

Checklist – Tier 2 Intra-Company Transfer

- You must supply original documents.
- You must provide a photocopy of all original documents.
- You must read the Policy Guidance: www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/tier2-guidance.pdf

Applicant Checklist		Translation of Documents		Office Use Only	
		Yes	No	Yes	No
		<p>Any documents that have to be submitted in support of points claimed, which are not in English or Welsh must be accompanied by a full translation that can be independently verified by the UK Border Agency. The original translation must contain confirmation of the following from the translator:</p> <ul style="list-style-type: none"> • that it is an accurate translation of the original document • the date of the translation • the translator's full name and signature • the translator's contact details 			
		A signed print out of your online application form			
		Current passport with at least one double-sided page free for the visa vignette, and any old passports.			
		Visa fee by cashiers cheque or bankers draft made payable to 'The British Embassy Bangkok'			
		One recent coloured and unframed passport size photograph taken with a white background. Approx. size should be 45mm x 35mm			
Documents required for all applicants:					
		Certificate of Sponsorship Number: The actual COS must confirm the job is additional to normal staffing requirements.			
		Evidence of your Thai/Laos immigration status (unless you are applying with a Thai or Laos passport).			
		A certificate issued by the International Organisation for Migration (IOM) confirming that the applicant is free from infectious tuberculosis (TB). This applies to all applicants added 11 years and over.			
Evidence of employment as follows: (12 months evidence is required for established staff and 3 months for graduate trainees. Not applicable for skills transfer)					
		Payslips covering the full specified consecutive months. The most recent payslip must be dated no earlier than one calendar month 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.			
		Personal bank or building society statements covering the full specified consecutive months. The most recent statement must be dated no earlier than one calendar month before the date of the application and should show transactions by your sponsor covering the specified period. The building society pass book should clearly show transactions by the sponsor covering the full specified period immediately before the date of the application.			
Qualifications: You should provide one or more of the following					
		Original academic certificate of award			
		Original academic reference from awarding body and original academic transcript.			
Prospective Earnings:					
		Evidence of prospective earnings entered on the Certificate of Sponsorship.			

Maintenance: You should provide either:			
		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. All of the above documents should cover a period of 3 months 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 at any time during the 3 month period. Note that property, shares, bonds, pension funds, life insurance or similar savings accounts will not be accepted.	
		Checked box completed on COS from A-rated sponsor confirming that he / she will maintain and accommodate you during your first month in the UK.	
Dependents: You should provide:			
		Evidence of relationship to sponsor (eg: marriage certificate, civil partnership registration or birth certificate)	
		Copy of the pages of sponsor's passport showing permission to stay, if already in the UK.	
		Financial evidence showing that the principal applicant can support the dependent. The statements should cover a 3 month period and be in line with the "Maintenance" requirement above. Or A letter from A-rated sponsor confirming that he/she will maintain and accommodate the dependent(s) during their first month in the UK.	

I CONFIRM THAT ALL THE ABOVE ORIGINAL DOCUMENTATION I HAVE SUBMITTED IN SUPPORT OF MY APPLICATION FOR A VISA TO THE UK IS GENUINE. TO THE ORIGINATORS OF THESE DOCUMENTS, I HEREBY AUTHORISE THE DOCUMENT VERIFICATION TEAM AT THE BRITISH EMBASSY OR CONSULATE-GENERAL TO MAKE WHATEVER CHECKS THEY REQUIRE TO VERIFY THE SUBMITTED DOCUMENTS' AUTHENTICITY.

ADDITIONAL ORIGINAL DOCUMENTS RECEIVED:

1. _____
Applicant's name (capital letters)
2. _____
3. _____
Applicant's signature
4. _____
Applicant's email address
5. _____
6. _____
Officer's Signature

DISCLAIMER: The above checklist is meant as guidance only. It is not a comprehensive list of the documents you should submit in support of your application and submission of these documents does not guarantee that your application will be issued. The definitive source of guidance is the Tier 2 Policy Guidance published by UKBA. It is your responsibility to submit original documentation that you believe will help demonstrate to the Entry Clearance Officer that you can meet the criteria for entry to the UK in the category that you have applied. Further free guidance on the criteria for entry to the UK can be obtained from the following website:

<http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/tier2-guidance.pdf>

July 5th 2010