



University of
Salford
MANCHESTER

Non-UK Visitor Policy

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Author: Head of Home Office Compliance

Home Office Compliance Team

Document Control Information

Revision History incl. Authorisation: (most recent first)

Author	Summary of changes	Version	Authorised & Date
Richard Melia	<i>Update to include EEA, EU and Swiss nationals from 01 January 2021</i>	V4.0	
Richard Melia	<i>Update to wording on Short-term student invitation letters.</i>	V3.0	Advice from UKVI and UKCISA May 2019
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

Policy Management and Responsibilities:

Owner:

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.

Document Control Information	
Others with responsibilities (please specify):	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
Author to complete formal assessment with the following advisory teams:	
Equality Analysis (E&D, HR) <i>Equality Assessment form</i>	1. <i>This is mandatory. Email the completed EA to Equality@salford.ac.uk</i>
Legal implications (LPG)	2. <i>N/A</i>
Information Governance (LPG)	3. <i>N/A</i>
Student facing procedures (QEO)	4. <i>N/A</i>
UKVI Compliance (Student Admin)	5. <i>13 October 2020</i>
Consultation:	
Staff Trades Unions via HR Students via USSU Relevant external bodies (specify)	1. <i>N/A</i>
Review:	
Review due:	January 2022.
Document location:	University Policy & Procedure Pages
University of Salford Policy pages http://www.salford.ac.uk/policies	
The owner and author are responsible for publicising this policy document.	

Purpose and scope

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

Before a non-UK migrant can enter the UK they must have:

- been granted either appropriate leave to enter by the Home Office via an entry clearance/ permission to enter visa (this is the case for all visa nationals¹ – 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, non-EEA nationals, except for nationals of Australia, Canada, Iceland, Japan, Liechtenstein, New Zealand, Norway, Singapore, South Korea, Switzerland or the USA) – in effect a permission to enter visa entitlement; OR
- entered via an e-gate (EEA/EU/Swiss nationals or nationals of Australia, Canada, Iceland, Japan, Liechtenstein, New Zealand, Norway, Singapore, South Korea, Switzerland or the USA) – in effect a permission 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 for visit or study purposes without requiring entry clearance/ permission to enter 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.²

This non-UK 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-UK 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

¹ For a list of visa nationals, please see <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-v-visitor-rules> Appendix 2.

² See <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-v-visitor-rules> Appendix 2, paragraphs 4-6.

ensure anyone that they are inviting to the UK has the appropriate type of invitation and applies for the correct type of immigration leave (if required).

1. Types of visitors

1.1. The University of Salford, as a Student Route sponsor and an A-rated Skilled Worker sponsor, is allowed to invite non-UK 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-UK visitor that does not appear to fit into this list. Many (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
- 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 UK

1.3. Please note that pre-sessional students; former Student Route or 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 visitor visa or 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-UK 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 visitor visa (whether granted in advance of travel or at the UK border if they are coming to the University for one semester only) or a Student 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.³
- 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/ permission to enter that a non-UK national would need to apply for and the area of the University 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-UK 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 **non-EEA** visitors undertaking research in an area that requires ATAS certification (excluding nationals from Australia, Canada, Japan, New Zealand, Singapore, South Korea and the US). 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**

³ IRD will refer any cases requiring a Confirmation of Acceptance for Studies (CAS) to apply for a Student visa to Admissions for action.

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

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/EU/Swiss visitors are coming to the University to undertake research in these areas then ATAS certification will be required **BEFORE** an invitation letter is issued (unless they are a national of Australia, Canada, Japan, New Zealand, Singapore, South Korea and the US). 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).

