



# SmoothMigration

## Last Updated: August 2010 Client Contact Form

Please return this form with the Completed and Signed Application form, Passport, Photos, All Other Application Documents and Payment. Drop-Off in person or send the envelope by Royal Mail Special Delivery (guaranteed next day delivery) to: C/O Nexus Visas Ltd, 9-13 Fulham High Street, Putney Bridge, London, SW6 3JH

Where did you hear of Smooth Migration?.....

First Name: _____	Address: _____
Last Name: _____	_____
Nationality: _____	_____
Home Phone: _____	Email: _____
Work Phone: _____	Date of Birth: _____
Mobile Phone: _____	You're Profession: _____

Your destination: _____	Passport Number: _____
When are you travelling: _____	UK Visa Type: _____
How would you like your passport back?	UK Visa Expiry: _____
Collect it from our offices? _____	
Special delivery (£6 Extra): _____	
Delivery address (if different than above): _____	

Please make sure you have all the relevant documents.  
Tick them off and place them in the order as listed below, in your envelope, before posting.

<b>Valid Passport</b> (containing one Blank Visa Page)	
<b>Application form</b> (PLEASE make sure it is signed)	
<b>Proof of current occupation</b> (up-to-date letter of employer if employed) (up-to-date letter from School/University) (Letter from accountant/solicitor if self-employed) (Proof of your partner's occupation if dependent)	
<b>Medical travel insurance</b> (Full policy indicating your length of cover & medical emergency cover indicating the cost of repatriation. Please include all documents!!)	
<b>Proof of Financial Means of Support</b> (3 months recent bank statements, (Not older than a month) OR travellers Cheques. A minimum of £50 or €50 per day spent in Switzerland is required)	
<b>3 MONTHS payslips from your employer.</b>	
<b>Return Ticket or Booking</b> (a confirmed return ticket to France or a confirmation from your travel agent including itinerary if part of a group)	
<b>Proof of accommodation</b> (a confirmed hotel reservation/ letter of invitation/ proof of ownership of property in Switzerland or a rental agreement and invoice if renting accommodation)	
<b>2 Recent Colour passport size photos on a white background</b> (NO glasses, hats or untied, loose, long hair)	
<b>Marriage Certificate and spouse passport if applicable</b>	

FOR OFFICE USE ONLY	
Date Received:	Receipt Number:
Amount Paid:	Paid By: Cash / Cheque / Transfer