



University of  
**Salford**  
MANCHESTER

# **Non-EEA Visitor Policy**

**Version Number 2.0**

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**Author: Head of Home Office Compliance**

**Home Office Compliance Team**

<b>Document Control Information</b>			
<b>Revision History incl. Authorisation: (most recent first)</b>			
<b>Author</b>	<b>Summary of changes</b>	<b>Version</b>	<b>Authorised &amp; Date</b>
Richard Melia	<i>Update to ATAS requirements from JACS codes to CAH3 codes.</i>	V2.0	Home Office Compliance Assurance Group
Richard Melia	<i>Overarching policy for the University of Salford to manage non-EEA visitors to the institution, including ATAS requirements.</i>	V1.0	Home Office Compliance Assurance Group – April 2018
<b>Policy Management and Responsibilities:</b>			
<b>Owner:</b>	This Policy is issued by the Head of Home Office Compliance, who has the authority to issue and communicate the University of Salford’s policy on Home Office Compliance. UKVI policy will be the responsibility of the Home Office Compliance Assurance Group (HOCAG) as chaired by the Director of Legal and Governance. Governance will be provided by the HOCAG with the provision of final decision-maker by referral of major issues to VCET. Academic representation on HOCAG is served through the attendance of a Head of School. HOCAG will consult with VCET on significant matters.		
<b>Others with responsibilities (please specify):</b>	All subjects of the Policy will be responsible for engaging with and adhering to this policy: Authorising Officer (Registrar) Key Contact (Senior Information Officer, Home Office Compliance Team) Human Resources Marketing and Student Recruitment Student Administration Home Office Compliance Assurance Group Academic and Professional Service staff across the University of Salford, including School Operation Managers		
<b>Author to complete formal assessment with the following advisory teams:</b>			
Equality Analysis (E&D, HR) <i>Equality Assessment form</i>	1. <i>This is mandatory. Email the completed EA to <a href="mailto:Equality@salford.ac.uk">Equality@salford.ac.uk</a></i>		
Legal implications (LPG)	2. <i>N/A</i>		

<b>Document Control Information</b>	
Information Governance (LPG)	3. <i>N/A</i>
Student facing procedures (QEO)	4. <i>N/A</i>
UKVI Compliance (Student Admin)	5. <i>06 July 2018 - reviewed by Head of Home Office Compliance due to new ATAS requirements</i>
<b>Consultation:</b>	
Staff Trades Unions via HR Students via USSU Relevant external bodies (specify)	1. <i>N/A</i>
<b>Review:</b>	
<b>Review due:</b>	January 2020.
<b>Document location:</b>	University Policy & Procedure Pages
University of Salford Policy pages <a href="http://www.salford.ac.uk/policies">http://www.salford.ac.uk/policies</a>	
<b>The owner and author are responsible for publicising this policy document.</b>	

## **Purpose and scope**

This document is to instruct and inform all staff members of the University of Salford (UoS) who work with non-EEA visitors to the University and/ or govern processes relating to the invitation and service provision of these visitors.

Before a non-EEA migrant can enter the UK they must have been granted either appropriate leave to enter by the Home Office via an entry clearance visa (this is the case for all visa nationals<sup>1</sup> – nationals of countries that require a visa in advance of travel to the UK) or received an entry stamp at their port of entry to the UK (non-visa nationals) – in effect a leave to enter visa entitlement. In addition, holders of passports from Kuwait, Oman, Qatar and the United Arab Emirates can travel to the UK for up to six months as a visitor without requiring entry clearance if they have obtained an Electronic Visa Waiver (EVW) – an example is at Appendix 1. This EVW, although separate from the standard visitor category, is valid for all types of visit leave, including short-term study, for up to six months.<sup>2</sup>

This non-EEA visitors' policy has been developed to ensure a cross-University culture of best practice and help the University track, at any point, the amount of non-EEA visitors it has on campus if audited by UKVI. Having a clear, documented policy also lays the foundation for developing robust processes that University staff can follow to ensure anyone that they are inviting to the UK has the appropriate type of invitation and applies for the correct type of immigration leave.

