

Checklist for Visit Visa (Non Settlement) (Green)
短期旅客簽證申請審核表

Applicant's Name : _____ Passport Number: _____ Purpose of Visit : _____		Important Reminder: Please arrange your documents in the order listed under "Order of Docs" column. Thank you. 提醒您繳交文件時請依照下列文件順序依序排列整齊	
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			Checklist Yes / No
Order Of Docs 文件順序	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)		
	Correct Visa fee? 費用正確?		
	A clear, passport sized (45mm x 35mm) coloured 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)		
	Passport submitted: a) Current passport; 有效護照 b) Old passport (s) 舊護照 (Entry and exit record for those with no record or missing previous passport) 護照及任何舊護照; 若為空白護照或舊護照遺失請附上入出境紀錄		
1	Evidence of sufficient funds to cover accommodation and living expenses (bank book for 6 months to present). Please prepare the original bank book with a set of photocopies including the cover and inner pages of your bank book. Please update your bank book one day before you submit your application. Parents or legal guardians are acceptable as financial sponsors. You must provide a signed letter from them accompanied by their original bank book/ recent valid bank statement/ or notarised stamped true copies 存款證明: 近 6 個月的存款證明(包括封面及內頁)或向銀行申請帳戶明細, 使用存摺者請在簽證遞交日期之前一天, 將存摺本刷過更新 父母或監護人也可為財力贊助人. 你必須提供一封同意函以及他們的存摺 / 有效的帳戶明細 / 或是公證過與正本相符的影本		
2	Invitation letter and copy of friend or relative's passport and copy of friend or relative's UK visa, residence permit or extension of leave to enter issued by the Home office (if visiting a friend or relative in the UK) 親友之邀請信函, 護照及英國簽證/居留證或英國內政部延簽 (如赴英探訪親友)		
3	Leave letter from employer or school 雇主或學校開立之休假證明		
4	Your original company name card 您的公司名片正本		
5	Copy of your ID card / Household Registration Transcript /ARC 您的身份證影本/戶籍謄本/外僑居留證		
6	If you intend to travel in the UK for longer than 2 weeks and you do not have relatives or friends in the UK, please produce a travel plan. 如果您計畫在英國旅遊超過 2 星期, 而您在英國也沒有其他家人或朋友請準備一份英國旅遊計畫書		
7	Bio page copy. (For passport collection) 護照照片及簽名頁影本		
8	Other supporting documents / Other original documents received 其他附屬文件 / 其他正本文件		

• **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.

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。

Signature of Inquiry Officer (審核員簽名)	Applicant's Signature (申請人簽名)
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Translation of documents 文件翻譯

Any documents that have to be submitted in support of points claimed, which that 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:

請注意所有非英文的文件需準備英文翻譯, 翻譯注意事項如下:

- a) confirmation from the translator that it is an accurate translation of the original document
證明內容與原本正確無誤
- b) the date of the translation 翻譯日期
- c) the translator's full name and signature and 譯者姓名與簽名
- d) the translator's contact details 譯者聯絡方式