

THE VISA ACADEMY AFRICA

THE ULTIMATE VISA APPLICATION CHECKLIST

A Practical Pre-Submission Checklist for Visa Applicants

PURPOSE • FINANCES • DOCUMENTS • CONSISTENCY • FINAL
REVIEW

FREE TVAA RESOURCE

Understand the Process. Prepare with Confidence.

How to Use This Checklist

Use this as a final preparation check before submitting a visa application. It is a general educational checklist, not the official checklist for every destination or visa category. Always verify the current requirements from the relevant official authority.

TVAA PRINCIPLE: Your application should accurately represent your genuine circumstances. Never submit fake, altered, manufactured or misleading evidence.

1. BEFORE YOU START

- I know the genuine purpose of my trip.
- I have selected the correct visa category and application destination.
- My proposed travel dates and length of stay are realistic.
- I have checked the current official visa requirements.
- I know where/how to submit and understand the fees, appointment, biometrics or interview requirements.

QUICK TEST: Can I explain why I am travelling, where I am going, how long I will stay and who will pay?

2. YOUR TRAVEL PLAN

- My itinerary reflects my genuine plans and intended dates.
- My accommodation covers the appropriate period.
- My destination and activities match the stated purpose.
- Any travel between destinations is realistic.
- My bookings do not contradict my form or supporting letters.
- Where required, I have appropriate travel insurance.
- If visiting someone, the host, relationship and address are accurately and consistently stated.

3. FINANCIAL PREPARATION

- I understand the realistic total cost of my trip and who will pay.
- My proposed contribution is realistic within my genuine circumstances.
- My bank statement covers the required period.
- I understand my normal income, expenses and how my savings accumulated.
- I have reviewed significant deposits/transfers and know their genuine sources.
- Where appropriate, I have supporting evidence or a truthful explanation.
- I have not borrowed money merely to create an artificial balance.

Do not concentrate only on the closing balance. Understand the financial story shown by the account.

4. EMPLOYMENT, BUSINESS OR STUDY

- **EMPLOYEE:** My role, income and leave information are accurate; my expected return to work is clear.
- **BUSINESS/SELF-EMPLOYED:** My activity is genuinely supported and I understand how the business generates income and pays me.
- **STUDENT:** My enrolment/status, funding, travel dates and continuing studies are accurately represented.

5. SPONSORSHIP - IF APPLICABLE

- My sponsor and our genuine relationship are clearly identified.
- It is clear why the sponsor is funding the trip and exactly what they will pay.
- The sponsor's financial evidence supports the proposed contribution.
- My own applicant circumstances are still properly presented.

A sponsor answers the funding question. The applicant must still answer the application questions.

6. HOME CIRCUMSTANCES

Tick the genuine circumstances that apply to you:

- | | | |
|------------------------------------|--------------------------|----------------------------|
| ■ Employment | ■ Business | ■ Family responsibilities |
| ■ Education | ■ Property/assets | ■ Professional commitments |
| ■ Financial/economic circumstances | ■ Other responsibilities | |
- For anything I rely upon, I understand what the evidence genuinely proves.
 - I have not added irrelevant documents simply to make the application larger.

7. TRAVEL & IMMIGRATION HISTORY

- Previous international travel has been accurately declared where required.
- Previous refusals and relevant immigration issues have been disclosed where required.
- Information from previous applications does not unnecessarily contradict this application.
- If previously refused, I understand the actual concern and what has genuinely changed or become clearer.
- I am not simply resubmitting the same application with more documents.

8. DOCUMENT CHECK

- | | |
|---|--|
| ■ Valid passport/travel document | ■ Completed application form |
| ■ Photographs, where required | ■ Fee evidence, where applicable |
| ■ Travel itinerary/reservations | ■ Accommodation evidence |
| ■ Travel insurance, where required | ■ Financial evidence |
| ■ Employment/business/study evidence | ■ Sponsorship evidence, if applicable |
| ■ Invitation/relationship evidence, if relevant | ■ Home-circumstance evidence |
| ■ Travel/immigration evidence, if relevant | ■ Explanation/supporting letter, if useful |
| ■ Any additional route-specific documents | |

Always compare this general checklist with the current official checklist for your specific destination and visa category.

9. THE TVAA CONSISTENCY CHECK™

Compare these facts across your application form, letters, bookings and supporting evidence:

■ Full name & personal details	■ Passport information
■ Employment/business/study	■ Income
■ Purpose of travel	■ Destination
■ Travel dates	■ Length of stay
■ Accommodation	■ Trip cost
■ Who funds the trip	■ Sponsor details
■ Family information	■ Travel history
■ Previous refusals/issues	

FINAL CONSISTENCY QUESTION: Do my form, letters, bookings and supporting documents tell the same truthful story?

10. FINAL PRE-SUBMISSION CHECK

- Everything I have stated is truthful and my documents are genuine.
- I understand my bank statement and important transactions.
- I can explain my purpose of travel clearly.
- My trip makes financial sense within my genuine circumstances.
- My employment/business/study information has been reviewed.
- I have considered my genuine circumstances at home.
- I have disclosed relevant immigration history where required.
- I have checked the application for contradictions.
- I have checked the latest official requirements.
- I am comfortable submitting this application exactly as it is.

GREEN - CLEAR

I understand the application and completed my checks.

AMBER - REVIEW

Something needs clarification, correction or checking.

RED - UNRESOLVED

An important issue remains and should be addressed.

Want to Go Deeper?

This checklist helps you check your application. **The Visa Application Blueprint™** teaches you how to understand it - including applicant profiling, financial analysis, bank-statement review, home circumstances, evidence strategy, sponsorship, refusals, case studies and the TVAA Pre-Submission Application Audit™.

The Visa Academy Africa (TVAA)

Understand the Process. Prepare with Confidence.

TVAA promotes genuine, accurate and ethical visa preparation. We do not guarantee visa approvals and do not support fake, altered or manufactured evidence.