

HOW TO APPLY FOR A UK VISA

IMPORTANT

- To make an online UK visa application, you must use either Internet Explorer 10, 9, or 8; Chrome 30 or 29; Firefox 25.
- You will not be able to apply for a UK visa successfully if your default browser is a **non-supported browser**.
- The UK Visa Application Centre is operated by TLScontakt, a commercial company working on behalf of UK Visas and Immigration. Your visa application will be processed and decided by UK Visas and Immigration staff. The British Embassy or TLScontakt play no part in and have no influence over the visa decision making process.

1. Go to [Visa4UK](#)

2. Click [Start now](#)

If you are making a new application click [Register an Account](#). You will receive an email to activate your account.

(If you have saved your application before but did not submit it, click [Log in](#) to continue.)

3. Click on the activation link in the email received from Visa4UK and you will be directed to the log in page. You can login with your email and password.

4. Select your visa type and answer all questions to [create](#) your application. Whether you are applying for yourself or someone else, you need to fill in **ALL** mandatory parts marked with “*”. Then click on [Go To Application](#).

Each section on the left side of the page will turn **green** as you progress through the online application form. If you have left a question blank, the section heading will remain **black** and you won't be able to submit your application. These sections will be highlighted in **orange**. You need to complete orange sections before you can proceed.

5. Once you [confirm application](#) you will be able to see all the information you have provided. You can [return to application](#) if you want to make any change otherwise, click [submit application](#). No further changes can be made once your application has been submitted.

6. Click [Sign Declaration](#) to confirm that you have read your application and sign by writing **your name** in the blank cell.

7. Click [Book Appointment](#). Select the [Appointment Location](#) and [Visa Appointment Type](#).

Note: You will need to pay an additional service charge to use some Visa Application Centres. This is payable at the same time as the visa fee.

8. Book an appointment from the available dates and times in the table. Proceed by clicking [next](#), you will see your appointment confirmation and supporting documents page. Read and click [next](#).

IMPORTANT: If you have booked a Super Priority Visa (available in a few Centres only) or Premium or Prime-time appointment on Visa4UK, you need to make your payment on the [TLScontakt website](#) and get a receipt. You will be asked to produce this receipt when you attend the Visa Application Centre.

9. Once you have made your appointment, you will need to pay your visa fee online.

10. Read [condition of payment](#) and [refund policy](#); mark boxes to confirm you have read and understood the information to make payment. You will be directed to a secure payment system. Following your payment, you will receive an email confirming your payment and appointment details.

11. Once you have completed your visa application and made your appointment you must create an account on the [TLScontakt website](#).

Creating an account on the TLScontakt website will enable you to track your application online.

On the [TLScontakt website](#), pick your [country of residence](#) and click [submit](#) then [Create an account](#). You can find your **GWFXxxxxxxx** reference number in the emails you have received from UK Visas & Immigration.

12. Once you have successfully registered you will receive a confirmation email.

13. If you are eligible and wish to purchase access to the [Premium Lounge](#), a [Super Priority Visa](#), [Priority Visa](#), [Return Courier](#) and/or other additional services, click [Added Value Services](#) and pick from the list. If you apply as a Group/Family, please note that you need to purchase one added value service for each member of the group.

You can purchase these services by [adding to cart](#); then [review your order](#) and [checkout](#).

You will receive a confirmation email once your payment has been processed.

Before you attend your appointment at the visa application centre, ensure you bring:

- A printed copy of your application form;
- Your appointment confirmation;
- Supporting documents, including copies of the originals you wish to be returned to you;
- Confirmation email of the fees you have paid.

14. If you want to check the progress of your application, please visit the [TLScontakt website](#) and click on "My account" in the menu.

Note: TLScontakt staff cannot offer you advice or assist with your visa application. If you require further information or have a general enquiry about the UK visa application process please contact the [International Enquiry Service](#).