

## GUIDANCE ON EMPLOYMENT VISA

### For Domestic Worker (in either a private or diplomatic household)

You must submit original documents with one photocopy of each, your originals will be returned after the final decision has been made by an Entry Clearance Officer

APPLICANT'S CHECKLIST		Checklist for Domestic Worker Visa Application		UK VAC CHECKLIST	
YES	NO			YES	NO
		<b>ORDER OF DOCS</b>	A completed visa application form: Employment Form (VAF2 OCT 2007).		
			Current passport with recommended validity of at least 6 months and any old passports.		
			Visa fee in pesos ( We can accept Manager's Check Made payable to British Embassy- Manila and Over the Counter Receipt payment from any of the ff. Standard Chartered Bank/ Metrobank/ Banco de Oro and BPI).		
			One recent coloured and unframed passport size photograph taken with a light background. Approximate size should be 45mm x 35 mm.		
		<b>1</b>	Your contract of employment for the UK.		
		<b>2</b>	A written undertaking, blank forms are available at the Embassy or call centre, from your employer to provide adequate maintenance and accommodation, including a separate bedroom.		
		<b>3</b>	Financial evidence from your employer showing their ability to support and accommodate you in the United Kingdom, e.g. up to date bank statements covering a period of 6 months prior to the date of the application. Confirmation of how many people are presently renting or living in the property.		
		<b>4</b>	Copy of sponsors passport (all stamped pages) and any previous passports. Do not include unstamped pages .		
		<b>5</b>	Please note workers travelling to the UK must be aged between 18 to 65 and be able to provide documentary evidence that they have worked in their employer's household continuously for 12 months immediately preceding the application. (Workers employed in diplomatic households in the UK are exempt from this condition).		
		<b>6</b>	For those workers in diplomatic household please ensure your employer has written to the Protocol Department within the Foreign and Commonwealth Office stating their intention to employ you prior to you lodging your application		
		<b>7</b>	Other supporting documents.		
<b>Important Reminder: Please arrange your documents in the order listed under "Order of Docs" column. Thank you</b>					

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, IN THE VISA SECTION AT THE BRITISH EMBASSY TO MAKE WHATEVER CHECKS THEY REQUIRE TO VERIFY THE SUBMITTED DOCUMENTS AUTHENTICITY.

ORIGINAL DOCUMENTS RECEIVED:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

\_\_\_\_\_  
Applicant's signature over printed name

\_\_\_\_\_  
CSR's signature over printed name

UKVAC plays no role in the decision making process of your application, this remains the sole responsibility of the Visa Section at the British Embassy, Manila.

• **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. 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 UKvisas website, [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk)