any delays in submitting these documents could lead to a delay in the consideration of your application.

Frequently asked questions

Q: Where should I send supporting documents?

A: The address for supporting documentation to be sent to is:

UKVI
PO Box 3468
Sheffield, UK
S3 8WA

Q: What supporting documents should I send?

A: Supporting documents should include the following:

- 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 e.g. GWF123456789.
- If you have paid for the priority fee this should be clearly labeled on the envelope addressed to UKVI, stating the word “priority” at the side of the GWF number.
- One printed copy of the application form.
- All additional documents supporting your application. These should include any documents originating in the UK, like evidence of maintenance and accommodation.

Q: Will my documents be returned to me?

A: Only valuable documents such as marriage and birth certificates will be returned and only if you have supplied photocopies of them. 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 valuable supporting documents returned, you should send photocopies as well as the original documents. We will not return these valuable documents if they have not been photocopied.

Q: Should I arrange the documents in a particular order?

A: Yes, the documents should be arranged in this order:

Application form and Appendix 2
English language evidence
Relationship documents
Maintenance documents
Accommodation documents

Q: What will happen to my passport?

A: Your passport will remain with UKVI throughout the visa consideration.

Q: My sponsor sent my documents to country of origin, will I get refused?

A: There will be a short transition period after the change, so if your sponsor sends the documents to country of origin during this time they will be forwarded to the UK by the Visa Application Centre.

Q: Will it take longer for my visa to be processed?

A: No, we will continue to process visa applications in line with our customer service standard, which can be found [here](#). Where we are unable to resolve an application within our service standards, we will continue to write to applicants to explain why.

To get more information about UK Visas & Immigration Settlement visa applications please click [here](#).