

Visa Application

What you need to have to hand.

The visa application process is intended to do three things:

- (a) confirm the identity of the Guest,
- (b) confirm the identity of the Sponsor,
- (c) ensure that there is suitable Safeguarding in place.

Hosts can fill out the form as a third party on behalf of guests and describe their capacity as UK sponsor under the Homes for Ukraine scheme. You may prefer this approach as it takes one more worry away from your guests and you would not have to share your passport details with your guests.

Based on the above, the following documents are relevant for the application.

- **UK Passport of the Sponsor** (a recently expired passport that has not been replaced is also acceptable). If this is not available, then other steps may be needed to validate their identity.
- **International Passport for each Guest** – this will allow an online application without needing to visit a Visa Application Centre (VAC). See below if they do not have an internal passport.
- **Evidence of guest(s) residency in Ukraine prior to 1 January 2022** – a passport is adequate proof, but this could be a range of documents – passport, utility bills, bank statements, employment letters, etc.
- **Evidence of any previous names** (e.g. marriage certificate)
- For children you should provide copies of birth certificates
- For children it is also very important to have a letter from both parents or legal guardians giving permission for the visa application and for travel to the UK – a template is provided below.

IMPORTANT: even if guests do not have an International Passport then you should still continue with the application – they do NOT need to apply for a passport.

They will, however, need to visit a VAC and will need other documents to prove their identity and nationality. Examples of documents that will help with this include:

- an expired passport (one that has not exceeded its expiry date by more than 10 years for applicants over 25 and for applicants aged under 25 by no more than 5 years),
- Ukrainian National identity card (also known as a domestic passport),
- a combination of other official documents containing a facial image that would enable the applicant to establish their identity and nationality (e.g. photo driving license and birth certificate)
- if none of this is available then the applicant and sponsor will need to explain and satisfy the caseworker that the identity and nationality is as claimed. Do not give up – the guidance for caseworkers takes into account the reality of the situation and relaxes some of the normal rules.

Note: that all supporting documents need to be provided in pdf format. There are various ways to convert to pdf. Most image formats can be imported into tools such as PowerPoint, Word or others and then the file saved again with a .pdf extension. There are other tools and methods too.

Parental Consent Template

This is an example only. Please modify according to the circumstances.

Permission to Take Child(ren) Abroad

We, [Father's name] and [Mother's name], both of [Address in Ukraine] declare that we are the legal parents/guardians of:

1. [Child 1], [gender], born DD-MM-YYYY at [Place of Birth stated on passport]. Ukrainian passport numbered [Passport Number], issued DD-MM-YYYY from authority [Passport Issuing Authority].
2. [Child 2], [gender], born DD-MM-YYYY at [Place of Birth stated on passport]. Ukrainian passport numbered [Passport Number], issued DD-MM-YYYY from authority [Passport Issuing Authority].

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Our children, [Child 1] and [Child 2], have our consent to apply for and receive a UK visa in order to travel to the United Kingdom of Great Britain and Northern Ireland.

Our children, [Child 1] and [Child 2], also have our consent to travel to their sponsor, [Sponsor's name as shown in Passport] at [Sponsor's Address] United Kingdom from Ukraine and via whichever route is most practicable, most likely through Poland.

They will travel with their mother, [Mother's name] of [Address in Ukraine], Ukraine.

[Mother's name] has a Ukrainian passport numbered [Passport Number], which was issued on DD-MM-YYYY from authority [Passport Issuing Authority].

Our children will be travelling as soon as possible, the exact dates depending upon UK visa approval and subsequent travel arrangements.

Any questions regarding this document may be addressed to:

The children's father:

[Father's name] of [Address in Ukraine]. Telephone number: [phone number].

OR

The children's mother:

[Mother's name] of [Address in Ukraine]. Telephone number: [phone number].

Signed on this [date].

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[Father's name]

.....
[Mother's name]