



**NON-SETTLEMENT FORM (VAF1 FEB 2006)**  
**THIS FORM IS FOR USE OUTSIDE THE UK ONLY**  
**THIS FORM IS PROVIDED FREE OF CHARGE**

FOR OFFICIAL  
USE ONLY

**Please read the General Guidance on Page10 before completing this form in INK**

**SECTION 1 - WHAT TYPE OF VISA ARE YOU APPLYING FOR?**

• Please tick the appropriate box.

Visitor  Family Visitor  EEA family Permit

If you are applying as a visitor, for how long do you want the visa to be valid? Note: You may only stay in the UK for a maximum of 6 months at any one time, provided that your visa remains valid.

6 months  1 year  2 years  5 years  10 years

Working Holiday-Maker  Returning Resident

Student  Work Permit Holder

Dependant of a person in a long-stay category (e.g. student, employment)

Other – Please specify \_\_\_\_\_

Your photograph must be:

- Passport style and size (size of image 45mm x 35mm)
- A recent and true likeness, showing full face, with no hat, helmet or sunglasses, although you can wear everyday glasses.
- Taken against a plain, evenly lit and light background

PHOTOGRAPHS THAT DO NOT CONFORM TO THESE STANDARDS WILL BE REJECTED AND MAY CAUSE A DELAY IN PROCESSING THE APPLICATION.

**SECTION 2 – ABOUT YOU**

• Please tell us your:

2.1 Full name, as it appears in your passport. Please underline your family name.		
2.2 Date of birth	2.3 Place of birth	2.4 Nationality
2.5 Sex Male <input type="checkbox"/> Female <input type="checkbox"/>	2.6a Marital status Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Civil Partnership <input type="checkbox"/> 2.6b If you selected "Civil Partnership", please confirm current status of relationship Existing Civil Partnership <input type="checkbox"/> Dissolved Civil Partnership <input type="checkbox"/> Surviving Civil Partner (Civil Partner deceased) <input type="checkbox"/>	
2.7 What is your father's full name?		
2.8 What is your mother's full name?		
2.9 Passport number (this passport)	2.10 Issue and expiry dates	2.11 Place of issue
2.12 Is this your first passport?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

**•Your contact details**

2.13 Your permanent home address		2.14 Your correspondence address, if different from 2.13	
2.15 Home or mobile telephone number	2.16 Any home fax number	2.17 Your personal e-mail address	

**SECTION 3 – YOUR FAMILY**

3.1 If you are married or in a civil partnership, what is your spouse's/civil partner's full name?	3.2 What is your spouse's/civil partner's nationality?
3.3 What is your spouse's/civil partner's date of birth?	3.4 Where is your spouse/civil partner now?
3.5 Is your spouse/civil partner travelling with you? (If yes, please note that he/she should complete a separate application form) Yes, on my passport <input type="checkbox"/> Yes, on his/her own passport <input type="checkbox"/> No <input type="checkbox"/>	

**3.6 Adults travelling with Children (Parents to complete)**

*For all children under 18 years of age visiting the UK, details must be provided about arrangements for their travel, reception and care in the UK. Applicants for EEA Family Permits applications should complete 3.7 only.*

**Parents should complete sections 3.7-3.9**  
**Accompanying adults should complete sections 3.10 to 3.12**  
**Children accompanied by an adult should complete sections 3.13 – 3.18**  
**Unaccompanied Children should complete sections 3.19 – 3.23**

3.7 Do you have any children?                      Yes                       No

If you have answered **yes**, please provide the following details about your children:  
 If you have answered **no**, please go to question 3.10

Full name	Date and place of birth	Will they be travelling to the UK?	If they are travelling, please enter passport number here

3.8 If your children are travelling to the UK, please indicate if they will be travelling with you.

Full name	Yes, on my passport (please provide passport number)	Yes, on their passport (please provide passport number)	No, they are travelling with someone else over the age of 18.	No, they are travelling unaccompanied or without an adult over the age of 18

3.9 Important: it is a requirement that the details of up to 2 adult(s) who will travel with each child are recorded on the child's visa, unless the child is travelling unaccompanied. Please provide the first name, surname and passport number of the nominated adult(s) who will travel with each child. The nominated adult can be a parent/legal guardian, other relative or any other adult(s) nominated by the parent/legal guardian.

**3.10 The accompanying adult: (Accompanying adult to complete)**

If you are an adult travelling with a child and the parents or legal guardian is not travelling with you please complete questions 3.10 – 3.11

Name of child/children travelling with you	Child's DOB & passport number	Child's address in their home country or country of residence	Does this child require a visa to visit the UK?


3.11 What is your relationship to the children and what is your relationship to their parents or legal guardian?

3.12 Please provide details of your occupation, the name of your employer, and employer's address and telephone number

***Please note – You may be asked to present written notification from the children's parent or legal guardian that they consent to the child's visit***

**3.13 Accompanied Children (Children or (parent/legal guardian on their behalf) to complete)**

3.14 Please provide details of the adult(s) who will be accompanying you to the UK and their name, address, telephone number and employment details.