### **1. Types of visitors**

- 1.1.** The University of Salford, as a Tier 4 sponsor and an A-rated Tier 2 sponsor, is allowed to invite non-EEA migrants to the UK for a variety of different purposes.
- 1.2.** The list below, although not exhaustive, is a flavour of the different types of visitors to the UK that the University of Salford engages with from an academic perspective. Please contact the Home Office Compliance Team if there is a non-EEA visitor that does not appear to fit into this list. Many

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<sup>1</sup> For a list of visa nationals, please see paragraph 1 of appendix 2 of Appendix V of the Immigration Rules.

<sup>2</sup> See paragraph 4 of appendix 2 of Appendix V of the Immigration Rules.

(although not all) of these individuals apply to enter (or arrive in) the UK with leave granted outside the Points-Based System (PBS):

- Erasmus work experience migrants who are non-EEA nationals
- Business and Academic visitors
- Academic experts
- Collaborative researchers
- Conference presenters/ delegates and those attending a meeting
- Those attending a programme of personal/ professional development
- External examiners and external advisers
- Visiting researchers registered at institutions outside the EEA

**1.3.** Please note that pre-sessional students; former Tier 4 students who have returned to the UK for a viva voce, examination or reassessment; and split-site students are not included in this list nor are they covered by the policy outlined in this document. Although these students may arrive in the UK and register at the University of Salford with a short-term student visa, they are still classed as 'students' by the University rather than visitors and, as such, there are recognised admissions and Student Administration processes governing their recruitment and registration.

**1.4.** Similarly, non-EEA exchange, bi-lateral agreement and study abroad students are not included in this list for the same reason as those in 1.3 above. It should be noted that these students can register at the University of Salford on either a short-term student visa (if they are coming to the University for one semester only) or a Tier 4 visa (if they are coming to the University for up to 12 months; or the course they are undertaking requires a work placement or experience, including performance). As with those students in 1.3 above, there are recognised admissions and Student Administration processes

governing these students' recruitment and registration, with invitation letters issued by the International and Regional Development (IRD) team.<sup>3</sup>

**1.5.** Depending on the nature of their visit to The University of Salford, the table at 1.7 below attempts to capture the type of visa a non-EEA national would need to apply for and the University department that would manage their record and/ or produce any invitation letter required. Please note that the rules and regulations surrounding these visa categories can be quite complex. As such requests for the visa sponsorship of a particular visitor should be planned well in advance so that appropriate research and liaison with the Home Office can be undertaken if necessary – ideally **no later than three months ahead of the visit.**

**1.6.** Please note that depending on what the non-EEA visitor will be doing during their time in the UK then **Academic Technology Approval Scheme (ATAS) clearance may be necessary.** This will primarily be for those visitors undertaking research in an area that requires ATAS certification. This is determined by the Common Aggregation Hierarchy (CAH3) codes (from the Higher Education Classification of Subjects (HECoS) coding system) and covers research in the areas below. **Please remember that if there is cross-disciplinary or multi-faceted research and this touches on a CAH3 code below then ATAS will be necessary even if this is not the main element of the research:**

CAH02-02-01 Pharmacology

CAH02-02-02 Toxicology

CAH02-02-03 Pharmacy

CAH02-03-10 Biomedical Sciences (non-specific)

CAH02-03-12 Others in subjects allied to Medicine

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<sup>3</sup> IRD will refer any cases requiring a Confirmation of Acceptance for Studies (CAS) to apply for a Tier 4 visa to Admissions for action.

