

## VISA APPLICATION ITEMS REQUIREMENT FOR UK VISA APPLICATION

1. Valid International Passport with enough blank pages for stamping.
2. Completed form VAF 1 in black ink with 2 passport size photographs (Photograph must be 45 cm x 35 cm in size of image. Not later than six months old, showing full face with 2 ears, no hat, or sunglasses (although you can wear reading glasses) and taken against a plain evenly lit and light background). Please download form VAF 1 using a computer with Acrobat Reader from [www.ukvisas.gov.uk/nigeria](http://www.ukvisas.gov.uk/nigeria), [www.britishhighcommission.gov.uk](http://www.britishhighcommission.gov.uk).
3. Evidence of payment of workshop fees.
4. Photocopy of passport Data Page (i.e. page with your photograph, date of birth, nationality, etc).
5. Letter of release/ leave from employer/sponsor nominating or permitting you to attend the workshop in Manchester. And letter of introduction from your organization stating that you are an employee and your rank.
6. Letter from Manchester Business School, to the high commission to confirm your status as a participant.
7. 6-months Bank statement of sponsor/employer as evidence of sponsor's ability to pay and personal bank statement.
8. 6-months pay slips of applicant as evidence of employment.
9. Marriage Certificate and Birth certificate of Children
10. Evidence of Income outside employment income (if you have a business or company, please include articles and memorandum of association, tax/registration certificates, business receipts and company bank statements)
11. Evidence of real estate holdings/property deeds
12. Identity Card
13. House Utility Bills (e.g. PHCN, LSWC etc)
14. Letter of authorization for Mrs. Vera Ugo-chukwu to collect the passport from the visa officer, British High Commission, Lagos

15. Your income tax clearance certificate
16. If self employed, evidence of your business registration documents, invoices, receipts, accounts and company bank statements for the last six months.
17. If sponsored by an individual in the UK, evidence of his/her immigration status, ideally a full copy of their passport.
18. Visa Fee:
  - Fresh Application: 40,000
  - Visa Renewal: 1- 2 years - ₦70,000  
5- 10 years - ₦150,000

**19. BIOMETRICS:**

Biometrics are an integral part of the UK's secure border control, helping to protect the UK against illegal immigration, crime, terrorism, and individuals against identity fraud.

All visa applicants, irrespective of nationality, who apply for a UK visa will be required to attend in person to provide a ten-finger scan and a digital photograph as part of the UK visa application process.

The digital photography and electronic finger-scanning procedure is quick, discreet, straightforward and entirely safe. Providing biometric data became a legal requirement for all UK visa applicants under the provision of the immigration (provision of physical data) Regulation 2006 which came into force on 4<sup>th</sup> July, 2006.

The biometric data collected will be stored on a database in the UK and held strictly in accordance with United Kingdom legislation, including the Data Protection Act 1998.

The recording of biometric data is a quick part of the overall application process, taking on average no more than five minutes to record finger scans and take a digital photograph. It is an entirely electronic process (no ink or other chemicals involved in the finger scanning process).

**NB: ONLY ORIGINAL OF DOCUMENTS ARE TO BE SUBMITTED.**

**FAILURE TO PROVIDE THE RELEVANT DOCUMENTS CAN DELAY YOUR VISA AND MAY RESULT IN REFUSAL.** Other documents may be required in certain cases.