

Please complete this form in capital letters or with a computer. Return this form by E-Mail or by post to the above-mentioned address.

**1. CONTACT DETAILS**

**Customer**

Mrs/Ms  Mr

Surname, Name : \_\_\_\_\_  
Street, No. : \_\_\_\_\_  
Postcode, Town : \_\_\_\_\_  
Phone, Town : \_\_\_\_\_  
Phone, Mobile : \_\_\_\_\_  
E-Mail-Address : \_\_\_\_\_

Delivery or  billing address (if differs from contact details)

Mrs/Ms  Mr

Company : \_\_\_\_\_  
Surname, Name : \_\_\_\_\_  
Street, No. : \_\_\_\_\_  
Postcode, Town : \_\_\_\_\_  
Phone : \_\_\_\_\_

For subsequent changes, we will charge you an additional fee of **9,00 Euro**

**2. VISA APPLICANTS**

	Surname, First Name	Nationality	Date of birth	Planned travel date
1. Person	_____	_____	_____	_____
2. Person	_____	_____	_____	_____
3. Person	_____	_____	_____	_____
4. Person	_____	_____	_____	_____

**!** Estimated processing times from appointment **STANDARD = MIN. 8 WEEKS | PRIORITY = 1-2 WEEKS** Please note the processing times stated on our website when specifying your travel date. For trips planned at short notice, please contact our team by telephone in advance.



**3. DELIVERY VISA PACKAGE**

You will receive our documents for completion – Please inform us of how you wish to receive the documents

by E-Mail to the address provided above

by Post to the address provided above (+ 5,00 €)

**4. APPOINTMENT**

Please let us know at which Visa Application Center you would like to submit your application

Dusseldorf

Berlin

Munich

The appointments are on weekdays and mainly in the mornings, provide your preferred date for the appointment

Date : \_\_\_\_\_

**We will call you to book your appointment!**

**5. PAYMENT**

Payment by **bank transfer**

You will receive a **preliminary invoice** from our office - advance payment

Payment by **credit card**

We currently accept the following credit cards: **Mastercard** and **Visacard**

Name of the card holder

Credit card number

Card valid until (mm/yyyy)

\_\_\_\_\_

## 6. FEES

Below is an overview of the costs for your order.  
Please refer to our price list on our website for possible additional costs for further services.

**Visas United Processing Fee (1) + Consular Fees (2) + Optional Services (3) = TOTAL COST OF THE ORDER**

Please tick your visa category and processing option below!

### 1 | VISAS UNITED PROCESSING FEE

We charge the following fees for our service - prices are per person.  
(Consultation, preparation of visa application, application processing, payment transfer, appointment booking)

Service fee for each applicant	299,00 €
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**+ PLUS ADDITIONAL+**

### 2 | BRITISH AUTHORITIES CONSULAR PROCESSING FEE

The consular fee shown here is the total processing fee charged by the UK authorities.  
This fee is made up of the compulsory visa center fees charged by the VFS Global visa center and the British Visa authorities consular processing fee. All prices are per person.  
*The following costs are partially VAT exempt and may vary slightly due to the exchange rates!*  
*Payment forwarding charges are already included in the above prices.*  
*In case of visa refusal, fees will not be refunded!*

Visa for 6 Months	<input type="checkbox"/>	331,00 €
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Visa for 11 Months	<input type="checkbox"/>	435,00 €
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**+ PLUS ADDITIONAL+**

### 3 | OPTIONAL ADDITIONAL SERVICES – UKVI/VISA CENTRE

You have the possibility to add additional services to your visa application!  
*The following costs are per person, are partly VAT exempt and may vary slightly due to the exchange rate! Payment transfer costs have been included in the listed payments. In case of visa refusal, fees will not be refunded!*

<b>Passport Return</b> After your appointment at the Visa Centre, your passport will be retained until the application process is complete. After processing your passport will be automatically be returned to the address you provided at the visa center.		<b>not available</b>
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<b>Express Processing</b> With this service, your application will be prioritised by the visa officers in the UK, the processing time is approximately 5 working days for straightforward applications. Should your application require further checks then the processing will take longer	<input type="checkbox"/>	603,00 €
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<b>Priority express processing in our office</b>	<input type="checkbox"/>	50,00 €
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<b>Passback Service</b> Normally, your passport remains at the visa centre throughout the processing period. With this service, you can keep your passport after submitting your biometrics. Once the decision has been made to issue a visa, you must re-submit your passport within 30 days of the decision so that the visa can be inserted.		<b>not available</b>
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**When applying for a student visa for the UK, a mandatory Health Surcharge will also be charged by the authorities!  
The fee is calculated individually, but as a guideline it amounts to approximately 776 GBP per year of stay for applicants who plan a stay of more than six months in the UK! The fee is not charged for stays of less than six months!**

<https://www.immigration-health-surcharge.service.gov.uk/checker/type>

We ensure Transparency and open communication for all our customers  
For this reason, you will find important contractual conditions for commissioning our visa agency below.

## 7. SCOPE OF SERVICES

Visas United - UK Visa Service includes the following services:

- ✓ Personal and individual advice on your travel requirements for correct visa category
- ✓ Provision of an application package and an individual document checklist
- ✓ Preparation of the visa application and its submission to the UK visa authority
- ✓ Payment of all obligatory fees to the British visa authority and the VFS Global Visa Centre  
(payment = transfer of consular fees and all necessary/optional commissioned fees of the VFS Global Visa Centre)
- ✓ Appointment Booking for Biometrics at the Visacenter VFS Global
- ✓ Non-binding advice in the event of a possible rejection decision

## 8. TERMS & CONDITIONS

I confirm that I am aware of the General Terms and Conditions, which I can view on the Visas United website and download them as a PDF file. I expressly agree to all the regulations stated there. Upon receipt of the completed order form, the order is also deemed to have been placed with a digital signature.

Direct access: <https://www.visasunited.de/allgemeine-geschaeftsbedingungen.html>



## 9. DATE PROTECTION

I confirm that I am aware of the data protection regulations which I have been able to view on the Visas United website and download them as a PDF file. If I have named other persons in this order, I confirm that I have informed these persons about the data protection regulations.

Direct access: <https://www.visasunited.de/datenschutz-visum.html>



## 10. ORDER CONDITIONS

Should the order not be carried out due to unforeseen circumstances, Visas United shall have no claim to remuneration. However, partial services rendered shall be remunerated appropriately. The same applies to fees already transferred by Visas United, which will not be reimbursed. If parts of the fees can nevertheless be reimbursed, this amount will of course be refunded.

In the event of cancellation or expiry of the deadline, Visas United reserves the right to charge a lump sum of 39.00 euros for the main applicant and 19.00 euros for each additional applicant.

By submitting my signed order, I expressly waive my fourteen-day right of revocation. The processing of my application will start upon receipt of this order so that the Visas United team can process the application without delay.

## 11. SIGNATURE

I have taken note of the above terms and conditions and hereby place the order.

**Unsigned orders will not be processed!**



\_\_\_\_\_  
SIGNATURE – Applicant/Contact Person



\_\_\_\_\_  
SIGNATURE - 2nd Applicant  
(required if a second person is entered on the form)



\_\_\_\_\_  
SIGNATURE – 3rd Applicant  
(required if a second person is entered on the form)



\_\_\_\_\_  
SIGNATURE – 4th Applicant  
(required if a second person is entered on the form)