

This guide is provided free of charge and is for use outside the UK only

**You should read this information guide to help you decide which documents statements that you have made on your visa application form (VAF).**

此说明为免费提供并只适用于英国境外地区

您应阅读此信息说明，以帮助您决定何种文件将有助于支持您在签证申请表(VAF)上进行的申请。

**It is not a list of documents that you must submit. We do not expect you to provide all of the documents listed below, it is for you to decide which documents are most relevant to your application.**

这不是您必须要提供的文件的清单。我们不要求您提供下面清单上的所有文件，您需要自己决定哪些文件与您的申请最相关。

The submission of all or any of these documents does not guarantee that your application will be successful. 递交了所有或任何这些文件，不能确保您的申请将会成功。

## Guide to supporting documents 文件说明

Visiting the UK  
访问英国

### Information about you 个人信息

These documents are important because they provide information about your personal circumstances in the country in which you are applying.

这些文件很重要，因为它们反映了您在递交申请的国家中您的个人情况。

A current and valid travel document or passport 一份当前有效的旅行证件或护照	You will not be issued a visa if you do not have one of these 如果您不提供此文件，您将不会被签发签证
One passport sized colour photograph 一张彩色护照照片	This must comply with the requirements in our <a href="#">photo guidance</a> 此文件必须满足我们 <a href="#">照片说明</a> 中的要求
Evidence of your permission to be in the country where you are applying, if you are not a national of that country 如果您不是您递交申请所在国的公民，您需要提供您进入此国家的许可文件	This must show your current immigration status. It could be a residence permit, 'green card' or valid visa. 此文件必须显示您目前的移民情况，文件可以为居住许可、“绿卡”或有效签证。
Previous passports 旧护照	These are to show your previous travel history 此文件意在显示您以前的旅行记录
Evidence of your marital status 您的婚姻状况文件	This could include a marriage certificate, a civil partnership certificate, a divorce certificate or a death certificate 此类文件可以包含结婚证书、同性伴侣关系证书、离婚证书或死亡证书
Evidence of your current employment or studies 您目前工作或学习的证明文件	This could include: 此类文件包括： > a letter from your employer on company headed paper – this should list your salary and the length of your employment, confirm that you have been given time off work, and state whether this time off is paid or unpaid 由您的雇主用单位抬头纸出具的证明信—此证明信应注明您的工资及您在此单位已工作的时间，确认您已获批假期，并说明此假期是否带薪 > a letter from your education provider on headed paper – this should confirm your enrolment and leave of absence 由您的学校用单位抬头纸出具的证明信—此证明信应确认您是在校生及已获批假期的情况 > business registration documents confirming the business owner's name and the date when the business started trading 企业注册文件，以确认企业所有者的姓名及企业开业日期

### Information about your finances and employment 您的资金及工作信息

You can submit any of the following financial documents. You should include evidence of your total monthly income from all sources, for example employment, friends, family, personal savings or property. This will help us assess your circumstances in your own country and will provide us with evidence of how your trip is to be funded. You should provide this information even if someone else is paying for your trip.

您可以递交以下任何资金文件。该文件应包括来自所有渠道的月收入证明，如来自工作、朋友、家庭、存款或房产。这些文件可以帮助我们了解您在您的国家的情况，同时可以为我们提供信息证明您如何支付您的旅行费用。即使其他人将支付您的旅行费用，您也应提供这些信息。

- If someone else is paying for your trip then they should provide the same information about their finances and employment.

如果其他人将支付您的旅行费用，此人也应提供关于其资金及工作的信息。

- If you are providing documents from a joint account you should explain who the other account holders are, and why you have permission to spend money from the account

如果您提供的文件是一个联名账户，您应解释另一位账户持有者是谁，同时解释为什么您有权力使用账户中的资金。

- If your spouse or partner is employed you should also provide their employment and financial details

