

(ODW) Overseas Domestic Worker Visa checklist (Blue)

海外家務助理簽證申請審核表

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| Applicant's Name: | Passport Number |
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To meet the requirements you **must**: be aged 18-65 inclusive 介於 18-65 歲

- ✓ have been employed under the same roof as your employer for one year or more immediately prior to your application
已受雇於現今雇主已超過一年以上。
- ✓ intend to travel to the UK in the company of your employer, your employer's spouse or your employer's minor child
將與雇主、雇主配偶或雇主隻未成年小孩一同赴英工作生活。
- ✓ intend to work full-time as a domestic worker in the same dwelling as your employer
在英國期間將繼續受雇於同一雇主。
- ✓ be able to maintain and accommodate yourself adequately, as certified by your employer without recourse to public funds
在英國期間雇主將完全負責生活食宿等費用，無須倚賴英國公共基金。

Required Documentation:

Please submit original documents and one set of photocopies. All the documentation must be translated into English. 所有文件需為英文版本，並請於遞交文件時，準備正本及影本各一份

| No | Required Documents | Yes | No |
|--|--|-----|----|
| Order Of Docs 文件 順序 | Valid passport with previous passports (Minimum Validity of 6 months from the date of submission of Application) 六個月以上有效期之護照及舊護照 | | |
| | Completed e-application and signed by the applicant (The e-application is valid for only 1 MONTH.) 在網路上填寫好並印出的申請表上簽名 (線上申請表格將於完成日起一個月內有效) | | |
| | A clear, passport sized (45mm x 35mm), colour photograph with white background taken within last 6 months (teeth should not be visible) 一張 45mmx35mm 符合規定之彩色近照 (2 吋白底且為六個月內不露齒照) | | |
| | Correct Visa fee 簽證費用 | | |
| 1 | ARC copy 外僑居留證影本 | | |
| 2 | Employment contract for domestic helper 與雇主所簽訂之家務助理契約 | | |
| 3 | Complete forms of terms and conditions of employment and maintenance and accommodation (Additional form) 完成並印出之線上家務助理條款及家務助理保證問卷(由雇主填寫) | | |
| 4 | Employment record for the past 12 months (Pay slips, Tax returns etc) and salary book 過去 12 個月之工作及薪資證明 | | |
| 5 | Copy of employer (Immediate)family's passports | | |

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| | 僱主親屬護照影本 | | |
| 6 | Evidence of funds or employer's employment letter/contract(Bank Statements) 僱主之財力/薪資收入證明 | | |
| 7 | Booking itinerary 機票訂位紀錄 | | |
| 8 | ODW questionnaire made by employer (downloadable from our website) 完成並列印出家務助理之問卷(由僱主填寫) | | |
| 9 | Evidence of funds (bank statements or bank book for 6 months to present) 財力證明; 需檢附六個月以內之存簿影本或銀行所開開立之證明 | | |

• 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 visa 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.ukba.homeoffice.gov.uk.

Inquiry Officer to delete as appropriate (資料審核員根據適用情況選擇)

- 1 · The applicant has confirmed that s/he has no other documents to submit OR
申請人已經確認他不提交其他文件 或者
- 2 · The applicant has submitted the supporting documents above. I have advised him / her that failure to submit all necessary documents may result in the application being delayed, but s/he has chosen to proceed with the application.
申請人已遞交了上述文件,我已告知其如不提交所有必要文件會導致審核時間延長,但其選擇繼續提交申請.
- 3, The Applicant has decided not to submit the application today. 申請人決定今天不遞交申請.

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| Courier Fee(If any) 快遞費 (如果選擇郵寄) | NT\$ |
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IMPORTANT

Any applicant who has provided false representation, false documents, or who fails to disclose material facts will be refused entry clearance whether or not the deception is with the applicant's knowledge. Any applicant who has used deception in a previous entry clearance application may have future entry clearance applications refused up to ten years.

申請者若於申請過程中, 做不實的陳述、提供偽造文件或對相關事項有所隱瞞, 無論申請者本人是否知情, 簽證將不予核發。申請者曾於過去簽證申請案件中, 有任何欺瞞不實的記錄, 未來最多10年內將無法取得簽證。

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| Signature of Inquiry Officer (審核員簽名) | Applicant's Signature (申請人簽名) |
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