**THIS FORM IS FOR USE FROM SEPTEMBER 2022**

**To help the International Student Team (IST) make a quick decision please refer to the Visitor Guidance note at the end of this document which will help you complete all the sections.**

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| A. | Are you an Irish national? | No |  |  | Yes |  | You do not need to complete this form |
| B. | Are you an EU/EEA national and hold a pre-settled or settled status? | No |  |  | Yes |  | Attach a screenshot of your immigration status or share code |
| C. | Do you currently hold another UK visa? | No |  |  | Yes |  | Please provide us with a copy of your visa/immigration permission or a share code |
| D. | **If you hold none of the above please complete this form** | | | | | | |

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| **Part 1** | **About You** | **Please read Visitor Guidance Part 1** |

**1.1 Preferred Pronoun** (e.g. he, she, they, other) **1.2 Title** (e.g. Dr, Mr, Mrs, Miss, other)

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**1.3 Family Names** (as shown on your passport) **1.4 Given Names** (as shown on your passport)

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**1.5 Date of birth**  **1.6 Email address**

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**1.7 Nationality**

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| **Part 2** | **Visa/Entry Refusals** | **Please read Visitor Guidance Part 2** |

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| Have you ever had a visa application to come to the UK refused? | No |  | Go to Part 3 | Yes |  | Go to 2.1-2.4 |
| Have you ever been refused entry to the UK? | No |  | Go to Part 3 | Yes |  | Go to 2.1-2.4 |

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| **2.1 Type of Visa Application** | **2.2 Dates of intended visit** | **2.3 Purpose of visit** | **2.4 Reasons for Refusal** |
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| **Part 3** | **Visitor current status** | **Please read Visitor Guidance Part 3** |

Please select which of the following represents your current situation

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| **3.1** | Employee of company (go to 3.7-3.9) |  |
| **3.2** | Undergraduate Student |  |
| **3.3** | Postgraduate Student |  |
| **3.4** | PhD Student |  |
| **3.5** | Academic (go to 3.7-3.9) |  |
| **3.6** | Other |  |

**3.7 Current Employer or Higher Education Institution 3.8 Job title**

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**3.9 Location (of employment/Higher Education Institution)**

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| **Part 4** | **Details of the visit** | **Please read Visitor Guidance Part 4** |

**4.1 Start date of visit**  **4.2 End date of visit**

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**4.3 Name of staff member/Academic inviting the visitor to the UK**

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| **Part 5** | **Main purpose of visit** | **Please read Visitor Guidance Part 5** |

Please select which of the following represents the main purpose of your visit

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| **5.1** | Conference/Seminar/Workshop |  |
| **5.2** | External examiner/Supervision |  |
| **5.3** | Lecturing |  |
| **5.4** | Pre-arranged meetings |  |
| **5.5** | Study (academic engagement) |  |
| **5.6** | Research **(go to 5.13-5.14)** |  |
| **5.7** | Work-related training |  |
| **5.8** | Internship |  |
| **5.9** | Other |  |

*If selected other, please give more details:*

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**5.10 Who is funding your visit?**

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| **5.11 Will you receive payment (other than expenses) for your visit?** | No |  |  | Yes |  | Go to 5.12 |

**5.12 Please confirm how much this payment will be**

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**Research Details (Please complete this part if you are coming to carry out research. Please refer to the Visitor Guidance for further information)**

**5.13 Students:**

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| A. | Is the research relevant to your course overseas? | Yes |  |  | No |  |  |
| B. | Will your research form part of qualifications you will obtain overseas? | Yes |  |  | No |  |  |

*Please provide a short description of your research:*

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**5.14 Academics**

*For the purposes of UK Immigration Rules, an “Academic” is someone who is highly qualified within their own field of expertise and currently working in that field at an academic institution or institution of higher education overseas.*

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| A. | Is the research for your own purposes (gathering information for work overseas, publication, book; your own personal research)? | Yes |  |  | No |  |  |
| B. | Is the research a skill development/knowledge transfer? | Yes |  |  | No |  |  |
| C. | Is the research a part of a work training/work experience/secondment? | Yes |  |  | No |  |  |
| D. | Is the research part of a formal collaborative project that is being led form the UK or hosted by UoB; sponsored by an external organisation, higher education institution or Government? (\*see below) | Yes |  |  | No |  |  |

*\*Please provide a short description of the formal project or collaboration. Please indicate any activities you intend to undertake:*

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**5.15 CAH3 Code - for the purpose of research and study only (to be confirmed by the school)**

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**Visitor Guidance**

**PLEASE NOTE THAT THIS REQUREST CANNOT BE PROCESSED UNTIL ALL OF THE RELEVANT INFORMATION HAS BEEN PROVIDED.**

1. **General information**

**Sponsor Duties**

The University of Birmingham holds a Home Office Sponsor Licence which entails Sponsor duties including that the University knows that individuals who are subject to immigration control, hold the correct immigration permissions for the purpose of their visit. In order to help us identify whether a visa is required, and what type, please complete the form fully.