如果您的配偶或伴侣有工作，您也应提供他们的工作及资金信息。

Bank statements or bank books 银行对账单或存折	These should show what has been paid in and out of an account for up to the previous six months, and should name the account holder. 此类文件应显示以往六个月账户中存取记录，并显示账户持有者的姓名
Bank letter or balance certificate 银行存款或余额证明	This should show the account balance, the account holder's name and the date when the account was opened. 此类文件应显示账户余额、账户持有者姓名及账户开立日期
Payslips 工资单	These should cover up to the previous six months. If your salary is paid directly into your bank account, you should provide the statements showing these payments 此类文件应显示以往六个月的记录。如果您的工资直接支付至您的银行账户中，您应递交显示支付交易的对账单
Tax returns (business or personal) 税单（企业或个人）	You should include recent documents from your government tax office, confirming your income and the amount of tax that you have paid 您应递交政府税收部门出具的您最近的所得税缴纳证明文件
Business bank account statements 企业银行账户对账单	If you include these you will need to explain why you are allowed to spend the money from a business account if you are on a private visit 如果您递交此类文件，并且您要进行个人访问，您需要解释为什么您被允许使用一个企业的资金
Evidence of income from property or land 来自于房产或土地的收入	This could include property deeds, mortgage statements, tenancy agreements, accountant's letters, land registration documents or crop receipts. If the property or land is registered in several names, you will need to explain how much you own. If the money earned from the land is shared, you should say how it is divided 此类文件包括房产契约、抵押说明、租赁协议、会计证明信、土地注册文件或谷物收据。如果房产或土地注册在多人名下，您需要解释您拥有多少。如果土地的收入被分摊，您应解释此收入分摊的方法。

### Accommodation and travel details 住宿及旅行具体安排

You can submit any of the following documents to provide us with evidence of your accommodation and that you intend to leave the UK at the end of your visit. We advise that you do not make any payments for accommodation, travel and so on until you have received your visa.

您可以递交以下任何文件，来说明您的住宿安排以及您在结束旅行时准备离开英国。我们建议您在未获得签证前，不要支付任何住宿和旅行等费用。

<p>Details of accommodation and return travel bookings 住宿及往返旅行预定的具体信息</p>	<p>This could be: 此类文件包括:</p> <ul style="list-style-type: none"> <li>➢ hotel booking confirmation (usually email) 酒店预定确认 (通常为电子邮件)</li> <li>➢ travel booking confirmation (can be email or copy of tickets) 旅行预定确认 (可以为电子邮件或票据复印件)</li> <li>➢ travel agent confirmation of both 旅行社对以上两种预定的确认</li> <li>➢ accommodation details with a supporting letter from the occupant confirming that you are able to stay there 房屋居住者出具的确认信, 确认您可以居住及住宿的详细信息</li> </ul>
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### Information about your visit to the UK 您访问英国的信息

Depending on the reason for your visit, you may need to provide some of the following documents to help to show us what you plan to do while you are in the UK.

根据您访问的原因, 您可能需要递交以下一些文件, 来显示您在英国的计划。

In some locations you can only apply by making an online application. You should check on our [supported countries page](#) to see if you have to or if you are able to make an online application. If you make an [online application](#) you must also print it off and submit with your supporting documents

在一些地区, 您可以进行在线申请。您应查看[所适用国家页面](#), 确认您是否必须或可以进行在线申请。如果您进行在线申请, 您也必须将申请表格打印出来, 并同您其它的文件一起递交。

### General Visitor/ Tourist 普通访问者/旅游者

<p>Completed visa application form 填写完整的签证申请表</p>	<p>➢ If your country does not support online applications you must complete and submit a <a href="#">VAF1A</a>. 如果您的国家不适用在线申请, 您必须填写并递交表格<a href="#">VAF1A</a></p>
<p>A planned itinerary, if you have one 安排好的行程, 如适用</p>	<p>This could include: 此类文件包括:</p> <ul style="list-style-type: none"> <li>➢ bookings or tickets for any excursions, trips and outings 有关任何旅行及外出的预定或票据</li> <li>➢ email conversations about any excursions, trips and outings 有关任何旅行及外出的电子邮件</li> <li>➢ travel agent bookings 旅行社预定</li> </ul>
<p>Supporting letter(s) from your friend or sponsor in the UK 您在英国的朋友或担保人出具的证明信</p>	<p>This could include a variety of any of the financial documents outlined above in the finances section. 此类文件可以包括在上述资金信息部分中提出的任何资金文件。</p> <p>You should also supply evidence of their immigration status in the UK, this could be copies of: 您也应递交他们在英国的移民状况证明, 包括以下文件的复印件:</p> <ul style="list-style-type: none"> <li>➢ bio-data pages from their passports 他们护照的个人信息页</li> <li>➢ valid visa or immigration stamp from their passport 他们护照中的有效签证或移民章</li> <li>➢ Home Office letter confirming permission to stay in the UK 内政部出具的允许在英国停留的确认信</li> </ul>

## Family Visitor 探亲访问者

If you want to come to the UK as a Family Visitor you should check our [guidance - Visiting family](#) to make sure that you qualify.

