

Guide to Visitor documentation – School responsibilities

Introduction

When schools have visiting academics from overseas there is a requirement for the hosting department to view and retain copies of some documentation for the duration of the visit. This is a Home Office requirement and non-compliance can have serious consequences.

Definition of a visitor

A visitor will most likely have honorary status and will be unpaid. They cannot do paid or unpaid work whilst in the UK, however there are [permitted activities](#) which include research and collaboration. A visitor can come in as a Standard Visitor for up to 6 months or an Academic Visitor for up to 12 months. [Certain nationalities](#) must apply for a Visitor visa in advance of coming to the UK, all other nationalities can enter without an advance visa but will need to apply for an [ETA \(Electronic Travel Authorisation\)](#).

Considerations

Depending on the nature of the visit, and the nationality of the visitor, an [ATAS certificate](#) may be required. Please contact the [Staff Immigration Team](#) to help determine this.

If you are unsure if the person you are hosting falls into the visitor category please complete [this form](#) and the Staff Immigration Team will advise you further. In some circumstances a sponsored Temporary Worker Government Authorised Exchange (GAE) visa will be required, or activities could be covered by a Student visa or the Permitted Paid Engagement provision.

Responsibilities of the School

- Ensure the visitor is a genuine visitor and is not doing any activities not permitted under the Visitor visa.
- Copy the necessary documentation and retain for the duration of the stay.

Documentation required – All documents must be retained for the duration of the stay

- A copy of the invitation letter.
- A copy of the photo page of the passport.
- If a visitor vignette has been put in the passport, a copy of this must be taken. An example of this is included in this guide.
- If an ATAS certificate is required a copy of this must be taken immediately on arrival. You should check the relevant information including issue and expiry dates. An ATAS certificate is valid for 6 months and the visitor should enter the country during this 6 month period. It does not matter if it expires whilst they are here. An example ATAS certificate is included in this guide.

Please contact the [Staff Immigration Team](#) if you have any queries.

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UK ENTRY CLEARANCE

Place of issue	UKVI 01	Valid from
Number of entries	MULT	
Type	D - ACADEMIC VISITOR	

Valid from: 30/01/24

Valid until 29/04/24
VAF No 4681596

Name [REDACTED]
Passport No [REDACTED] Sex M

Date of birth

obv. Academic Visitor, No work
No Public Funds/NHS OV

IMMIGRATION OFFICER
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ATAS CERTIFICATE



Foreign, Commonwealth
& Development Office

Atas reference: [REDACTED]
Certificate identifier: [REDACTED]
Issued On: 19/08/2024
Expires On: 19/02/2025
Full name: [REDACTED]
Date of Birth: [REDACTED]
Nationality: Mexican
Passport number: [REDACTED]
Passport expiry date: [REDACTED]
University/Research institution name: University of Bristol

You applied for ATAS clearance on 11/07/2024 to research Biological metamaterials for enhanced noise control technology (CAH03-01-02) at University of Bristol.

You stated that your thesis, area of research, or the modules of your taught Postgraduate course would be:

[REDACTED]

I am pleased to inform you that your ATAS application was successful.

You will need to include this ATAS certificate with your other supporting documents when you make your visa application or if you are a visitor, before you begin your research.

This certificate is only valid for the named individual, University / Higher Education Institution / Research Institution and subject areas stated above. It is valid for six months from the date of issue. However, if you wish to study or undertake research at another University / Higher Education Institution / Research Institution, change your course / area of research or extend your course or research by more than three months, you will need to apply for another ATAS certificate. You can do this via the ATAS website

ATAS CERTIFICATE



Foreign, Commonwealth
& Development Office

<https://www.academic-technology-approval.service.gov.uk>.

You should be aware that submitting forged or fraudulently obtained documents, including a fake ATAS certificate, in support of a visa application is a serious offence. You may face a fine, prison and a ban of up to ten years on making a further visa application.

The ATAS Team.

Foreign, Commonwealth & Development Office.