CAH03-01-01 Biosciences (non-specific)  
CAH03-01-02 Biology (non-specific)  
CAH03-01-03 Ecology and Environmental Biology  
CAH03-01-04 Microbiology and Cell Science  
CAH03-01-05 Plant Sciences  
CAH03-01-06 Zoology  
CAH03-01-07 Genetics  
CAH03-01-08 Molecular Biology, Biophysics and Biochemistry  
CAH03-01-10 Others in Biosciences  
CAH05-01-02 Others in Veterinary Sciences  
CAH06-01-02 Agricultural Sciences  
CAH07-01-01 Physics  
CAH07-01-02 Astronomy  
CAH07-02-01 Chemistry  
CAH07-03-01 Physical Sciences (non-specific)  
CAH07-03-03 Materials Science  
CAH08-01-01 Sciences (non-specific)  
CAH08-01-02 Natural Sciences (non-specific)  
CAH09-01-01 Mathematics  
CAH09-01-02 Operational Research  
CAH10-01-01 Engineering (non-specific)  
CAH10-01-02 Mechanical Engineering  
CAH10-01-04 Aeronautical and Aerospace Engineering  
CAH10-01-05 Naval Architecture  
CAH10-01-06 Bioengineering, Medical and Biomedical Engineering  
CAH10-01-07 Civil Engineering  
CAH10-01-08 Electrical and Electronic Engineering

CAH10-01-09 Chemical, Process and Energy Engineering  
CAH10-02-01 Minerals Technology  
CAH10-02-02 Materials Technology  
CAH10-02-03 Polymers and Textiles  
CAH10-02-04 Maritime Technology  
CAH10-02-05 Biotechnology  
CAH11-01-01 Computer Science  
CAH11-01-02 Information Technology  
CAH11-01-03 Information Systems  
CAH11-01-04 Software Engineering  
CAH11-01-05 Artificial Intelligence  
CAH12-01-05 Others in Geographical StudiesB1 – Anatomy, Physiology and Pathology

