

**Summary of operational Roles and Responsibilities in relation to
non-EEA visitors**

| Activity | Responsible |
|---|---|
| Advice to visitor on visas | <p>Schools to: Advise visitor Signpost to guidance of Staffnet & gov.uk Provide letter to support appropriate visa route</p> <p>HR Partners to: Advise Departments/Schools/Faculties as required</p> <p>HR Services to: Maintain staffnet guidance</p> |
| Appointment/Invitation Letter | Schools to issue |
| Right to work check | <p>Schools to carry out where required. <i>Note that as Academic Visitors are not employees the RTW is only required for non-EEA individuals:</i> - <i>being paid for activities support by a PPE visa</i> - <i>participating in unpaid activities where UoM has facilitated a visa by providing invite letter</i></p> |
| Provide IT access | <p>Schools to: Complete form and request access by e-mailing hrservices@manchester.ac.uk</p> <p>HR Services to: Undertake ID check (note this is not same as RTW check) before issuing card</p> |
| Pay fees and expenses (where applicable) | <p>Schools to approve PR7 and submit to HR Services Technical team in HR Services to process</p> |
| Record-keeping and monitoring | <p>Schools to keep on file for 12 months:</p> <ul style="list-style-type: none"> • Proof of being an expert in fields • Letter of invitation • Assessment of visa required (if applicable) • Copy of RTW documentation (if required) |