



## APPLYING FOR A OVERSEAS DOMESTIC WORKER VISA

### For all visa applications you **must** submit the following documents:

- Your passport or travel document. Please make sure the passport has at least one clear page where we can place a visa.
- The correct fee.
- One recent passport-size colour photograph with a white background.
- The correct application form (VAF 2 for Overseas Domestic Workers) fully-completed in English and signed by the applicant.

### For a Domestic Worker Visa we recommend that you also submit the following documents:

- A letter from your employer confirming your position and the length of your employment
- A copy of the domestic worker's contract of employment
- A completed ODW declaration form (see below)
- A completed residence details form (see below)

### **ALL DOCUMENTATION MUST BE SUPPLIED IN ENGLISH. PLEASE PROVIDE TRANSLATIONS OF ARABIC DOCUMENTS.**

**Important Note:** The list above covers the basic documents likely to be necessary for the visa officer to check that you have met the immigration rules. It does not cover every single situation, and producing all the documents on it will not guarantee you a visa. It is up to you whether you submit these documents, different ones, or additional ones. It is your responsibility to make sure that you have read the available information on the category of visa you want to apply for. Please make sure that you include all supporting papers with your application, and do not send or fax us any papers separately

### FOR OFFICIAL USE ONLY

#### DECLARATION

If I have paid the fee for a long term visa. I am aware of the conditions for the grant of long-term visas and that the decision on the length of any visa granted will be made by the visa officer. If a long-term visa is not granted the difference in fee will not be refunded.

Comments : \_\_\_\_\_

Name \_\_\_\_\_ Passport No. \_\_\_\_\_

Contact No. \_\_\_\_\_ Email ID \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant's Signature \_\_\_\_\_

The applicant has confirmed that he/she has no other document to submit **OR** has submitted the supporting documents/completed VAF above. I have advised him/her that failure to submit all the necessary documents may result in the application being refused, but he/she has chosen to proceed with the application.

VFS Officer's Signature \_\_\_\_\_



**IMMIGRATION ACT 1971**

Undertaking as to the maintenance and accommodation  
of a domestic worker

**TO BE COMPLETED BY THE EMPLOYER**

Please complete this form in block capitals.

I,.....(name)

Of.....(address), hereby  
undertake that if .....(name of employee) is  
granted leave to enter or remain in the United Kingdom as my domestic  
worker I shall be responsible for their maintenance and accommodation in  
the United Kingdom, throughout the period of that leave and any variation of  
it, and that I will maintain and accommodate them adequately, providing them  
with their own separate bedroom.

Signed .....

Date.....



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**CERTIFICATE**

I certify that this undertaking has been signed by the employer and that a  
copy has been given to him/her.

Signed.....

Date.....

**TO BE COMPLETED BY THE EMPLOYER**

**MAIN TERMS AND CONDITIONS OR EMPLOYMENT AS A DOMESTIC WORKER**

Before an overseas domestic worker can obtain a visa to accompany their employer to the United Kingdom they must be provided with a written statement of the main terms and conditions of their employment. Using this form helps employers to comply with that requirement.

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(NAME AND ADDRESS OF EMPLOYER)

(NAME AND ADDRESS OF EMPLOYEE)

a domestic worker for the employer since.....(start date)

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**MAIN TERMS AND CONDITIONS OF EMPLOYMENT**

1. Job Title

Main Duties

Duties in the UK

Rate of pay per week/month

Frequency of payment

Method of payment

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2. Hours of work and free periods  
per week in the UK

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3. Sleeping accommodation in the UK

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4. Holidays per year

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5. Ending the employment

Employee must give \_\_\_\_\_ weeks notice if he/she decides to leave the job

Employer must give \_\_\_\_\_ weeks notice if he/she decides to dismiss him/her

Employee is on a fixed term contract until.....(date)

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Issued by Employer

Seen and agreed by Employee

Signed

Signed

Date

Date

**DOMESTIC WORKER RESIDENCE VISA**

VISA No. :

PLACE OF ISSUE :

NAME OF HOLDER :

PASSPORT NO. :

OCCUPATION :

SPONSOR :

DATE OF ISSUE :

DATE OF EXPIRY : \_\_\_\_\_

WITH SAME SPONSOR SINCE: \_\_\_\_\_