



GUIDANCE FOR FORMER GURKHA SETTLEMENT VISA APPLICATIONS

1. What is the Gurkha Settlement Office?

The Gurkha Settlement Office (GSO) was opened on 5 October 2009 to provide assistance to former Gurkhas and eligible dependants who are thinking about applying to settle in the UK. The GSO staff speak Nepali and English and provide information about life in the UK and support arrangements that would be available once there.

Staff can also provide guidance on the visa application process and can help you to complete the application form if required. You will need to take your completed visa application and your documents to the visa application centre in Kathmandu.

There is no charge to use the GSO's services.

2. Where is the GSO?

The GSO is located at the British Gurkhas Nepal Camp in Man Bhawan, Jawalakhel, Lalitpur.

Please obtain a registration form and appointment for the GSO by contacting your local Area Welfare Centre or the GSO.

The GSO telephone numbers are +977 1 5533519 or +977 1 5533521, ext 327 or 329.

The fax number is +977 1 5547561

The email address is gso@bgn.com.np

3. 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 fully and in English.

- Part 5 - Finances and employment - for your finances, please state if you receive an ex-Gurkha pension or any other income; for employment, please state if you are retired or self employed (farming) for example.
- Part 6 - Previous applications and travel history - it is important that you mention any previous applications, if you have been refused a visa or been charged with or convicted of a criminal offence.
- Part 8 - Sponsors - you need to complete this if you are a spouse (and you are not applying at the same time as a former Gurkha) or another eligible dependant.

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. The form is also available at the VFS Visa Application Centre in Kathmandu (please see address in (9) below) and the GSO.

5. 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.

6. 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.

7. 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 the information is not the same, you should get an observation in your passport or an amendment to your Kindred Roll.

If you are a dependant applying after the main applicant, please provide a copy of your sponsor's passport and visa showing any stamps in or out of the UK.

Please provide marriage and divorce certificates and your birth certificate, which show proof of relationship to the main applicant.

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

The current settlement visa application fee is NRs 76,050 (this is subject to change. Please check www.vfs-uk-np.com). Please refer to payment options under question 11.

9. 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:

Monday - Friday: 8.00 am to 4.00 pm

10. 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

11. 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. 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).

12. 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.

13. 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.

14. 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 someone 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.

15. For how long is my settlement visa valid and when can I travel?

The settlement visa is valid for the duration of your passport. You can travel as soon as you have the visa.

Please note: if there is a significant delay between the issue of your settlement visa and your arrival in the UK, you may be questioned by an Immigration Officer. You will need to satisfy the Immigration Officer that you intend to reside in the UK.

There is no deadline by when you need to apply for a settlement visa. If you do not wish to settle in the UK soon and instead want to visit the UK, you should apply for a visit visa. You can stay in the UK for up to 6 months. Visit visas can be issued for the duration of 6 months, 2, 5 and 10 years.