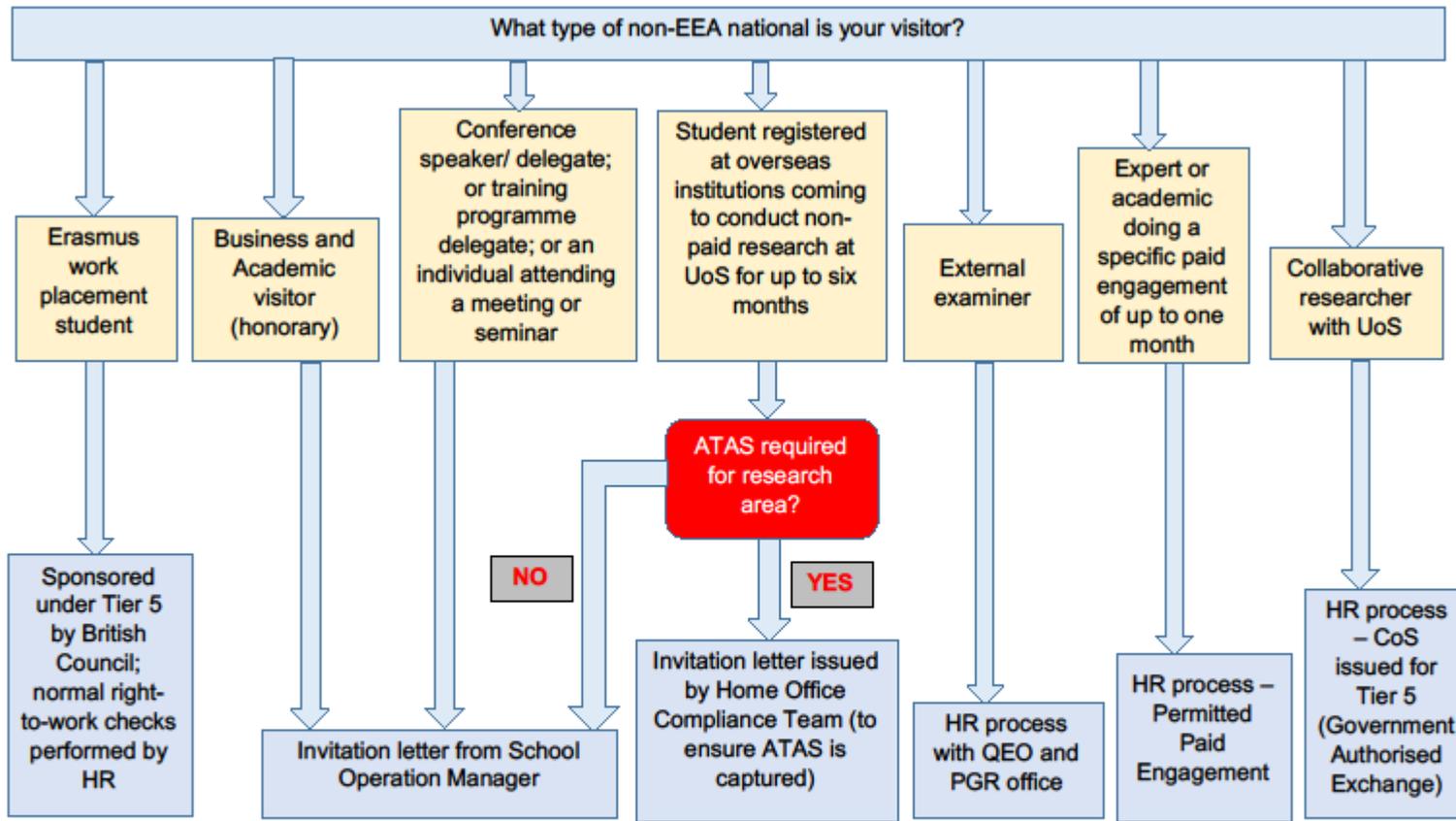
If any non-EEA visitors are coming to the University to undertake research in these areas then ATAS certification will be required **BEFORE** an invitation letter is issued. In all cases where ATAS is required by a non-EEA visitor then the Home Office Compliance Team **MUST** be informed and **they** will issue the invitation letter (to ensure that the ATAS element is recorded and monitored).

1.7.

Type of visitor	Type of visa	Area managing record keeping (and how)	Area issuing invitation letters (and type)
1. Non-EEA Erasmus work placement students	Tier 5 (Temporary Worker - Government Authorised Exchange)	Area in the University employing student maintains record; <b><i>HR to have knowledge as work-related. Documents scanned by Immigration Document Tool</i></b>	British Council sponsor migrant under Tier 5
2. Non-EEA Business and Academic Visitors (unpaid honorary appointments)	Standard Visitor Visa	School Operations Managers in consultation with HR. Documents scanned by Immigration Document Tool	School Operations Managers (SOMs)

<p>3. Non-EEA academic, non-commercial conference speakers or delegates; individuals attending meetings or seminars; or individuals undertaking a training programme (whether this generates an award certificate or not)</p>	<p>Standard Visitor Visa</p>	<p>School Operations Managers (recorded on <u>Sharepoint</u> so that HOCT can audit)</p>	<p>School Operations Managers</p>
<p>4. Non-EEA students registered for a degree overseas and coming to UoS to conduct non-paid research</p>	<p>Short-term student visa</p>	<p>School Operations Managers (recorded on <u>Sharepoint</u> so that HOCT can audit)</p>	<p>School Operations Managers <b>OR</b> Home Office Compliance Team if ATAS required</p>

5. Non-EEA external examiners or external advisers (taught programmes)	Leave to enter/ remain visa that allows a right-to-work	Human Resources. Documents scanned by Immigration Document Tool	QEO
6. Non-EEA external examiners or external advisers (research degrees)	Leave to enter/ remain visa that allows a right-to-work	Human Resources. Documents scanned by Immigration Document Tool	Post-graduate Research Office (PGR)
7. Expert or academic undertaking a specific paid engagement for up to one month	Permitted Paid Engagement (PPE)	School Operations Managers in consultation with HR. Documents scanned by Immigration Document Tool	School Operations Manager or PGR supervisor; HR check letter before issuance.
8. Non-EEA collaborative researchers (with UoS)	Tier 5 (Temporary Worker - Government Authorised Exchange)	SOMs in consultation with HR. Documents scanned by Immigration Document Tool	HR issue Certificate of sponsorship (CoS) as an A-rated Tier 2 sponsor.