**Personal Data**

To find out how we will use any personal data you share with us, please read our privacy statements at:

<https://www.birmingham.ac.uk/privacy/index.aspx>

1. **Visa requirements**

**Applying for a visa before you travel**

Whether you have to apply for a visa before you travel to the UK depends on whether you are a visa national or a non-visa national. Non-visa nationals may enter without a visa only in certain circumstances.

**Visa National** – details of this can be found in [**Immigration Rules Appendix Visitor: Visa national list**](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-visitor-visa-national-list). If you are a national of a country in this list you **are required to apply for a visa (entry clearance)** before travelling to the UK.

**Non-visa National** – this is any national whose nationality is not listed in Immigration Rules Appendix Visitor. If you are a non-visa national you do not need to apply for a visa before you travel to the UK unless your visit is longer than 6 months and the activity you wish to undertake is not permitted under so called Standard Visitor route, in which case you will need to apply for a visa (entry clearance before you travel). If it is assessed a visitor does not require a visa for their visit, they still must meet the Standard Visitor eligibility requirements to visit the UK.

**What happens if you do not have the correct immigration permissions?**

Based on the information provided to us in this form, the University will assess the nature of your visit and will provide you with a template letter for you to use which will tell you which visa should be applied for before travel or entry stamp that should be asked for on arrival at the airport. Unfortunately if a visitor cannot demonstrate that they hold the correct visa or entry stamp permissions for the purpose of their visit, they will not be able to continue with their visit.

**What if you already hold a visa to the UK?**

You will need to tell us what type of visa you hold and confirm validity dates. Based on this information IST will assess whether you hold correct permission to undertake planned activities.

Students will need to complete [Right to Study Checks](https://intranet.birmingham.ac.uk/student/international/myrts/My-Right-to-Study.aspx). Some researchers may need to complete Right to Work Checks and will be referred to HR.

1. **Academic Technology Approval Scheme (ATAS)**

If you are studying or conducting a research you may need to apply for an ATAS certificate. This depends on visitor’s [**nationality**](https://www.gov.uk/guidance/find-out-if-you-require-an-atas-certificate)and the **CAH3 code** for the research area which should be provided by the School. If you are coming to the UK as a Standard Visitor you also may need ATAS. This must be obtained before research begins, it is strongly advised that the visitor obtains this before travelling to the UK.

Depending on when you apply for your ATAS it can take from 20 days (non-busy periods) to obtain your certificate. During peak times it can take 30 or more days. Additional information can be found on the UK Government website - <https://www.gov.uk/guidance/academic-technology-approval-scheme>.

1. **Filling in this form**

Please use the following information to assist you in completing the form.

1. If the visitor is an Irish national they do not need to complete this form.
2. If the visitor is an EU/EEA national and holds either pre-settled status or settled status, evidence of their status must be sent to the IST who will keep a copy and the visitor will not need to complete this form.
3. If the visitor holds another type of visa permission, a copy of their document must be sent to the IST who will keep a copy and advise the visitor on their next steps including whether or not they need to complete this form.
4. If the visitor does not hold any immigration permissions as noted above, they will need to complete this form and enter the UK under the appropriate immigration route.

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| **Part 1** | **Visitor’s details** |  |
| **1.1** | **Preferred pronoun** | In the UK you can choose your preferred pronoun. She/her/hers and he/him/his are a few commonly used pronouns and these can denote “female/feminine” and “male/masculine” pronouns. Some persons prefer to use gender-neutral pronouns such as ‘they, them, and theirs’. Please let us know your preferred pronoun, |
| **1.2** | **Title** | Please advise us of your title e.g. Dr, Mr, Mrs, Miss, Miss or other title you may use. |
| **1.3** | **Family Name** | This is the name we will use in your visa letter and your family name should be as per your passport. |
| **1.4** | **Given Names** | This is the name or names that we will use in your visa letter and your name(s) should be as per your passport. |
| **1.5** | **Date of Birth** | Please provide your date of birth being careful to use the UK format of day-month-year. |
| **1.6** | **Email address** | Please provide us with your current valid email address. |
| **1.7** | **Nationality** | Please confirm your nationality and provide a copy of your passport. |

