



UK Visas & Immigration

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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.

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 Home Office.

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内政部(Home Office)独立核实的英文翻译件。

Guide to supporting documents 支持材料指南

Point Based System Tier 2
(Intra Company Transfer)
计点积分制第2层级(公司内部调动)

You should also read the Policy Guidance: [Tier 2 policy guidance](#)
您还应阅读政策指南: [计点积分制第二层级政策指南](#)

Information about you 个人信息

<p>Completed visa application form: 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 填写完整的申请表: 在一些地区, 您只能在线申请。请查看所适用国家页面了解您是否应在线申请。</p>	<ul style="list-style-type: none"> If your country does not support online applications you must complete and submit application form VAF9 and Appendix 5 如果您的国家不在线申请, 您必须填写并递交表格VAF9和附表5 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, 您也必须打印申请表, 同您其它的文件一起递交。
<p>A current and valid travel document or passport 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, 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 必须满足我们照片指南中的要求</p>
<p>Evidence of your permission to be in the country where you are applying, if you are not a national of that country 如果您不是递交申请所在国的公民, 则需提供您在该国居住的许可文件</p>	<p>This must show your current immigration status. It could be a residence permit, 'green card' or valid visa. 文件必须显示您目前的移民身份。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 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 是对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
<p>Tuberculosis screening 肺结核检测</p>	<p>If you are a person from a country listed in Appendix T Part 1 making an application for entry clearance to come to the UK for more than six months, you must present, at the time of application, a valid medical certificate issued by a medical practitioner listed in Appendix T Part 2 confirming that you have undergone screening for active pulmonary tuberculosis and that this tuberculosis is not present. 如果您来自移民法规附表T第1小节中列出的国家, 并且申请在英国停留超过6个月, 则必须在递交签证申请时提供由附表T第2小节中列明的从业医生开具的有效健康证明, 用于确定您进行了开放性肺结核筛查并且未患有肺结核。</p>

Sponsor 担保方

<p>Before you apply under this category, you must have: 申请此类签证前, 您必须有:</p> <ul style="list-style-type: none">• a sponsor; and 一个担保方; 以及• a valid certificate of sponsorship 一份有效的担保证书 <p>Your sponsorship is confirmed in your certificate of sponsorship. You must give your certificate of sponsorship reference number when you apply. 担保证书确认您的担保情况。您在申请签证时需提供担保证书号码。</p>	<p>Your certificate of sponsorship must: 您的担保证书必须:</p> <ul style="list-style-type: none">• have the same details as in your passport; 与您护照信息一致;• be assigned to you by your sponsor no more than three months before the date you apply; 担保方签发日期不早于您递交申请日期前三个月;• have not been withdrawn by your sponsor or us. 没有被您的担保方或我方撤销。
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Further guidance on [sponsors](#) can be found on this website.

请访问本网站获得[担保方](#)相关指南。

Current employment 当前工作

Tier 2 (Intra company transfer) is for employees of multinational companies who are being transferred by their overseas employer to a UK branch of the organisation, either on a long-term basis or for frequent short visits.

计点积分制第二层级(公司内部调动)适合被其海外雇主调任至英国分公司工作的跨国公司雇员。长期调任或是频繁短期访问均适用此类别。

<p>Evidence of employment for a specified period before you apply, depending on your sub- category: 根据以下子类别提交您申请前特定时段的工作证明:</p> <ul style="list-style-type: none">• Long-term staff = 12 months' experience; 长期员工 = 十二个月工作经验• Short-term staff = 12 months' experience; 短期员工 = 十二个月工作经验• Graduate trainee = 3 months' experience; 毕业生实习生 = 三个月工作经验• Skills transfer = no minimum time 传授技术 = 无工作经验要求 <p>You can apply under the Skills transfer sub-category even if you have been newly recruited by your sponsor. 即便您是担保方的刚录用的新雇员, 也可通过传授技术这一子类别申请。</p>	<p>You do not need to have worked in the same position for the full specified period. 您无需在整个特定时段内担任相同的职位。</p> <p>If requested, you must submit one of the following as evidence of your employment: 如果被要求, 您须提交以下任一材料作为您的工作证明:</p> <ul style="list-style-type: none">• Payslips covering the full specified period. The most recent payslip must be dated no earlier than 31 days before the date of the application. These should be either original payslips or on company-headed paper. If your payslips are not on headed paper or are printouts of online payslips, you must provide a letter from your sponsor, confirming the authenticity of the payslips. 规定时段内的所有工资单。最近一次的工资单日期需为申请日期前31天以内。可为工资单原件或有公司抬头的证明。如果您的工资单未使用公司抬头纸, 或是电子工资单的打印件, 您则需同时提供您的担保方证明信, 用于证明这些工资单的真实性。• Personal bank or building society statements covering the full specified period. The most recent statement must be dated no earlier than 31 days before the date of the application and should show transactions by your sponsor covering the specified period. 规定时段内的个人银行或房屋互助协会对账单。最近一次的对账单日期需为申请日期前31天以内, 同时对账单中需显示在特定时间段内来自您担保方的转帐记录。• Building society pass book covering the specified period immediately before you apply. The building society pass book should clearly show transactions by your sponsor covering the full specified period immediately before the date of the application. 递交申请前规定时段内房屋互助协会存折。房屋互助协会存折中需清楚显示在递交签证申请日期之前特定时段内, 您担保方的交易明细。
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Further guidance on [evidence of employment](#) can be found on this website.