3.15 Please provide details of the name, address and telephone number of the person that you will be staying with in the UK.

3.16 How long will you be staying at this address?

3.17 What is your relationship to the person at this address?

3.18 Please confirm the name, address and contact details of your parent or legal guardian in your home country or country of residence, if it is different from the contact details provided in question 2.13

**3.19 (Children (or parents/legal guardian on their behalf) to complete)**

3.20 Please provide details of the name, address and telephone number of the person that you will be staying with in the UK.

3.21 How long will you be staying at this address?

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3.22 What is your relationship to the person at this address?

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3.23 Please confirm the name, address and contact details of your parent or legal guardian in your home country or country of residence, if it is different from the contact details provided in question 2.13

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**Please note – You may be asked to present written notification from your parent or legal guardian that they consent to your visit**

## SECTION 4 – PREVIOUS APPLICATIONS AND TRAVEL

4.1 Have you travelled outside your home country? Yes  No

4.2 Have you visited the UK before? Please provide details below. Yes  No

4.3 Have you applied for a UK visa before? Yes  No

4.4 Have you ever been refused a visa for the UK? Yes  No

4.5 Have you ever been refused entry to the UK or had leave to enter or remain cancelled? Yes  No

4.6 Have you ever been deported, removed, or otherwise required to leave the UK? Yes  No

4.7 Have you ever been refused a visa for another country? Yes  No

*If you have answered **yes** to questions 4.3, 4.4, 4.5, 4.6 or 4.7 please complete questions 4.8-4.12 as applicable. Otherwise please go to question 4.13*

4.8 Where was your previous application made?	4.9 When was it made?
4.10 What kind of visa did you apply for?	4.11 What was the reference number?
4.12 What happened? Please give the details of any forms that were served on you (e.g. Deportation Order, APP104 or IS151A)	

4.13 Have you ever been refused entry to, deported from, or otherwise required to leave, another country? Yes  No

4.14 Do you have any criminal convictions in any country? Yes  No

4.15 Have you ever been concerned in the commission, preparation, organisation or support of acts of terrorism, either within or outside the United Kingdom, or have you ever been a member of an organisation which has been involved in or advocated terrorism in furtherance of its aims? Yes  No

4.16 Have you ever been concerned in the commission, preparation or organisation of genocide or crimes, including crimes against humanity and war crimes, committed in the course of armed conflict? Yes  No

*If you have answered **yes** to any of the questions, please give details overleaf.*

## SECTION 5 – ABOUT YOUR STAY IN THE UK

5.1 How long do you intend to stay in the UK? \_\_\_\_\_

5.2 On what date do you intend to arrive? \_\_\_\_\_

5.3 Why are you going to the UK? \_\_\_\_\_

5.4 Do you intend to set yourself up in business while you are in the UK?\* Yes  No

\*If you are a national of Romania or Bulgaria, and have answered yes to question 5.4, you should apply under the European Community Association Agreement (ECAA) and complete form VAF 6.

5.5 Do you have any family or close friends in the UK? Yes  No

If you have answered **yes** to question 5.5, please give details below

Name and Nationality	Relationship (if any)	Contact telephone number

5.6 Please give the full address and telephone number of all the places where you will be staying during your visit, including hotels.

## SECTION 6 – YOUR FINANCES AND EMPLOYMENT DETAILS

6.1 What is your present job, and who is your employer?	6.2 When did you start this job?	
6.3 What is your work address?		
6.4 Your employer's telephone number	6.5 Your employer's fax number	6.6 Your employer's e-mail address

6.7 What is your monthly income from employment? \_\_\_\_\_

6.8 Do you receive income from any other sources, including friends or family? Yes  No

6.9 Do you own any assets, for example, property? Yes  No

If you have answered **yes** to questions 6.8-6.9, please give details overleaf.

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6.10 How much money is available to you for your stay? \_\_\_\_\_

6.11 Who is paying for your trip? \_\_\_\_\_

### SECTION 7 – EMPLOYMENT IN THE UNITED KINGDOM

• You only need to complete this section if you are applying as a work permit holder, or to take up permit-free employment (including UK Ancestry)

7.1 What job do you propose to take in the UK? \_\_\_\_\_

7.2 Please give the name, address and telephone number of your UK employer
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7.3 Are you applying to go to the UK as a work permit holder? Yes  No

*If you have answered **yes** to question 7.3, please answer questions 7.4-7.6.*

7.4 Work permit number	7.5 Date of issue	7.6 Length of permit
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### SECTION 8 - TRANSIT

• You only need to complete this section if you are travelling to the UK in transit to another country

8.1 Which country are you travelling to after the UK? \_\_\_\_\_

8.2 Have you confirmed travel plans to and from the UK? Yes  No

*If you have answered **yes** to question 8.2 please answer questions 8.3-8.8. Otherwise go to question 8.9*