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| **Part 2** | **Visa/Entry Refusals** |  |
| *This is to help the IST to advise and to ensure that the risk of visa/entry refusal is limited, the IST take account of previous visa refusals or refusal to enter on arrival. We reserve the right to request additional information.* | | |
| **2.1** | **Type of visa application** | What type of visa was being applied for/was asked for on arrival? |
| **2.2** | **Dates of intended visit** | What were the dates of the visit for the visa refusal/entry refusal? |
| **2.3** | **Purpose of visit** | What were you coming to the UK to do? |
| **2.4** | **Reason for refusal** | If you have it please attach the written notice you will have received. If you do not have the letter, please explain why your visa application was refused/you were refused entry to the UK. |

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| **Part 3** | **Visitor current status** | **Information about mandatory documents** |
| **3.1** | **Employee of company** | Please complete 3.7-3.9 |
| **3.2** | **Undergraduate Student** | Students need to provide evidence of relevant studies overseas. The letter must confirm your course details and expected date of completion of your studies.  \* **If you’re visiting to do a short piece of research for up to 6 months, you’ll need to provide confirmation from your overseas course provider that the research or research tuition is part of, or relevant to, the course you’re doing overseas.** |
| **3.3** | **Postgraduate Student** |
| **3.4** | **PhD Student** |
| **3.5** | **Academic** | **For the purposes of UK Immigration Rules, an “Academic” is someone who is highly qualified within their own field of expertise and currently working in that field at an academic institution or institution of higher education overseas. This does not normally include PhD Students.**  Please provide us with a copy of your employment letter. |
| **3.6** | **Other** | Provide us with further information |
| **3.7** | **Details of Employer/HEI** | Provide full company or HEI title |
| **3.8** | **Job title** | If you are an employee, tell us your job title |
| **3.9** | **Location** | Tell us where (which country and city/town) you work/study |

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| **Part 5** | **Main purpose of visit** |  |
| **5.5** | **Study (Academic engagement)** | Please let us know if your studies will include work placement or work experience. |
| **5.6** | **Research** | **Please see 5.13 and 5.14.** |
| **5.7** | **Work-related training** | Employees of an overseas company or organisation may receive training in work practices and techniques which are required for the Visitor’s employment overseas and not available in their home country.  An employee of an overseas based training company may deliver a short series of training, where the trainer is employed by an overseas business contracted to deliver global training to the international corporate group to which the UK based company belongs. |
| **5.8** | **Internship** | **This includes:**   * A period of time during which you will **work** for the UoB in order to get experience of a particular type of work: **If the Student is coming to study only please select option ‘Study’.** * A period of time spent receiving or completing training at a job as a part of becoming qualified to do it:   \*This requires eligibility assessment which will be conducted by HR. |
| **5.9** | **Other** | If your visit is not listed above, please tell us what you will be doing |
| **5.10** | **Visit funding** | Please tell us who is funding your visit |
| **5.11 -5.12** | **Payment** | Please tell us about payments you will receive for your work (other than expenses – salary, honorarium). |

**Research details**

Please provide us with information about your research. Please explain the purpose and the outcome.

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| **5.13** | **Research - Students** | **If you’re visiting to do a short piece of research for up to 6 months, you’ll need to provide confirmation from your overseas course provider that the research or research tuition is part of, or relevant to, the course you’re doing overseas.**  Students must be enrolled on a course of study abroad equivalent to at least degree level study in the UK.  The research or research tuition may be undertaken at a UK research institute, providing a formal partnership exists between the research institute and the UK Higher Education Provider for this purpose. |
| **5.14** | **Research - Academics** | Please make sure that you select one or two options which most accurately describe your research.   1. If you are coming to carry out your own research **for more than 6 months** please provide employment letter outlining the dates of your sabbatical or exchange and the research to be undertaken. If you are coming to discuss future projects or collaboration you may choose this option or pre-arranged meetings or personal research. 2. This option should be used if you are coming for professional training or to work. 3. Please select this option if the research is not personal/for your own purpose/for the purpose of your own work overseas. Please provide information about your sponsor. |

1. **Submitting this form to Visa Assessment Team**
2. **Visitor -** When you have completed your form you should return it to the person who sent it to you.
3. **University - Please check that all the relevant information has been included and send the form to the IST VAF mail box. Please make sure that CAH3 code is provided for Students and those coming to carry out research.**