**2.1. Letter template for a short-term student conducting a degree overseas and coming to UoS to conduct non-paid research here<sup>4</sup>**

***PRINT ON SCHOOL HEADED PAPER (include contact details in case of queries from the Border Force at ports of entry to the UK).***

Tier 4 Sponsor Licence Number (SLN): 9DFMKXFW4

**Letter in support of a “Short Term Student Visa”**

To Whom It May Concern,

*Date*

The following information has been provided and confirmed by the school administrator. It confirms that *NAME* will be coming to the University of Salford to undertake research between *START DATE* and *END DATE*. This student has been enrolled at *NAME OF OVERSEAS INSTITUTION* since *START DATE* studying *COURSE TITLE*. Further research at the University of Salford will be beneficial to this.

The University holds a Tier 4 sponsor licence (9DFMKXFW4).

**First Name(s):**

**Surname:**

**Date of birth:**

**Student ID number:**

**Nationality:**

**Passport Number:**

**Programme title:**

**Programme level (if applicable):**

**CAH3 code(s) for area of research:**

**ATAS required? YES / NO (delete as appropriate)**

**If yes, ATAS certificate number:**

**Full time / Part time (delete as app)**

**Programme start date:**

**Programme end date:**

**Latest date of registration:**

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<sup>4</sup> For use in category 8 above.

**Fees charged: £**

**Fees paid: £**

**To the student:**

This letter should be printed off and provided as part of a short-term student visa application. More information about this visa can be found [here](#). A copy of this letter should also be carried in your hand luggage to show to immigration officers at the border. Further information can be provided to the Home Office upon request.

Please check this letter carefully, if you notice any visible errors e.g. address, date of birth, passport number, please contact us as soon as possible so that your details can be updated on our system.

Regards,

[Name of person producing letter]



**2.3. Letter template for an overseas visitor coming to the UoS to attend a non-commercial conference (as either a speaker or delegate); or to attend meetings or seminars; or to attend a training programme<sup>5</sup>**

***PRINT ON SCHOOL HEADED PAPER (include contact details in case of queries from the Border Force at ports of entry to the UK).***

[DATE]

To whom it may concern

The University of Salford requests that [FULL NAME OF VISITOR] be admitted to the United Kingdom as a Standard Visitor for the period [DATE] to [DATE]. The purpose of the visit is (*delete as appropriate*)

- (a) To make use of their sabbatical leave overseas to carry out research;
- (b) To share knowledge, experience and to hold informal discussions with counterparts at the University of Salford;
- (c) To take part in a single conference/ seminar (*delete as appropriate*) that is not a commercial or non-profit venture;
- (d) To take part in research/ teaching/ clinical practice (*delete as appropriate*).

A full itinerary for their visit is listed below:

Include itinerary here

The University has alerted [FULL NAME OF VISITOR] to the conditions overleaf.

[SIGNATURE AND PRINT NAME]

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<sup>5</sup> For use in categories 2 and 7 above.

