

Visa document guidance: I am applying for a visa from within the UK

Upload to Portico a copy of your current visa and **one** of the following documents. The images below are examples.

Example of a visa application document

**UK Visas & Immigration**

APPLICANT NAME:

UNIQUE APPLICATION NUMBER:

BIOMETRIC RESIDENCE PERMIT NUMBER:

COUNTRY OF NATIONALITY:

DATE OF APPLICATION: **10 August 2022 12:57 British Summer Time (BST)**

TYPE OF VISA/APPLICATION: **Student**

IHS REFERENCE:

TOTAL FEE: **490.00 GBP**

PAYMENT REFERENCE:

REGISTRATION EMAIL:

CONTACT EMAIL:

Immigration adviser details

Are you using an immigration adviser based in the UK?

Contact preferences

Which email address can we use to contact you?

Which phone number can we use to contact you?

Address

Town/City

Postcode

Other names and nationalities

In addition to the names already provided, are you now or have you ever been known by another name?

Do you have a valid national identity card?

National identity card number


Issuing authority


Issue date (if applicable)

Do you currently hold, or have you ever held, any other nationality or citizenship?

People applying with you

Examples of a document checklist

**UK Visas & Immigration**



Document Checklist

Unique Application Number:

Payment notification number:

Payment amount:

Immigration health surcharge reference number:

Email:

Submitted date: 18 June 2021 20:08 British Summer Time (BST)

Applicant

Evidence

You do not need to provide evidence of your qualifications or finances as you are a national of a country listed in the differential evidence requirement of the Student rules. Occasionally, UK Visas and Immigration (UKVI) may request this evidence while your application is being considered. If the evidence is requested, your visa application may be refused if you do not provide it.

You should use your supporting documents checklist as a guide to what documents you need to self-upload or take to your appointment.

You will be able to upload copies of your documents on our commercial partner's website, or you can take your documents to your biometric appointment to be scanned and uploaded by our commercial partner for a fee. You do not need to send any physical documents to the Home Office or UK Visas & Immigration unless you are advised to do so.

You have agreed to include the following documents in your application. Tick the box beside each document to confirm that you are providing it.

Mandatory documents

If you have received a new passport since your last leave to remain application, and your visa is in your old passport, you must include both passports.

If you do not provide any of these documents, we may not be able to make a decision on your application. Note that we may occasionally ask you to provide other documents in addition to those listed.

Document Checklist

Unique Application Number:

Payment notification number:

Payment amount:

Immigration health surcharge reference number:

Email:

Submitted date: 15 June 2021 20:06 British Summer Time (BST)

Applicant

Evidence

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Example of a payment confirmation



Dear

Payment successful, application submitted and next steps

Date: 01 Aug 2022

Name:

Unique Application Number:

Fee paid: 490.00 GBP

Reference:

This email confirms that we have received payment of your application fee for Student.

It provides the unique application number for this application.

We cannot provide an invoice.

What you need to do next

Sign into your UK Visas and Immigration account and upload your evidence, if you have not already done so.

Once you have uploaded your evidence, select 'Confirm and upload' to make sure your application is sent to a decision maker. You have until 17 October 2022 to do this.

If you do not submit your evidence in time, your application is automatically submitted for a decision to be made, any evidence you have uploaded will not be considered.

Sign in to your account