

REQUISITE DOCUMENTS FOR ACADEMIC VISITOR VISA

For further information please see www.ukvisas.gov.uk

Academic workers are normally in paid posts, which are advertised. They may well be working alongside postgraduate students. These are considered to be in employment and may be required to apply under PBS. Please see **PBS** checklists.

Bold Items are essential. We advise applicants that the failure to submit such documentation **may result in refusal of the application**, as the **onus is on the applicant to demonstrate** that they meet the requirements of the relevant rules. The ECO's decision will be made on the basis of the evidence supplied. It is paramount that ECO's understand the reasons for your application as well as your personal circumstances. It is thus suggested that all correspondence/letters are translated into English, to help in the assessment process. The English translations of the documentation do not have to be notarised.

Checklist:

	Original	Copy	None
1. Application form VAF1E, fully completed in ENGLISH/black ink and signed			
2. A valid passport with available visa pages			
3. If available your old passports			
4. Two recent passport-sized photographs -not scanned copies- (photographs must have white background and must be glued to the application form)			
5. A copy of pages 1 to 4 of your current passport			
6. The Correct fee in Turkish Lira only			
7. A letter from the University in the UK where you will be attending. This letter should state the duration of your stay, details of what you will be doing during this time and who will be responsible for the expenses relating to your stay. [originals + a copy] HAS TO BE IN ENGLISH			
8. Evidence of your own financial status as well as your sponsor: HAS TO BE IN ENGLISH			
a. Pay slips, or evidence of your income [originals + a copy]			
b. If you are self employed please provide your company documentation: Chamber of Commerce registration, most recent tax certificate, signature circular, trade gazette [photocopy] RELEVANT PARAGRAPHS HAS TO BE TRANSLATED IN TO ENGLISH			
c. Bank letter or Bank Statement [originals + a copy – covering at least the last 2 months of transactions – such letterheaded statements can be requested for this purpose specifically from your branch] BANK LETTER HAS TO BE IN ENGLISH			
d. Evidence of your family's financial status e.g. their payslips, bankbooks. [originals + a copy]			
e. Evidence of property owned [certified copy, recommended]			

PLEASE NOTE

- (a) *Visa Fees are non refundable*
- (b) *Applications from non-residents may not be accepted.*
- (c) *In order to assess your application you may be required to attend an interview.*
- (d) *In cases of a previous refusal for entry to the UK, an interview may be required and the application may need to be referred to the UK or other UK missions.*
- (e) *Please also note that you may also be asked to provide further documentary evidence in addition to the above guidelines.*

Checked by(initials)	
Date	

I have been advised to provide the above - mentioned documents. I understand that failure to provide some of these documents may result in the refusal of my application. Furthermore by signing this declaration I declare that I am willing for UK Border Agency to undertake any necessary verification checks on submitted documents with the relevant authorities.

Signature:..... Date:.....