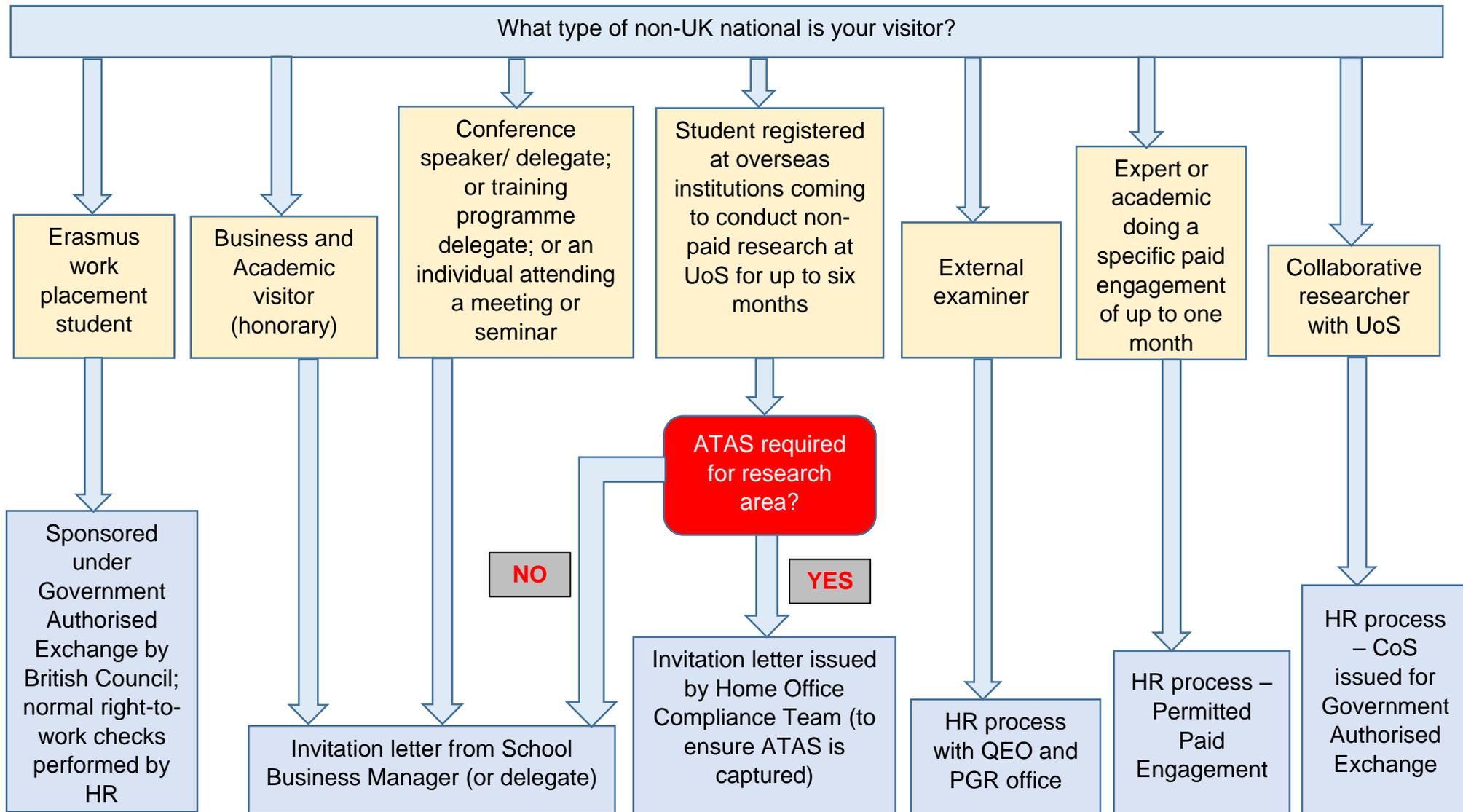
1.7.

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

<p>3. Non-UK 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 Business Managers. Documents scanned by Immigration Document Tool.</p>	<p>School Business Managers</p>
<p>4. Non-UK students registered for a degree overseas and coming to UoS to conduct non-paid research</p>	<p>Standard visitor visa (applied for in advance of travel if a visa national; or at border if non-EEA non-visa national; or at e-gate if EEA/ Swiss national or a national of Australia, Canada, Japan, New Zealand, Singapore, South Korea or the USA)</p>	<p>School Business Managers. Documents scanned by Immigration Document Tool.</p>	<p>School Business Managers OR Home Office Compliance Team if ATAS required</p>

5. Non-UK external examiners or external advisers (taught programmes)	Permission to enter/ stay visa that allows a right-to-work	QEO in consultation with Human Resources. Documents scanned by Immigration Document Tool	QEO
6. Non-UK external examiners or external advisers (research degrees)	Permission to enter/ stay visa that allows a right-to-work	PGR Office in consultation with Human Resources. Documents scanned by Immigration Document Tool	Postgraduate Research Office (PGR)
7. Expert or academic undertaking a specific paid engagement for up to one month	Permitted Paid Engagement (PPE)	School Business Managers in consultation with HR. Documents scanned by Immigration Document Tool	School Business Manager or PGR supervisor; HR check letter before issuance.

8. Non-UK collaborative researchers (with UoS)	Government Authorised Exchange	SBMs in consultation with HR. Documents scanned by Immigration Document Tool	HR issue Certificate of sponsorship (CoS) as an A-rated Skilled Worker sponsor.
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2.1. Letter template for a non-UK student conducting a degree overseas and coming to UoS for six months or less to conduct non-paid research here⁴

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

Sponsor Licence Number (SLN): 9DFMKXFW4

Letter in support of a “Visitor 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 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:

Fees charged: £

Fees paid: £

⁴ For use in category 4 above.

To the student:

This letter should be printed off and provided as part of a visitor visa application (if you are a visa national). A copy of this letter should also be carried in your hand luggage to show to Border Force officers at the port of entry. 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 programme⁵

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]

⁵ For use in category 3 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 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 أن تطبع هذا المستند وتظهره عندما تسافر



Home Office

Electronic visa waiver

Doha, DOH
14:25
08 Oct 2016

Manchester, MAN
20:00
08 Oct 2016

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

Standard visitor:



Appendix 3 – entry clearance vignettes

Short-term students:



Standard visitor:



Appendix 5 - Letter template for a non-UK student coming to UoS for a period of six months or less⁶

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

Sponsor Licence Number (SLN): 9DFMKXFW4

Letter in support of a “Visitor 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 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: £

⁶ 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 visitor visa application (if you are a visa national). A copy of this letter should also be carried in your hand luggage to show to Border Force officers at the port of entry. 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