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You should read this information guide to help you decide which documents will be useful in supporting the statements that you have made on your visa application form.

您应阅读此信息说明，以帮助您决定何种文件将有助于支持您在签证申请表(VAF)上进行的陈述。

Please note that ALL the specified documents must be original and in English or Welsh otherwise you must include a certified English translation that can be independently verified by the UK Border Agency.

请注意所有提交的文件都必须为英语或威尔士语原件，否则您必须同时提供可供英国边境管理局(UK Border Agency)独立核查的英文翻译件。



You should also read the Policy Guidance:

您可以同时参考以下政策指南：

www.ukba.homeoffice.gov.uk/workingintheuk/tier5/governmentauthorisedexchanged/

Information about you 个人信息

<p>Completed visa application form: 填写完整的签证申请表</p> <p>In some locations you can only apply by making an online application. You should check on our supported countries page to see if you should make an online application 在一些地区，您可以进行在线申请。您应查看所适用国家页面，确认您是否应进行在线申请。</p>	<p>➤ If your country does not support online applications you must complete and submit a VAF9 如果您的国家不适用在线申请，您必须填写并递交表格VAF9</p> <p>➤ If you make an online application you must also print it off and submit with your supporting documents 如果您进行在线申请，您也必须将申请表格打印出来，并同您其它的文件一起递交。</p>
<p>A current and valid travel document or passport 一份当前有效的旅行证件或护照</p>	<p>You will not be issued a visa if you do not have one of these 如果您不提供此类文件，您将不会被签发签证</p>
<p>One passport sized colour photograph 一张彩色护照照片</p>	<p>This must comply with the requirements in our photo guidance 此文件必须满足我们照片说明中的要求</p>
<p>Evidence of your permission to be in the country where you are applying, if you are not a national of that country 如果您不是您递交申请所在国的公民，您需要提供您进入此国家的许可文件</p>	<p>This must show your current immigration status. It could be a residence permit, 'green card' or valid visa. 此文件必须显示您目前的居留身份，文件可以为居住许可、“绿卡”或有效签证。</p>
<p>Previous passports 旧护照</p>	<p>These are to show your previous travel history. 此文件意在显示您以前的旅行记录</p>

<p>Translations: The original translation must contain confirmation of the following from the translator: 翻译: 翻译的原件必须包括译者的如下确认</p>	<ul style="list-style-type: none"> ➤ That it is an accurate translation of the original document 所提供文件是原始文件的准确翻译 ➤ The date of the translation 翻译日期 ➤ The translators full name and signature 译者的全名及签名 ➤ The translators contact details 译者的联系方式
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Sponsor 担保方

Your sponsor will be an **overarching body** which manages the government authorised exchange scheme. The overarching body must have the support of a UK government department.

您的担保方是一个执行政府授权交流计划的首要**专责机构**。该机构必须有英国政府部门支持。

Individual employers and organisations are **not** allowed to sponsor migrants in this category, even if they are licensed as sponsors under other tiers or other categories of Tier 5. The **only exceptions** to this are if you are coming to the UK:

私人雇主以及组织不允许作为此类签证的担保方，即使其拥有其它层级或第五层级（Tier 5）其它类别的担保资格。**唯一的例外**是，如果您进入英国是作为：

- As a sponsored researcher, where the higher education institution you are coming to work at will be your sponsor; or
被资助的研究人员，去您担保方的高等教育机构工作；或者
- To work for a government department or agency.
为政府部门或机构工作

<p>Before you apply under this category, you must have: 在您申请计点积分制第五层级（Tier 5）临时雇员（政府批准的交流）签证类别以前，您必须有：</p> <ul style="list-style-type: none"> ➤ A sponsor (the overarching body); and 一个担保方（首要专责机构）；以及 ➤ A valid Certificate of Sponsorship. 一份有效的担保证书。 	<p>您在申请签证时必须提供担保证书的参考号码。</p>
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Further guidance on sponsors can be found at:

更多有关担保方的指南，请参考：

www.ukba.homeoffice.gov.uk/workingintheuk/tier5/governmentauthorisedexchanged/sponsorship/

Maintenance in the UK 英国生活费用

<p>you're a Confirmation of maintenance and accommodation, if necessary, from your A-rated sponsor. 必要情况下您的A级担保方出示的对生活维持费用及住宿费用的确认。</p>	<p>If you have an A-rated sponsor, they can certify that they will maintain and accommodate you, if necessary, for your first month of employment. 如果您有 A 级担保方，在有必要的情况下，他们可以确认在您受雇的第一个月由他们负责您的生活费及住宿费。 Our Certificate of Sponsorship Checking Service must confirm that the Sponsor has certified that the applicant will not claim public funds during his period of leave as a Tier 5 (Temporary Worker) Migrant. 您的担保方必须在担保证书中确认，您作为第五层级（Tier 5）临时雇员在英国工作期间，无须申请任何公共救济。</p>
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If your A-rated sponsor does not certify this, you must provide documents showing that you have had at least £900 in your account at all times during the 90-day period before you apply to us. Acceptable forms of evidence are shown below