请访问本网站获取[工作证明](#)相关指南。

Salary and allowances 工资和津贴

<p>Confirmation that you will be paid an appropriate salary and allowances for the job that you will be doing in the UK 一份证明, 说明您会通过英国从事工作获得合理的工资和津贴</p>	<p>You should ask your sponsor to confirm, on your certificate of sponsorship, the salary and allowances for the job. 您应要求担保方在担保证书中确认您的工资和津贴。</p>
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Further guidance on [salary and allowances](#) can be found on this website.

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Maintenance in the UK 在英国生活费

Confirmation of maintenance and accommodation, if necessary, from your A-rated sponsor.

如有必要，提供您的A级担保方需出具生活和住宿相关证明

If you have an A-rated sponsor which is certifying that they will maintain and accommodate you, if necessary, for your first month of employment, this must be confirmed on your certificate of sponsorship. Evidence of prospective earnings should also be entered on the certificate of sponsorship. 如果您的A级担保方证明，在必要的情况下会提供您工作第一个月的食宿，这些信息需在您的担保证书中列明。担保证书中还应填写预期收入。

A letter from an A rated sponsor certifying the maintenance of a Tier 2 migrant is not an acceptable method of certifying your maintenance. 由A级担保方出具的，证明承担第二层级（Tier 2）移民生活费的信件，不能作为您在英国生活费用的证明材料。

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If your A-rated sponsor does not confirm this maintenance and accommodation, you must provide documents showing that you have had at least £945 in your account at all times over the 90 days before you apply to us. Acceptable forms of evidence are shown below. 如果您的A级担保方不能提供上述住宿及生活费证明，您需要提供文件证明，在您递交申请之前的90天里，您的账户余额在任何时段均不低于945英镑。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/或用银行抬头纸开具的资金证明信</p>	<p>These documents should cover a period of 90 days immediately preceding, and dated no more than 31 days prior to, the date you submit the application. The balance should not fall below the required minimum of £945 at any time during the 90 day period. 资金证明材料开具日期需在签证申请日期前31天以内，且截止至递交签证申请当日，资金存期已达90天。资金余额在90天内任何时段都不能低于要求的945英镑。</p> <p>Property, shares, bonds, pension funds, life insurance or similar savings accounts are not acceptable. 房产，股票，债券，养老基金，人寿保险或类似的储蓄账户均不予接受。</p>
<p>Letter from financial institution regulated by either the Financial Conduct Authority (FCA) or the home regulator confirming funds 由英国金融服务管理局(FCA)或受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: 证明信应说明：</p> <ul style="list-style-type: none"> • your name; 您的姓名； • the account number; 账号； • the date of the letter; 证明信开具日期； • the financial institution's name and logo; 金融机构名称及图标； • the funds held in your account; and 账户中的资金金额；以及 • that the funds have been in the bank for at least 90 days. 资金存期不短于90天。 <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. 我们不接受仅简单列明账户某天余额的信函，因为这无法证明您在规定时段内持有足够的资金。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> <p>The home regulator is the official regulatory body for the country in which the institution operates and the funds are located.</p>

Dependants 家属

<p>Visa application form 签证申请表</p>	<p>Dependants must complete <u>VAF10</u> or an online form (if applicable). 家属必须填写并递交表格<u>VAF10</u>或在线申请（如适用）。</p>
<p>Information about you 个人信息</p>	<p>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. 家属同样需要提供当前有效的旅行证件或护照，一张彩色护照照片，进入该国家的许可文件（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。</p>
<p>Evidence of relationship to the Tier 2 Migrant 与第2层级移民的关系证明</p>	<p>E.g. 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</p>
<p>Evidence of the Tier 2 Migrant's permission to enter or stay in the UK. 第2层级移民进入或在英国停留的许可证明</p>	<p>Copy of the pages of sponsor's passport showing their visa if issued or permission to stay if already in the UK. 担保人护照的复印件显示其签证（如果获签）或者在英国的居留许可（如果已经在英国）。</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 – <u>please see paragraph 319 H (f) of the Immigration Rules</u> for details of this requirement 如果您是未成年人，应该提供显示父母双方在英国身份的相关文件，以证明他们目前在英国合法居住，或与您同时获得入境签证或居留许可— 相关细节，<u>请查看移民条例段落319H(f)</u>。</p>
<p>Evidence of maintenance. 生活费证明</p>	<p>If the Tier 2 migrant is employed by an A-rated sponsor who will maintain and accommodate them and any dependants until the end of their first month of employment in the UK, you must send a letter from the sponsor which confirms this. 如果第2层级移民受雇于英国A级担保方，且该担保方承诺负担该移民及其家属第一个月在英国工作的住宿和生活费，您必须提交雇主的确认信。</p> <p>Otherwise, you must provide financial evidence showing adequate support for any dependants. The statements must show additional funds of £630 per dependant in the account for at least 90 days immediately preceding the application. 否则，您必须提供其它资金材料，证明您有足够的资金资助家属的生活。所交材料需证明每个家属均有额外630英镑，并且截止至签证申请递交日，资金存期已经达到至少90天。</p>

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

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