



## UK Visas & Immigration

### NEW ADDITIONAL PROCESS FOR SUBMITTING SETTLEMENT SUPPORTING DOCUMENTS FOR UK VISA APPLICATIONS

This change relates only to applications made in locations where TLScontact is UKVI's Commercial Partner - <https://uk.tlscontact.com/>

**Please note that supporting documents sent to PO Box 3468 will not be accepted after 31 July 2019. You are advised to use alternative arrangements (outlined below) with immediate effect.**

If you are applying for a settlement visa, there are now three options available for you to submit your supporting documents:

1. You can self-upload supporting documents using eSolo, with no additional charge. If you wish to self-upload your supporting documents, you must do this before attending your appointment at the Visa Application Centre (via desktop or mobile app) and you must refer to the document checklist you have received as part of your online application.
2. For a fee you can, at any stage in the submission process, choose the Assisted Scan service at the Visa Application Centre. If you have applied through Access UK, the document checklist is now included as part of the application process and this must be completed and included in the documents that you take to the Visa Application Centre.
3. We have introduced the Settlement Scan service that means from **24 June 2019**, for an additional fee, documents can be sent by you, your sponsor, agent or representative, by post to the SCANNING HUB in the UK at the address set out below, along with the Payment Confirmation, Document Checklist and Declaration. If you have applied through Access UK, the document checklist is now included as part of the application process and this must be completed and included in the documents posted to the scanning hub.

Please send your supporting documents to :  
TLScontact UK Settlement Scanning Hub  
Exhibition House, Suite 18, Ground Floor,  
Addison Bridge Pl, London W14 8XP

The settlement scanning service is available for a fee of £75 (+VAT) per application for a standard service, or £100 (+VAT) for a priority service. Under the standard service, documents will be scanned in 5 working days from receipt of the documents; and under the priority service, documents will be scanned within 24 hours from receipt of documents at the scanning hub.

If you choose to use this service, please log in to your account on the TLScontact website and select Settlement Scan Service.



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### Supporting documents:

If you have applied through Access UK, you are strongly advised to submit supporting documents as listed in your personalised document checklist and any specified documents required for the category in which you are applying, listed on Access UK and on gov.uk.

**Please note that only clear, A4 colour photocopies of your supporting documents will be accepted – DO NOT send originals as these may be destroyed if a return pre-paid envelope is not provided.** If you provide a pre-paid envelope you must ensure that it has the required postage paid and is large enough to hold the documents to be returned.

Where the documents are not specified, you are advised to consider submitting the following:

- A copy of your sponsor's passport highlighting any visas or endorsements that demonstrate that they have travelled to visit you or demonstrate that you have travelled together.
- Documents supporting your sponsor's employment, income and savings for the specified period. This should include a letter from your sponsor's employer, payslips, tax certificates and banks statements. Where applicable, you should include documents supporting your sponsor's self-employment and business banks statements. These should be separated and arranged in chronological order. Evidence of **your** employment, savings and education will normally only be required if you are relying on these to meet the financial or other requirements.
- Documents demonstrating your sponsor's accommodation in the UK.
- Documents supporting your relationship such as a marriage certificate or birth certificate. Other documents can include photographs from your wedding and/or a range of other photographs supporting your relationship over a period of time. You are strongly advised to submit no more than a total of 10 photographs. **Please note, wedding albums, USB and DVDs will NOT be accepted.** If you wish to submit copies of chat history, you are strongly advised to submit no more than 10 A4 pages of chat. The chat history should demonstrate your relationship over a period of time. **Please note that if you choose to submit more than 10 photos and 10 A4 pages of chat history then only a random selection of these documents will be scanned.**
- Documents such as money transfer receipts should only be submitted if you are relying on these to meet a specific requirement.
- Documents such as phone cards, greeting cards, wedding invitations, wedding receipts and newspaper clippings are of little evidential value and you are discouraged from submitting these. **These documents will not be scanned.**
- You are free to submit any other document that may support your application. However, you should consider their value and relevance to the category in which you are applying.



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### Important information:

- Documents must not be stapled.
- **Only A4 colour photocopied documents will be accepted at the scanning hub in the UK. DO NOT send originals as these may be destroyed if a return pre-paid envelope is not provided**
- **All coloured originals** or documents with photographic ID, must be **colour copied** and **all black and white originals** must be photocopied in **grey scale** format (documents might not be legible otherwise, and this might impact the outcome of your visa application)
- Failure to provide this information in the required order and format may result in a delay to the assessment of the application.
- Please note that your supporting documents may be returned to your sponsor before you receive a decision on the application. This is a normal part of the process and there is no need to contact us further.
- **Please note that supporting documents sent to PO Box 3468 will not be accepted after 31 July 2019. You are advised to use the eSolo self-scan, Assisted Scan service at the Visa Application Centre or UK Scanning Hub options with immediate effect**