

## Checklist – Tier 2 Intra-Company Transfer

- You must supply original documents. 您已遞交所有文件正本
- You must provide a photocopy of all original documents. 您已提供需保留正本文件的影本
- You must read the Policy Guidance: [www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/tier2-guidance.pdf](http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/tier2-guidance.pdf)  
您已詳讀簽證政策指南

Applicant Checklist		<b>Translation of Documents 文件翻譯須知</b> Any documents that have to be submitted in support of points claimed, which are not in English or Welsh must be accompanied by a full translation that can be independently verified by the UK Border Agency. The original translation must contain confirmation of the following from the translator: 非英語文件必須透過專業翻譯者譯成英文，譯者須確認翻譯文件具備以下資訊： <ul style="list-style-type: none"> <li>that it is an accurate translation of the original document 翻譯內容與原文相符</li> <li>the date of the translation 翻譯的日期</li> <li>the translator's full name and signature 譯者的全名與簽名</li> <li>the translator's contact details 譯者的地址及聯絡電話</li> </ul>	Office Use Only	
			Yes	No
		A signed print out of your online application forms 填寫線上申請表、列印並簽名 1. Online application form: <a href="http://www.visa4uk.fco.gov.uk">www.visa4uk.fco.gov.uk</a> 2. Appendix: <a href="http://www.ukvisas.gov.uk/en/howtoapply/vafs/">http://www.ukvisas.gov.uk/en/howtoapply/vafs/</a>		
		Current passport with at least one double-sided page free for the visa vignette, and any old passports. 效期 6 個月以上的有效護照(至少內含一頁雙面空白頁)及任何舊護照		
		Visa fee. Visa fees should be submitted with the exact fee in New Taiwan Dollars (cash only). Please note: We do not accept credit cards or postal orders. 於簽證申請中心以新台幣繳交簽證費用		
		One recent coloured and unframed passport size photograph taken with a white background. Approx. size should be 45mm x 35mm 一張約 45mmX35mm 白底無邊之彩色六月之內拍攝近照		
<b>Documents required for all applicants(所需文件):</b>				
		Certificate of Sponsorship Number: (You should confirm with your sponsor that the COS confirms the job is additional to normal staffing requirements.)贊助者編號證明，註明此職位為一般人事編制外的名額。		
		Evidence of your immigration status in Taiwan (unless you are applying with a Taiwanese passport). If you are not a permanent resident this must show the expiry date of your leave to remain. 在台灣居住的(台灣護照持有者不適用)身份證明；例：外僑居留證。		

**Evidence of employment as follows:** 在職證明  
*(12 months evidence is required for established staff and 3 months for graduate trainees. Not applicable for skills transfer)* **You should produce either of the following:**  
 外派員工需檢附 12 個月的證明; 儲備/新進人員需檢附 3 個月之證明; 技術轉移人員無需提供

	<p>Payslips covering the full specified consecutive months. The most recent payslip must be dated no earlier than one calendar month before the date of the application. These should be either original payslips or on company-headed paper. If your payslips are not on headed paper or are printouts of online payslips, you must provide a letter from your sponsor, confirming the authenticity of the payslips.                  薪資單需包含過去連續的期間. 最新一期的薪資單需為申請日一個月內開立. 文件需為正本薪資單或以公司信頭開立的證明信函. 薪資單不具有公司信頭或電子薪資單, 您需提供公司信函確認薪資單的有效性.</p>		
	<p>OR - Personal bank or building society statements covering the full specified consecutive months. The most recent statement must be dated no earlier than one calendar month before the date of the application and should show transactions by your sponsor covering the specified period. The building society pass book should clearly show transactions by the sponsor covering the full specified period immediately before the date of the application.                  個人薪資帳戶證明需包含過去連續的期間. 財力證明需為申請日一個月內開立. 帳戶內需顯示出薪資轉帳紀錄. 連續薪資證明期間需以遞件該月起往回推算.</p>		

**Qualifications: You should provide one or more of the following**

	Original academic certificate of award 學歷證明文件		
	Original academic reference from awarding body and original academic transcript. 學校所開立的證明信函和成績單		

**Prospective Earnings:**

	Evidence of prospective earnings entered on the Certificate of Sponsorship. 贊助者編號明細中需載明預期收入細節		
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**Maintenance: You should provide either:**

	<p>Personal Bank Statements and /or a Savings Account pass book(s) and /or a letter from bank confirming level of funds on the bank's original letter headed paper.                  All of the above documents should cover a period of 3 months immediately preceding and dated no more than one month prior to the date you submit the application. The balance should not fall below the required minimum at any time during the 3 month period. <b>Note that property, shares, bonds, pension funds, life insurance or similar savings accounts will not be accepted.</b>                  個人名下銀行證明或存款簿,或一封由銀行以公司信紙開立並載明足夠餘額的證明信;                  以上所有證明均需於距自申請日一個月內開立,且內容需包含往前推算連續 3 個月的明細. 請確認帳戶餘額於 3 個月內皆不可低於所需準備金額. <b>不動產、股票、債券、退休金、保險或類似存款帳號不適用。</b></p>		
	OR – If you are sponsored by an A rated sponsor, who will maintain and accommodate you in your first month in the UK, this must be indicated on the COS. 贊助者編號註明 A 級資助者願意提供申請者在英國第一個月的食宿費用		

**Dependents: You should provide: 依親簽證者: 您需提供:**

	Evidence of relationship to sponsor (eg: marriage certificate, civil partnership registration or birth certificate) 依親者請提供親屬證明文件如 結婚證書,同性伴侶登記證明,或出生證明		
	Copy of the pages of sponsor's passport showing permission to stay, if already in the UK. 如 Tier2( ICT)簽證持有者已在英國，請提供他的護照及簽證影本。		
	Financial evidence showing that the principal applicant can support the dependent. The statements should cover a 3 month period and be in line with the "Maintenance" requirement above. Or A letter from A-rated sponsor confirming that he/she will maintain and accommodate the dependent(s) during their first month in the UK. 主申請者的財力證明需能足已支助其依親. 該財力證明文件需包含連續 3 個月的期間且符合前述"財力證明"的相關規定. 或 由 A 級資助者提供一封信函證明願意提供依親者在英國第一個月的食宿費用		

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 OR CONSULATE-GENERAL TO MAKE WHATEVER CHECKS THEY REQUIRE TO VERIFY THE SUBMITTED DOCUMENTS' AUTHENTICITY.

本人確認出具的所有上述正本文件皆為屬實，在此同意英國大使館簽證處採取必要方式查證檢驗各項文件的來源出處。

ADDITIONAL ORIGINAL DOCUMENTS RECEIVED:

申請者提供之正本文件，如下所示:

1. \_\_\_\_\_  
Applicant's name (capital letters)  
申請者姓名 ( 大寫拼音 )
2. \_\_\_\_\_  
Applicant's signature  
申請者簽名
3. \_\_\_\_\_  
Applicants email address  
申請者電子信箱
4. \_\_\_\_\_  
Officer's signature  
審件員簽名

DISCLAIMER 免責聲明:

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. The definitive source of guidance is the Tier 2 Policy Guidance published by UKBA. 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 following website:

<http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/tier2-guidance.pdf>

July 5th 2010

上述所列文件審核清單僅供初步參考，此清單並非簽證申請的絕對準則，此外上述所有必要文件之遞交亦不保

證您的簽證核發。計分積點第二級簽證的最完整規定是由英國國境局核定。申請者有責任遞交文件正本，以向簽證官證明您的申請符合英國簽證的各項規定，請您詳讀網站上公告已取得更深入詳盡的相關英簽申請規定說明。