如果您打算作为探亲访问者入境英国，您应查看我们的[探亲访问说明](#)来确认您是否符合要求

Completed visa application form 填写完整的签证申请表	If your country does not support online applications you must complete and submit a <a href="#">VAF1B</a> 如果您的国家不适用在线申请，您必须填写并递交表格 <a href="#">VAF1B</a>
A planned itinerary, if you have one 安排好的行程，如适用	This could include: 此类文件包括： ➢ bookings or tickets for any excursions, trips and outings 有关任何旅行及外出的预定或票据 ➢ email conversations about any excursions, trips and outings 有关任何旅行及外出的电子邮件 ➢ travel agent bookings 旅行社预定
Evidence and supporting letter from your family member in the UK that you intend to visit 您所计划访问的在英国的亲属出具的证明信	This could include a variety of any of the financial documents outlined above in the finances section. 此类文件可以包括在上述资金信息部分中提出的任何资金文件。  You should also supply evidence of their immigration status in the UK, this could be copies of: 您也应递交他们在英国的移民状况证明，包括以下文件的复印件： ➢ bio-data pages from their passports 他们护照的个人信息页 ➢ valid visa or immigration stamp from their passport 他们护照中的有效签证或移民章 ➢ Home Office letter confirming permission to stay in the UK 内政部出具的允许在英国停留的确认信

## Business Visitor 商务访问者

Completed visa application form 填写完整的签证申请表	If your country does not support online applications you must complete and submit a <a href="#">VAF1C</a> 如果您的国家不适用在线申请，您必须填写并递交表格 <a href="#">VAF1C</a>
Evidence of who invited you to the UK 邀请方出具的证明	A letter of invitation from the business on their official headed paper confirming who you will be visiting, staying with or supported by during your visit. 由邀请您的单位用其单位抬头纸出具的邀请信，确认您要访问谁、由谁陪伴或在您访问期间由谁资助。
Evidence of any previous dealings with the UK company that you are visiting 以往与您打算访问的英国公司进行业务往来的证明	This could include any evidence of 此类文件包括任何有关以下内容的文件： ➢ business meetings 商务会议 ➢ email conversations 电子邮件往来 ➢ company activities/ invoices 公司活动/发票

## Student Visitor 学生访问者

Completed visa application form 填写完整的签证申请表	If your country does not support online applications you must complete and submit a <a href="#">VAF1D</a> 如果您的国家不适用在线申请，您必须填写并递交表格 <a href="#">VAF1D</a>
Evidence that you have been unconditionally accepted or enrolled on a course of study in the UK 您已经被无条件录取或已经在英国的课	This should be a letter of acceptance from the UK educational institution on their official headed paper providing the following details 此类文件应由英国教育机构用其抬头纸出具的录取信，信中应提供以下信息： ➢ name of the course

<p>程中学习的证明</p>	<p>课程名称          &gt; duration of the course          课程期限          &gt; cost of the course (including accommodation if appropriate)          课程费用 (包括住宿费用, 如适用)</p>
<p>Evidence of any previous study or qualifications gained          以往所进行的学习证明或所获得的证书</p>	<p>This could include 此类文件包括:          &gt; a certificate of award          被授予的证书          &gt; academic reference or transcript          成绩证明或成绩单</p>
<p>Evidence of any English language ability or qualifications          任何英语语言能力的证明或证书</p>	<p>This could include 此类文件包括:          &gt; test result certificate (IELTS, TOEFL, PTE Academic)          考试成绩证书 (雅思、托福、PTE学术类)          &gt; certificate of award (for degrees taught in English)          被授予的证书 (适用于英文授课的学位)</p>
<p>Evidence of your financial sponsor's occupation, income and any savings or assets they have, as well as any funds they have set aside specifically to pay for your studies          您资金担保人的工作、收入及存款或其所拥有的财产证明, 以及其特别为支付您学习所准备的任何资金的证明</p>	<p>This could include a variety of any of the financial documents outlined above in the finances section.          此类文件可以包括在上述资金信息部分中提出的任何资金文件。</p> <p>You should also supply evidence of their immigration status in the UK, this could be copies of: 您也应递交他们在英国的移民状况证明, 包括以下文件的复印件:          &gt; bio-data pages from their passports          他们护照的个人信息页          &gt; valid visa or immigration stamp from their passport          他们护照中的有效签证或移民章          &gt; Home Office letter confirming permission to stay in the UK          内政部出具的允许在英国停留的确认信</p>

