



## GUIDANCE FOR FORMER GURKHA SETTLEMENT VISA APPLICATIONS

### 1. Do I need an agent to make a visa application for me?

No, you do not need an agent. If you think you would like additional advice, please choose an agent carefully. The agent should charge a reasonable fee.

### 2. Which visa application form do I need to complete?

If you are making an application as a former Gurkha for settlement in the UK, you will need to complete the visa application form called **VAF 4A**. You need to complete the form in English.

There may be some questions in Part 8 of the application form that do not seem relevant to your circumstances. If you do not have the information asked for, please leave the particular section blank. You need to complete the other sections.

### 3. Can a relative or friend help me to complete this application form?

Yes. But you personally need to sign the visa application form and declare that the information contained in the form is correct.

### 4. Where can I get this visa application form?

The visa application form for settlement, VAF 4A, and guidance are available free of charge on the following official website: [www.ukvisas.gov.uk/en/howtoapply/vafs](http://www.ukvisas.gov.uk/en/howtoapply/vafs). The form is also available at the VFS Visa Application Centre in Kathmandu (please see address in (8) below).

### 5. What evidence do I need to provide with the visa application?

Documents which will help us to assess your application quickly include a Service Certificate (eg Lal or Red Book) and your Kindred Roll.

It is important that the name and date of birth in your passport are the same as those in the Service Certificate and/or the Kindred Roll.

If you are a dependant applying after the main applicant, please provide a copy of your sponsor's passport and visa.

### 6. How much does it cost to make this visa application?

The current settlement visa application fee is Rs 76,050. Please refer to payment options under question 9.

### 7. Where do I make my visa application?

You need to personally make your visa application at the Visa Application Centre in Kathmandu. You do not need to make an appointment and should inform the security staff when you arrive that you are making a Gurkha settlement application. You will be given priority entry.

The address of the application centre is:

UK Visa Application Centre  
284, Nagpokhari Sadak  
Opp East Royal Palace Gate  
Near Lazimpat, Kathmandu

Telephone : +977-14412311 / +977-14428123

The application centre opening hours are:

Sunday - Friday: 8.00 am to 4.00 pm  
Saturday: 8.00 am to 12.00 noon

**8. What do I need to bring with me to the Visa Application Centre?**

You need to bring with you:

- completed visa application form
- passport
- visa fee or bankers voucher (see payment options)
- supporting documents

**9. How do I pay the visa fee?**

You have two options:

(i) You may pay your visa fee before you make your visa application by visiting a Standard Chartered Bank in the following cities:

- Naya Baneshwor, Kathmandu
- Lakeside, Pokhara
- Main Road, Biratnagar
- Buddah Marg, Dharan
- Siddhartha Nagar, Bhairahawa
- Bank Road, Hetauda
- Milan Chowk, Butwal
- Surket Road, Nepalgunj

Please note that the full addresses for the banks are listed on the official VFS website: [www.vfs-uk-np.com](http://www.vfs-uk-np.com). Please look at the page on visa fees.

If you choose this option, there is no service charge. You will be able to make your visa application on the next working day following payment.

(ii) Alternatively, you may pay your visa fee at the same time you make your visa application at the visa application centre. There is a Standard Chartered Bank facility in the centre. If you choose this option, there is a service charge of Rs 150 (including taxes).

**10. What do I need to do when I arrive at the Visa Application Centre?**

As soon as you arrive at the centre, please approach a member of staff. You will be taken inside the centre where you can make your visa application.

All UK visa applicants need to submit their biometric data (finger scans and photograph) as a routine part of the visa application process. It is a very simple and quick process whereby VFS staff will take your picture and a scan of your fingers tips. There is no charge to customers.

It should take no longer than one hour for you to make your visa application.

**11. What happens after I have made my visa application?**

Your visa application and supporting documents will be sent to the UK Border Agency in New Delhi for consideration by a visa officer. Once a decision has been made on your application, we will return all your documents to the Visa Application Centre in Kathmandu for collection.

**12. Do I need to collect my documents from the Visa Application Centre after my application has been considered?**

You may collect your documents yourself or you can give some one you trust permission to collect your documents for you. If someone else is collecting your documents, you need to provide that person with a letter of authority. The letter needs to say that you are giving permission to a named individual to collect your documents. You need to sign the letter and the person has to carry this letter and photo-identity with him or her.