

FOLDER CONTENTS

Dear UKVI officer,

Thank you for reviewing our application.

I, _____, am the applicant. _____ is my partner and sponsor.

In this folder you will find:

1. Visa appointment confirmation letter/biometric confirmation receipt
2. Cover letter (*website provides an example*)
3. Print out of the online application for unmarried partner settlement visa
4. Immigration Health Surcharge Reference # (*proving you have paid the fee*)
5. VFS Global Receipt
6. 2 passport photos
7. List of past travels (*mine was quite detailed as I lived abroad for many years*)
8. Financial requirement form, Appendix 2 (VAF 4A)
9. Sponsorship undertaking form
10. Passports (old and new)
11. Sponsor's employment documents
 - a. Letter from current employer, with salary and position details
 - b. Letter from previous employer (*if your partner/sponsor has been in their current employment for less than 1 year*)
 - c. Salary slips from the past 6 months (**12 months** *if have switched employers in the past year*)
12. UK sponsor's bank statements from the last 12 months.
 - a. *We noted and highlighted certain relevant INCOMINGS and OUTGOINGS*
 - b. *We also highlighted the address as proof of residence*
13. Your deposit account summary, although the UK is more concerned with your partner's finances.
14. UK Sponsor's P45
15. UK Sponsor's ILR/citizenship evidence and tax info
16. Copy of UK sponsor's BRP card – showing Indefinite Leave to Remain (ILR)/British passport
17. Tenancy agreements
 - a. Current residence and any previous residence that you both lived in together
18. Proof of address for all residencies that you are stating you lived together in
 - a. Home office letter
 - b. Bank statement

c. Bills

19. If either of you have been married/divorced in the past you will need to show the original marriage and divorce documents
20. We included a large section in our binder to prove the relationship from start to time of our application. We broke our relationship into plastic binder sleeves covering periods of 3-6 month, in chronological order. We then listed the dates on the front of each binder sleeve. These sleeves contained:
 - a. Printouts of photos together as well as with each other's family, both abroad and living in the UK
 - b. Some Facebook messages for the periods we were apart (*if your work circumstances made you sometimes live apart. It did in our case*)
 - c. Skype calls for the periods you were apart
 - d. FB posts of/about us, posted by our family and friends
 - e. PayPal transfer records showing transfers to each other
 - f. Evidence of work abroad (*if applicable*)
 - i. Contracts and pay-slips
 - g. Mail, addressed to yourself, your partner and both you and your at the addresses you claim to have lived in together
 - h. Relevant flight e-tickets
 - i. Past photos
21. Conversations and interactions on Facebook of you/your partner with each other's family
22. I had lived in the UK in the past, so I also included original copies of my NI#

YOU WILL NEED TO MAKE A COPY OF ANY DOCUMENT YOU WANT BACK