**Academic Visitor****学术访问者**

Completed visa application form 填写完整的签证申请表	If your country does not support online applications you must complete and submit a <a href="#">VAF1E</a> 如果您的国家不适用在线申请，您必须填写并递交表格 <a href="#">VAF1E</a>
Evidence that you have been invited to the UK by the academic institution you will attend 您已经被学术机构邀请访问英国的证明	This could include your formal letter of invitation and should confirm the information that you have provided to us. 此类文件包括正式的邀请信，并且应确认您已经提供给我们的信息。
Evidence that you have been working as an academic in an institution of higher education or in the field of your academic expertise immediately prior to your visa application. 在您递交签证申请前，您一直在高等教育机构或您所在的学术领域中从事学术工作的证明	This could include evidence of 此类文件包括： <ul style="list-style-type: none"> <li>➢ business meetings 商务会议</li> <li>➢ email conversations 电子邮件往来</li> <li>➢ company activities 公司活动</li> <li>➢ employment contract 劳动合同</li> </ul>
Details of any grants or bursaries relevant to your application 与您申请有关的任何资助或奖学金的证明	This could include documents from the donor on their official headed paper providing details of the bursary or grant that you have been awarded 此类文件包括由资助人用其抬头纸出具的证明，提供您已经获得的奖学金或资助的具体信息。

**Marriage Visitor****结婚访问者**

Completed visa application form 填写完整的签证申请表	If your country does not support online applications you must complete and submit a <a href="#">VAF1F</a> 如果您的国家不适用在线申请，您必须填写并递交表格 <a href="#">VAF1F</a>
Evidence to show that arrangements have been made for the marriage or civil partnership to take place during your visit or if not, that you have given the appropriate notification 显示在您访问期间为结婚或同性伴侣关系所做的安排的证明，或者您已经提出的正式申请	This could include: 此类文件包括： <ul style="list-style-type: none"> <li>➢ proof that you have given notification of marriage to the registry office in the UK where your partner lives 您已经向您的伴侣在英国居住地的注册机关提出的结婚申请的证明</li> <li>➢ details of the marriage or civil partnership and evidence of money paid towards costs related to it 结婚或同性伴侣关系的具体信息，及支付相关费用的证明</li> </ul>
Evidence to show that you are free to marry or enter into a civil partnership 显示您可以合法地结婚或建立同性伴侣关系的证明	This could include a: 此类文件包括： <ul style="list-style-type: none"> <li>➢ decree nisi 离婚暂准令</li> <li>➢ decree absolute 离婚终审判决书</li> <li>➢ death certificate of a previous partner 前任伴侣的死亡证明</li> </ul>

**Medical Visitor 就医访问者**

Completed visa application form 填写完整的签证申请表	➢ If your country does not support online applications you must complete and submit a <a href="#">VAF1G</a> 如果您的国家不适用在线申请，您必须填写并递交表格 <a href="#">VAF1G</a>
Evidence that the hospital or clinic has agreed to treat you 医院或诊所已经同意为您治疗的证明	This could include: 此类文件包括： <ul style="list-style-type: none"> <li>➢ appointment letter from the hospital detailing the cost and duration of treatment 医院出具的预约信，详细地说明费用和治疗期限</li> <li>➢ letter from your consultant 您的医生出具的证明信</li> </ul>
Evidence to show how the treatment is being paid for	This could include a variety of any of the financial documents outlined above in the finances section

显示如何支付治疗费用的证明	此类文件可以包括在上述资金信息部分中提出的任何资金文件。
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### Visitor in Transit and Direct Airside Transit 转机及机场直接过境访问者

Completed visa application form 填写完整的签证申请表	If your country does not support online applications and 如果您的国家不适用在线申请, 并且 > you are a Visitor in Transit you must complete and submit a <a href="#">VAF1H</a> 您是转机访问者, 您必须填写并递交表格 <a href="#">VAF1H</a> > you are applying for a Direct Airside Transit visa you must complete and submit a <a href="#">VAF6</a> 您申请机场直接过境签证, 您必须填写并递交表格 <a href="#">VAF6</a>
Evidence that the earliest onward passage from the UK has been booked/confirmed, and that it is either within 24 hours of arrival in the UK for Direct Airside Transit or 48 hours of arrival in the UK for Visitor in Transit 已经预定/确认的从英国出发的下一个目的地的行程, 同时此行程对于机场直接过境者应为到达英国后的24小时内, 对于转机者应为到达英国后的48小时内。	This could be: 此类文件包括: > travel booking confirmation (can be email or copy of tickets) 旅行预定确认 (可以为电子邮件或机票复印件) > travel agent confirmation 旅行社确认函
Evidence that you are assured entry into the onward country that you are travelling to 您被允许入境下一个目的地国家的证明	It could be 此类文件包括: > a residence permit 居留许可 > 'green card' “绿卡” > valid visa 有效签证