The visitor has been alerted to the following conditions of the visit:

- They will only visit the UK for up to six months;
- They intend to leave the UK at the end of the period of the visit;
- They will not be working under the control of the University during any part of the visit;
- They can maintain and accommodate themselves without using public funds;
- They can meet the cost of an onward or return journey;
- They will not receive pay from a UK source (except in respect of payment of reasonable expenses to cover the cost of travel and subsistence (if applicable));
- They do not intend to live in the UK for extended periods through frequent or successive visits;
- They do not intend to undertake a course of study as the main purpose of their visit and any incidental study will not exceed 30 days in total;
- They are not a child under the age of 18;
- They do not intend to marry or form a civil partnership;
- They do not intend to give notice of a marriage or civil partnership;
- They do not intend to receive private medical treatment;
- They are not in transit to a country outside the common travel area.

**To the visitor:**

As a visitor to the University of Salford, you will be required to present your passport and visa/immigration stamp to your host School or professional service, a copy of which will be taken and retained for immigration compliance purposes.

## Appendix 1 – sample Electronic Visa Waiver (EVW)

! You must print this document and show it when you travel  
! يجب ان تطبع هذا المستند وتظهره عندما تسافر

Electronic visa waiver

Home Office

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Doha, DOH  
14:25  
08 Oct 2016

Manchester, MAN  
20:00  
08 Oct 2016

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Name / الاسم

Passport Number / رقم جواز السفر

Country of nationality / الجنسية:

Date of birth / تاريخ الميلاد:

Signature

CAT	16	CODE

For official use: Landing conditions and arrival date

**An electronic visa waiver (EVW) doesn't guarantee entry into the UK, this is decided by immigration officers at the UK border.**

This EVW is for a single entry to the UK for up to 6 months.

An EVW can only be used by the person named on it.

All EVW users, including children, must have their own EVW document.

You must print out your EVW and show it when you get on your plane, train or boat and on arrival in the UK.

## Appendix 2 – visa stamps

### Short-term students:

Leave to enter as a short-term student
for/until _____
Employment and recourse to public funds prohibited

### Standard visitor:



### Appendix 3 – entry clearance vignettes

#### Short-term students:



#### Standard visitor:





**Appendix 5 - Letter template for a short-term student registered at UoS<sup>6</sup>**

***PRINT ON SCHOOL HEADED PAPER (include contact details in case of queries from the Border Force at ports of entry to the UK).***

Tier 4 Sponsor Licence Number (SLN): 9DFMKXFW4

**Letter in support of a “Short Term Student Visa”**

To Whom It May Concern,

*Date*

The following information has been provided and confirmed by the school administrator. It confirms that *NAME* will be coming to the University of Salford to undertake *PROGRAMME TITLE* between *START DATE* and *END DATE*. The cost of the programme is £*PRICE* and £*PAYMENTS RECEIVED* has been received.

The University holds a Tier 4 sponsor licence (9DFMKXFW4).

**First Name(s):**

**Surname:**

**Date of birth:**

**Student ID number:**

**Nationality:**

**Passport Number:**

**Programme title:**

**Programme level (if applicable):**

**Full time / Part time (delete as app)**

**CAH3 code(s):**

**ATAS required? YES / NO (delete as appropriate)**

**If yes, ATAS certificate number:**

**Programme start date:**

**Programme end date:**

**Latest date of registration:**

**Fees charged: £**

**Fees paid: £**

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<sup>6</sup> Only applicable for distance learning courses (such as split-site PhD) where the student's presence is required in the UK at some point; students' studying abroad in the UK or those repeating a module/modules for less than six months

**To the student:**

This letter should be printed off and provided as part of a short-term student visa application. More information about this visa can be found [here](#). A copy of this letter should also be carried in your hand luggage to show to immigration officers at the border. Further information can be provided to the Home Office upon request.

Please check this letter carefully, if you notice any visible errors e.g. address, date of birth, passport number, please contact us as soon as possible so that your details can be updated on our system.

Regards,

[Name of person producing letter]



## **Related Documentation**

Admissions Policy and Guidance (including Applicant Complaints and Procedure)

Confirmation of Acceptance for Studies (CAS) issuance and Academic Technology Assurance Scheme (ATAS) Policy

Programme Design, Approval, Amendment, review and Withdrawal Policy