**VISA ASSESSMENT FORM FOR GROUP EVENTS**

*This form can be used for multiple attendance events such as conferences, seminars, workshops and others. Please complete the form and send it to* ***visaassessments@contacts.bham.ac.uk.***

**Part 1. Information about the event**

|  |  |  |
| --- | --- | --- |
| **Part 1** | **Type of event:** | *e.g. workshop/conference/seminar etc.* |
|  | **Name of the event:** | *Please insert the name of the event* |
| **Dates of the event:** | *Please insert the dates of the event* |

|  |
| --- |
| *\*Please describe this event or provide itinerary. Please insert link to the event if possible* |

**Part 2. Visitors**

|  |  |  |
| --- | --- | --- |
| **Part 2** | **How many visitors will attend this event?** |  |
|  | **Nationality:** | *Please tell us where your visitors come from* |
| **Visitor’s role:** | *e.g. Speaker/attendee/paid lecturer etc.*  |
| **Visitor’s status overseas:** | *e.g. student, academic, employee of the company etc.* |

\*If the conference attendee is already in the UK on a visa, you do not need to refer them to IST.

**Part 3. Payment**

|  |  |  |
| --- | --- | --- |
| **Part 3** | **Who is covering the costs of the visit?** | *e.g. University of Birmingham, individual.* |
|  | **Will the visitor receive payment from UoB (other than expenses)?**  | *Please insert details.* |
| **If so, how much the payment would be?** |  |

**Part 4. Additional information**

|  |  |  |
| --- | --- | --- |
| **Part 4** | **Any additional information** | *Please insert any additional information you wish to be considered by IST* |

**Part 5. Visa assessment outcome - To be completed by IST**

|  |  |  |
| --- | --- | --- |
| **Part 5** | **Visa category:** |  |
|  | **Visa information:** |  |
| **Invitation letter template:** |  |