### Sports Visitor and Entertainer Visitor 体育及演艺访问者

Completed visa application form 填写完整的签证申请表	If your country does not support online applications and 如果您的国家不适用在线申请, 并且 > you are a Sports visitor you must complete and submit a <a href="#">VAF1J</a> 您是体育访问者, 您必须填写并递交表格 <a href="#">VAF1J</a> > you are an Entertainer visitor you must complete and submit a <a href="#">VAF1K</a> 您是演艺访问者, 您必须填写并递交表格 <a href="#">VAF1K</a>
Evidence of your invitation to attend the event 您被邀请参加活动的证明	This should be an invitation letter from the organisers of the event on their official headed paper. 此类文件应为由活动组织者用其抬头纸出具的要求信。
Supporting letters from any sponsor's 任何担保人出具的担保信	This could be provided by an official sporting or entertainment organisation, confirming who you will be visiting, staying with or supported by during your visit. 此类文件可以由官方的体育或演艺组织出具, 确认您将访问谁、由谁陪伴或在您访问期间由谁资助。

### Olympics/ Paralympic Games Visit Visa 奥运会/残奥会访问签证

'Games Family Members' who will be travelling to the UK for 4 meetings, training camps and test events outside of the Games Period may be eligible to apply for the Olympic/Paralympic Games Visit visa. Applicants will be subject to the same controls as other visitors, and visa nationals will be required to submit their biometrics and pay the visa fee as part

of their visa application. You should also consider submitting supporting documents as detailed in the Information about you, Information about your finances, employment, accommodation and travel details section above.

打算赴英国参加会议，训练和在奥运会期以外的测试活动的“奥运会大家庭成员”可以申请奥运会/残奥会访问签证。申请人需要满足其他访问签证的要求，同时作为签证申请的一部分，需要提交其生物信息及支付签证费。您也应考虑递交支持文件，此类文件指以上提及的关于您的个人信息，您的资金，工作，住所及旅行的详细信息。

<p>Completed visa application form 填写完整的签证申请表格</p>	<p>➤ If your country does not support online applications you must complete and submit a <a href="#">VAF1A</a>. 如果您的国家不适用在线申请，您必须填写并递交表格<a href="#">VAF1A</a>。</p>
<p>Evidence that you are eligible to apply for a visa under the London Organising Committee for the Olympic and Paralympic Games (LOCOG) scheme 证明您有资格申请在伦敦奥运会及残奥会组织委员会体系下的签证类型</p>	<p>This should be a letter from the London Organising Committee for the Olympic and Paralympic Games (LOCOG) confirming that: 此文件应为一封由伦敦奥运会及残奥会组织委员会出具的确认信，确认以下信息： ➤ you are eligible to apply for a visa under this scheme. 您有资格申请在此体系下的签证类型 ➤ your date of arrival and departure from the UK 您到达及离开英国的日期 ➤ your job title and the name of the organization that you represent 您的工作职位及您所代表的组织名称 ➤ the name of the person or department at LOCOG that you are visiting or 您将要访问的伦敦奥运会及残奥会组织委员会人员或部门的名称 ➤ the meeting/workshop/event that you are attending and how this is specifically relevant to the Olympics or Paralympics. 您将要参加的会议/研讨会/活动的信息，及其如何与奥运会及残奥会相关联的具体信息。</p>

### Information about children 关于儿童的信息

If you apply as a child visitor, you should provide your birth certificate.

如果您作为一名儿童访问者申请签证，您应提供您的出生证明。

If you are an adult (other than the parent or legal guardian) travelling with a child, you may be asked to present the parents' or legal guardian's written consent. If you are the child's parent, you may be asked to provide evidence of the other parent's consent if they are not travelling with you.

如果您作为一名成年人（但不是父母或法定监护人）将与一位儿童同行，您可能被要求提供其父母或法定监护人的书面许可。如果您是此儿童的父母一方，并且另一方不与您同行，您可能被要求提供另一方父母的同意书。

This should be: 此类文件应为： ➤ a signed and dated letter from the child's parent or guardian

由儿童的父母或法定监护人签字并注明日期的书面许可信

➤ an official letter from an authority confirming guardianship

由官方出具的确认法定监护人身份的正式信函