8.3 Date of arrival in the UK	8.4 Port or airport of arrival	8.5 Flight number (if applicable)
8.6 Date of departure from the UK	8.7 Port or airport of departure	8.8 Flight number (if applicable)

8.9 Do you have a visa or residence permit for your destination, once you have left the UK? Yes  No

*If you have answered **yes** to question 8.9, please give details below. Otherwise go to Section 11*

8.10 Visa or permit number	8.11 Date and place of issue	8.12 Date of expiry
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## SECTION 9 - STUDENTS

• You only need to complete this section if you are applying to go to the UK as a student

9.1 Have you been accepted on a course of study in the UK? Yes  No

*If you have answered **yes** to question 9.1, please answer questions 9.2-9.5 Otherwise please go to question 9.6*

9.2 Course title, qualification, and duration

9.3 Name and address of the institution at which you will be studying

9.4 How many hours of organised daytime study will you attend the institution each week? \_\_\_\_\_

9.5 Have you studied in the UK before? Yes  No

*If you have answered **yes** to question 9.5, please give details below*

9.6 Do you speak English? Yes  No

9.7 Please provide full details of any qualifications in English you have, including test results

9.8 Please give details of all the educational qualifications that you hold (you do not need to repeat any listed above). Please indicate those which are relevant to the course you wish to study in the UK

9.9 What do you intend to do when you have finished your studies in the UK?

9.10 Please give details of how your course and living expenses will be funded

9.11 If you are being sponsored by someone else, please give their name & address; their relationship to you; details of their finances

## SECTION 10 – OTHER INFORMATION

• Is there any other information you wish to give about your application?

## **SECTION 11 - DECLARATION**

### **•To be completed by all applicants**

#### **Declaration**

You must now read the declaration below and sign it. This must be signed by the applicant personally and not by a representative or other person acting on his/her behalf. An application for a person under the age of 18 may be completed by the parent or legal guardian.

I hereby apply for an entry clearance to the United Kingdom. The information I have given is complete and true to the best of my knowledge. I also declare that the photograph submitted with this form is a true likeness of myself. I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the United Kingdom diplomatic Post at which I have applied.

I am aware that it is an offence under the Immigration Act 1971, as amended by the Nationality Immigration and Asylum Act 2002, to make to a person acting in execution of the Act a statement or representation which the maker knows to be false or does not believe to be true, and to obtain or seek to obtain leave to enter in the United Kingdom by means which include deception.

I declare that the information given on this form is correct to the best of my knowledge and belief.

Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_\_



**FOR OFFICE USE ONLY**

<b><u>FOR OFFICIAL USE ONLY</u></b>	<b>Check 1 by</b>		<b>Initials</b>		<b>Check 2 by</b>		<b>Initials</b>		
	<b>ISSUE</b>	tick	<b>REFUSE</b>	tick	<b>TIER/ TIME</b>		<b>Number or letter</b>		
	<b>Authorised by (ECO)</b>			<b>Name</b>				<b>Date</b>	
	<b>Category</b>		<b>Code</b>						
	<b>Endorsement</b>								
	<b>Pol. Reg.</b>	Y/N	<b>Effective from</b>			<b>Expiry date</b>			
	<b>Vignette number</b>								
	<b>Checked by (ECM)</b>			<b>Name</b>				<b>Date</b>	

## DATA PROTECTION STATEMENT

The Foreign and Commonwealth Office is processing the personal data on this form and related data for the purposes of promoting and protecting the interests of the United Kingdom and its citizens abroad. The data may be disclosed to other UK Government Departments, public authorities and companies assisting in the processing and production of your visa.

## GENERAL GUIDANCE

### 1. When should this form be used?

This form should be used if you are applying for a visa or entry clearance for United Kingdom in a category that does not lead to settlement. The different categories under which you can apply are listed on the front of the form.

You should also use this form if you wish to apply as a **Returning Resident**.

You should not use this form to apply for a Direct Airside Transit Visa. You should use a separate form (VAF3) for that purpose.

### 2. Completing the form

All applicants must complete sections 1 – 6 and section 11. Applicants must also complete additional sections if appropriate. The form is designed to help determine whether applicants meet the requirements of the UK Immigration Rules, and to assist applicants in demonstrating that they meet those requirements. If you do not understand any of the questions, or require additional guidance, please contact the British diplomatic Post at which you will be applying.

### 3. What documents should I provide?

In completing the application and providing documents, you will need to demonstrate that you meet the requirements of the UK Immigration Rules. Specific advice about the Rules for each category of visa can be obtained from either the UKvisas website: [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk) or your local British diplomatic mission.

➤ All applicants should provide:

- The appropriate fee.
- A valid passport or travel document and one passport size photograph. Photographs should not be more than six months old.
- Evidence to substantiate information given, including about their own or their sponsor's income, finances and accommodation.

### 4. Further guidance

Further guidance about the requirements of the Immigration Rules, including a range of leaflets about specific categories, can be obtained from our website: [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk). You can also obtain information from your local British diplomatic mission.