

**[Letter of invitation for an international staff visitor– to be issued by the School/Department]**

**Private & Confidential**

Name

Address

Date

Dear «Title and Surname»

I am delighted to confirm your invitation as a Visitor to the «School» within the «Faculty» from «date» to «date».

There are a number of benefits associated with the invitation and these are outlined below:

* + Provision of a University ID swipe card for access to buildings,
  + Full borrowing rights with the John Ryland’s University library,
  + Full access to University computing facilities, including University subscription to on-line journals.

Please note however that as a Visitor you are not an employee or a member of the University’s staff and as such there is no entitlement to remuneration and associated terms and conditions of employment.

**[SELECT FROM THE VISITOR TYPES BELOW]**

As an Academic Visitor, the purpose of your visit is (delete any activities which you visitor will not be undertaking)):

1. To carry out research for your own purposes while on sabbatical leave from your home institution
2. To collaborate, gather information and facts, or conduct research, either for a specific project which directly relates to your employment overseas, or independently for a period of less than six months
3. To share knowledge or advise on an international project that is being led from the UK (but without carrying out any research in the UK)
4. To take part in a formal exchange arrangement with UK counterparts
5. To take part in research/ teaching/ clinical practice as an eminent doctor or dentist
6. To accompany students abroad as part of a study abroad programme [and, as a Professor, you may carry out a small amount of teaching]

If ATAS clearance is required for your visit, you must not commence research activities at the University until this has been obtained, and you must not undertake any activity while a visitor which is not permitted by your ATAS certificate. If there is a proposed change to your research activities during the course of your visit which necessitates further ATAS clearance, you must not commence the new research activities until clearance has been obtained.

**[OR]**

As a Standard Visitor, the purpose of your visit is (delete as appropriate):

1. To share knowledge or advise on an international project that is being led from the UK (but without carrying out any research in the UK)
2. To attend meetings/ conferences, seminars ,interviews
3. To negotiate and sign deals and contracts
4. To give a one-off or short series of talks and speeches (which are not organised as commercial events and will not make a profit for the University)
5. To gather information for your employment overseas
6. To conduct site visits and inspections
7. To install, dismantle, repair, service, or advise on equipment, computer software or hardware as an employee of a foreign manufacturer or supplier which has a contract of purchase or supply or lease with the University
8. To receive training, which is not available in your home country, in specific work practices or techniques which are required for your employment overseas and are not available in your home country
9. To attend trade fairs for promotional work only and not directly selling;
10. To act as an interpreter or translator for visiting business people who are all employed by, and doing the business of, the same overseas company.

**[OR]**

The purpose of your visit, as a Permitted Paid Engagement Visitor is:

1. To examine students and/or participate in or chair selection panels (delete as appropriate) as an academic who is highly qualified within your own field of expertise, as part of the University’s quality assurance processes;
2. To give lectures in your subject area as an expert (in the capacity of a visitor which does not amount to filling a teaching position for the University).

As a visitor to the University of Manchester, you will be required to present your passport and visa/immigration stamp to HR Services. A copy will be taken and retained for the duration of your visit, after which they will be destroyed. You are also required to ensure that any activity which you undertake is within the scope of permitted activities under your visa. You can find further information about permitted activities for visitors in the [Immigration Rules for visitors](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-v-visitor-rules).

You will be required to sign and return a [Staff Visitor Agreement](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=55558) before your start date. The University may terminate this invitation with immediate effect in the event that you are in breach of any of the provisions of the Agreement, you carry out activities outside the scope of your visa or if your conduct brings you or the University into disrepute.

May I welcome you to the University and should you have any queries regarding this invitation please do not hesitate to contact me.

Yours sincerely

**School/Department**

Enc.– Visitor Agreement Form