

## HOW TO APPLY FOR A UK VISA

**IMPORTANT:** If your default browser is a **non-supported browser**; please ensure you copy-paste the address to one of the tested browsers: Internet Explorer 10, 9 and 8; Chrome 30 and 29; Firefox 25.

If you have used a non-supported browser to register, you must use an alternative email address or select 'Forgotten your password' at the log in screen stage when registering on a supported browser

1. Enter [www.gov.uk](http://www.gov.uk) and click [Visas and Immigration](#)
2. Click [Apply for a UK Visa](#)
3. Click [Start now](#)

If you are making a new application click [Register an Account](#). You will receive an email to activate your account. After you activate it, you need to fill in all mandatory parts marked with “ \* ”, leaving no blanks.

(If you have saved but did not submit your application, click [Log in](#) to continue.)

4. When you click the activation link, your account will be unlocked and you will be directed to log in page. You can login with your email and password.
5. Select your visa type and answer all questions to create your application. Whether you are applying for yourself or someone else, you need to fill in all mandatory parts marked with “\*”.

Each section you have completed will be **green**. If you have left a question blank, the section heading will be **black**. If you try to proceed without completing the black sections, you won't be able to submit your application. These sections will be highlighted in **orange**. You need to complete orange sections before you can proceed.

6. Once you [confirm application](#). You will be able to see all the information you have provided and can [return to application](#) if you want to make any changes. Otherwise, click [submit application](#). No further changes can be made once your application has been submitted.
7. Click [Sign Declaration](#) to confirm that you have read and sign by writing **your name** on the blank cell.
8. Click [Book Appointment](#). Select the [Appointment Location](#) and [Visa Appointment Type](#).
9. Book an appointment from the available dates and times in the table. Proceed by clicking [next](#), you will see your appointment confirmation and supporting documents page. Read and click [next](#).
10. Once you have made your appointment, you will need to pay your visa fee [online](#). Read [condition of payment](#) and [refund policy](#); mark boxes to confirm you have read and understood the information to make payment. You will be directed to a secure payment system. Following your payment, you will receive an email confirming your payment and appointment details.

11. Once you have completed your visa application and made your appointment you must create an account on the **Teleperformance** website [www.tpcontact.co.uk](http://www.tpcontact.co.uk) Failing to create an account on the **Teleperformance** website may delay your appointment at the visa application centre.

Pick your [resident country](#) and click [submit](#) then [Create an account](#). You can find your **GWF xxxxxxxx** (reference) in the emails you have received from UKVI.

12. You will see a notice when you successfully register and receive an email.

Now that you have registered, you will be able to log in to view your account, purchase [additional services](#) such as premium lounge access, and track your application progress.

You may now log into your account on [www.tpcontact.co.uk](http://www.tpcontact.co.uk) by clicking the link or copying and pasting the link to your browser.

Teleperformance offers an array of premium services at select locations for an additional fee. These services vary by location; it may include a Premium Lounge to skip the queue processing, taking passport photos and photocopying services.

**Note:** To be able use User Pay Application Centres in your resident country, you will need to pay GBP 59 (equivalent to € 74.95 ). All other services offered are optional services provided for your comfort and convenience.

13. If you are eligible and wish to purchase [Premium Lounge, Priority Visa and Return Courier services](#), click [Added Value Services](#) and pick from the list.

*If you are eligible and interested, you can [add to cart](#), [review your order](#) and [checkout](#).*

When you pay, you will receive a confirmation email.

**IMPORTANT:** If you have chosen [Priority Visa](#) on the visa application form, you need to [make your payment on Teleperformance website](#) and get your receipt, you will be asked when you go to a visa application centre.

14. If you need to check the status of your order, please visit our home page at [www.tpcontact.co.uk](http://www.tpcontact.co.uk), choose your country location and click on "My account" in the menu or login from <http://www.ge2xx.tpcontact.co.uk/user>.

**Before you attend your appointment at the visa application centre, make sure you have:**

- Printed application form,
- Appointment confirmation,
- Supporting documents,
- Confirmation of fees paid.