如果您的A级担保方不能提供以上证明，您则需要提供文件以证明，在您递交申请之前资金存期已经达到90天，并且您的账户余额在任何时段均不低于£900。可接受的文件类型如下。

<p>Personal Bank Statements and /or a Savings Account pass book(s) and /or a letter from bank confirming level of funds on the bank's original letter headed paper. 个人银行对账单，和/或定期存折，和/或有银行抬头的资金证明信</p>	<p>These documents should cover a period of 90 days immediately preceding, and dated no more than one month prior to, the date you submit the application. The balance should not fall below the required minimum of £900 at any time during the 90-days period.</p> <p>所交资金证明材料存期需达到90天，并且资金材料的获取日期在签证申请日期前的一个月內。资金余额在90天内任何时候都不能低于要求的£900。</p> <p>Property, shares, bonds, pension funds, life insurance or similar savings accounts are not acceptable.</p> <p>房产，股票，债券，养老基金，人寿保险或类似的储蓄账户都不被接受。</p>
<p>Letter from financial institution regulated by either the Financial Services Authority or the home regulator confirming funds. 由英国金融服务管理局或当地监管机构监督的金融机构签发的资金证明信。</p>	<p>The letter should state:</p> <ul style="list-style-type: none"> ➤ your name; ➤ the account number; ➤ the date of the letter; ➤ the financial institution's name and logo; ➤ the funds held in your account; and ➤ that the funds have been in the bank for at least 90 days. <p>We will not accept letters which simply show the balance in the account on a particular day, as these documents do not show that you hold enough funds for the full period required.</p> <p>信函中应列明:</p> <ul style="list-style-type: none"> ➤ 您的名字; ➤ 账户名称; ➤ 银行信日期; ➤ 金融机构名称及图标; ➤ 账户资金; 以及 ➤ 资金存期不少于 90 天。 <p>对于简单列明账户某天余额的信函我们无法接受，因为这无法证明您在规定的时段内持有足够的资金。</p> <p>The home regulator is the official regulatory body for the country in which the institution operates and the funds are located.</p> <p>当地监管机构是指金融机构运营及资金存放国的官方监督机构。</p>

Further guidance on maintenance requirements can be found at:

更多有关生活费用要求的指南，请参考：

www.ukba.homeoffice.gov.uk/workingintheuk/tier5/governmentauthorisedexchanged/supportingevidence/maintenance/

Dependants 家属

Visa application form. 签证申请表	Dependants must complete VAF10 or an online form (if applicable). 家属必须填写并递交表格 VAF10 或在线申请（如适用）。
Information about you. 个人信息	Dependants must also provide a current and valid travel document or passport, one passport sized colour photograph, evidence of their permission to be in the country where the application is made (if not a national of that country), previous passports & translations of any documents submitted that are not in English or Welsh. 家属同样需要提供一份当前有效的旅行证件或护照，一张彩色护照照片，进入此国家的许可文件（如果申请人不是递交申请所在国的公民），旧护照以及所有非英语或威尔士语材料的翻译件。
Evidence of relationship to the Tier 5 migrant. 您与第五层级主申请人关系的证明	For example marriage certificate, civil partnership registration or birth certificate. 例如：结婚证，同性配偶关系证书，或出生证明。
Evidence of the Tier 5 migrant's permission to enter or stay in the UK. 第五层级主申请人进入或在英国停留的许可证明	Copy of the pages of the Tier 5 migrant's passport showing their visa if issued or permission to stay if already in the UK. 如第五层级主申请人已在英国，请提供其护照签证页或居留许可的复印件。 If you are a child, you should provide evidence of both your parent's status in the UK to show that they are lawfully present in the UK, or being granted entry clearance or leave to remain at the same time as you – please see paragraph 319H (f) of the immigration rules for details of this requirement. 如果你是未成年人，你应该提供显示父母双方在英国是何种居留身份的相关文件，以证明他们目前是在英国合法居住，或者与你同时被授予入境签证或居留许可。有关该要求的细节，请查看 移民条例段落 319H(f) 。
Evidence of maintenance. 生活维持费用证明	Dependants must provide financial evidence showing that the Tier 5 migrant can support them and any other dependants. This can be: <ul style="list-style-type: none">➤ personal bank or building society statements;➤ building society passbooks;➤ a letter from a bank confirming the funds have been in the account for 90 days prior to the visa application;➤ a letter from a financial institution regulated by the Financial Services Authority confirming funds. 家属必须证明其第五层级主申请人有能力负担一个或多个家属。证明材料包括： <ul style="list-style-type: none">➤ 个人银行或房屋互助协会对账单；➤ 房屋互助协会存折；➤ 银行确认函，用于确认资金存期在递交申请之前已经达到 90 天；➤ 金融机构出具的资金确认信函。 These documents must show additional funds of £600 per dependant in the account for at least 3 months immediately preceding the application. 以上信函需证明 每个家属 均有 额外的£600 ，并且资金存期在递交申请之前已经达到 3个月 。

Further guidance on dependants can be found at:

更多有关家属申请要求的指南，请参考：

www.ukba.homeoffice.gov.uk/workingintheuk/tier5/governmentauthorisedexchanged/dependants/