Academic & Affiliate Visitor Request Form

This form must be completed by the person nominating a visitor (in person or remote) where the visit is for more than one week, except where certain conditions apply (see **policy and procedure**). It should be submitted along with the supporting documents from the **checklist** at least four weeks for UK residents, and twelve weeks for international visitors prior to the planned start date of the visit.

All data collected on this application is processed in accordance with the **privacy notice** and data will be retained for two years following the end of the visit.

Once fully completed and authorised by the School/Department, the form and supporting documentation should be submitted to **people.globalmobility@manchester.ac.uk** for full approval and processing.

Receiving Faculty and Nominating Individual

UoM Faculty	
UoM School	
UoM Division / Department	
Nominating Individual Name	

Visitor Details

Title		**First Name**		**Surname**	
Date of Birth (dd/mm/yyyy)				**Nationality**	

Home Address	
Email Address	
Emergency Contact Details	
Home Institution	
Home Institution Country	

Details of Request

Type of visit Request:		Length of visit: *Max 12 months or 24 months if Temp Work (GAE) (T5)*	
Physical visit		**Start Date:**	
Remote access only		**End Date:**	
Both (see below)			

If the visit will involve multiple visits to the UK, please provide details of frequency and if known dates in the Aim of the Visit Section, and provide the full length required overall in the dates above

Will the individual be carrying out independent research only?	**Yes**		**No**	
Will the individual be working in collaboration with UoM employees?	**Yes**		**No**	

Indicate the category of visiting position the Academic & Affiliate Visitor will occupy:					
Visiting Research Associate		**Visiting Research Fellow**		**Visiting Lecturer**	
Visiting Professor		**Other (please specify)**			

Aim of visit: *please provide full details*

Provide a brief CASE FOR SUPPORT including an explanation of why the School/Department will benefit from hosting the visitor, what contribution you expect the visitor to make and their planned activities.

Payments: do not include reasonable expenses such as travel or subsistence				
Will you be making any payments to the visitor for the duties being undertaken?	Yes		No	
If 'Yes' how will these payments be made?				
How much will the payments be?				
How often will the payments be made?				

Academic Technology Approval Scheme (ATAS)

You must complete this section if the visitor is conducting research and is not a British/Irish citizen. Guidance and exemptions are available on our [StaffNet](#) page and the [Government ATAS](#) page.

What is the [CAH3 code](#) for the subject area of the visitor's activity at the University?	
You can check if a CAH3 code requires ATAS using the Government tool here : [Check if you need an ATAS certificate](#)	

Is an ATAS certificate required?	Yes		No	
If 'Yes' you <u>must</u> advise your visitor of the ATAS requirement and provide them with the CAH3 code and support them with a research statement for their ATAS application. A copy of the clearance certificate must be provided with this form.				

Export Controls

If your visitor's home institution is based outside the UK, you have a responsibility to review and consider Export Control requirements and if applicable apply for Export Controls Due Diligence checks. Please see the [Export Control](#) guidance and policy for visitors for full information. You should also [self-assess](#) the project to determine if your research involves any controlled goods or technology.

Is Export Control Clearance required?	Yes		No	
If you have consulted the Regulatory Compliance Team, please provide the Export Control Outcome Letter and/or confirmation of a licence where applicable with this form				

Immigration Control Requirements

British or Republic of Ireland citizen: *No entry clearance or visa required (visit max of 12 months)*	
Non-British/Irish citizen not currently in the UK: *Will require entry clearance or a visa (including non-visa nationals). Global Mobility to advise on visa or entry clearance route on approval of application (visit max of 12 months except Gov Auth Exchange max of 24 months)*	
Non-British/Irish citizen already resident in UK with another type of visa or entry clearance: *No further entry clearance or visa required, please state their current immigration type below and provide a copy of their share code or visa (visit max of 12 months)*	

Visitor Funding

Does the visitor have funding, e.g. Scholarships or Awards?	**Yes**		**No**	
Will the University be required to facilitate payment of this funding to the visitor?	**Yes**		**No**	

Authorisations and Declarations

A decision is usually made on requests within 10 working days of Global Mobility receiving the completed application and all required documents. However, the process may take longer if further information is required.

If the request is approved, Global Mobility will give advice on any immigration requirements and will confirm the approval along with guidance on access to system and ID card where appropriate.

I enclose the following documents with the submission (required for all applications)	**Yes**	
Completed application form		
Passport / National ID Card (scanned or copied)		
Signed Academic Visitor & Affiliate Agreement		
I enclose the following documents with the submission (required for specific applications)	**Yes**	**N/A**
CV: only for Academic Visitors		
Visa or Share Code		
ATAS Certificate		
Export Control Outcome Letter		

Nominating Individual's Declaration:
• **If the visit is onsite, I confirm that I have considered and if required identified a space for my visitor to work in, have made appropriate arrangements, obtained appropriate approvals and will co-ordinate an appropriate Health and Safety induction** • **I confirm that the Export Control Policy has been correctly reviewed and considered**

Nominators Name:		**Nominators Signature:**	
Date:			

Authoriser's Declaration (Head of Department/Division, Head of School or Director)
• **I authorise the requested visit to take place** • **I confirm that the Export Control Policy has been correctly reviewed and considered**

Authorisers Name:		**Authorisers Signature:**	
Date:			

Global Mobility