



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

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.

Guide to supporting documents

Points Based System Tier 5 Temporary
Workers - Government Authorised Exchange

You may also read the [Tier 5 policy guidance](#)

Information about you

<p>Completed visa application form:</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</p>	<ul style="list-style-type: none"> ➤ If your country does not support online applications you must complete and submit a VAF9 ➤ If you make an online application you must also print it off and submit with your supporting documents
A current and valid travel document or passport	You will not be issued a visa if you do not have one of these
One passport sized colour photograph	This must comply with the requirements in our photo guidance
Evidence of your permission to be in the country where you are applying, if you are not a national of that country	This must show your current immigration status. It could be a residence permit, 'green card' or valid visa.
Previous passports	These are to show your previous travel history.
Translations: The original translation must contain confirmation of the following from the translator:	<ul style="list-style-type: none"> ➤ That it is an accurate translation of the original document ➤ The date of the translation ➤ The translators full name and signature ➤ The translators contact details

Sponsor

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.

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:

- as a sponsored researcher, where the higher education institution you are coming to work at will be your sponsor; or
- to work for a government department or agency.

Before you apply under this category, you must have: <ul style="list-style-type: none">➤ a sponsor (overarching body);and➤ a valid certificate of sponsorship	You must give your certificate of sponsorship reference number when you apply.
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Further guidance on [sponsors](#) can be found on this website.

Maintenance in the UK

Confirmation of maintenance and accommodation, if necessary, from your A-rated sponsor.	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. Our certificate of sponsorship checking service must confirm that the sponsor has certified that you will not claim public funds while you are in the UK as a Tier 5 (Temporary worker) migrant.
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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.

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.	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-day period. Property, shares, bonds, pension funds, life insurance or similar savings accounts are not acceptable.
Letter from financial institution regulated by either the Financial Services Authority or the home	This letter should state: <ul style="list-style-type: none">➤ Your name;

regulator confirming funds.	<ul style="list-style-type: none"> ➤ 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>The home regulator is the official regulatory body for the country in which the institution operates and the funds are located.</p>
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Further guidance on [maintenance requirements](#) can be found on this website.

Dependants

Visa application form.	Dependants must complete VAF10 or an online form (if applicable).
Information about you.	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.
Evidence of relationship to the Tier 5 migrant	For example, a marriage certificate, civil partnership registration or birth certificate.
Evidence of the Tier 5 migrant's permission to enter or stay in the UK.	<p>Copy of the pages of Tier 5 migrant's passport showing their visa if issued or permission to stay if already in the UK.</p> <p>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</p>
Evidence of maintenance.	<p>Dependants must provide financial evidence showing that the Tier 5 migrant can support them and any other dependants. This can be:</p> <ul style="list-style-type: none"> ➤ personal bank or building society statements; ➤ building society passbooks; ➤ a letter from a bank confirming that the funds have been in the account for 90 days prior to the visa application; and/or

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| | <ul style="list-style-type: none">➤ a letter from a financial institution regulated by the Financial Services Authority confirming funds. |
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These documents must show **additional funds** of £600 **per dependant** in the account for at least 3 months immediately preceding the application.

Further guidance on [dependants](#) can be found on this website.