INTERNATIONAL STAFF VISITORS PROCEDURE

1.   When certain international staff visitors (i.e. non-student visitors coming from outside the UK) require physical or remote access to the University and its facilities, advance authorisation must be obtained from HR Services under this procedure.

2.   This procedure applies to the following categories of international staff visitor:

   -   Visitors who require physical access to the University and its facilities and need to hold an ATAS (Academic Technology Approval Scheme) certificate to carry out their activities, regardless of the length of visit;

   -   Visitors who require physical access to the University and its facilities and are not required to hold an ATAS certificate to carry out their activities, where the visit is for **more than one week**; and

   -   Visitors who require remote access of any duration.

   The procedure outlines the steps to be taken by a member of staff and their School or Directorate when seeking authorisation for a staff visit, the timeframes for making a request, and the responsibilities of personnel in the process. It should be read in conjunction with the International Visitor Policy.

2.   This procedure also applies to appointments under the Honorary Appointments Policy & Procedure, where the Honorary requires a visa to visit the UK to fulfil their appointment.

3.   This procedure does not apply to student visitors, including visitors currently identified as students under inbound study abroad programmes, student summer schools, or the Visiting Research Student Policy. Further guidance on how to determine whether a visitor is a staff or student visitor is provided at section 8 below.

Roles and Responsibilities

4.   It is the responsibility of the member of staff submitting the request for visitor status ("Nominating Individual") to complete the International Staff Visitor Request form ("Visitor Request form"), compile the required supporting documentation, and seek the relevant approvals for the visit. They must consider the University's Export Control Policy, ensuring

that Export Control clearance is obtained where required. For physical visits, they must also check that the visitor has, or is advised to obtain, the appropriate visa for the activities they plan to undertake during their visit, and direct and assist the visitor to obtain an ATAS certificate for research activities, where applicable. If, during a visit, there is a change in research activities which necessitates new ATAS clearance, the Nominating Individual must ensure that the visitor does not commence those research activities until a new ATAS certificate has been obtained. Further guidance is available [here](#).

5.   It is the responsibility of the visitor to adhere to all University policies and procedures during their visit, including the University's Export Control policy. Visitors who require physical access to the University must ensure they have a visa type which is which is appropriate for their activities and an ATAS certificate, where applicable. If, during the visit, there is a change in research activities which necessitates new ATAS clearance, the visitor must apply for new ATAS clearance immediately and must not commence those research activities until a new certificate has been obtained..

6.   It is the responsibility of the Head of School/Head of School Operations/ Director to review the request for a visitor and provide the necessary approvals, and confirm that, based on the information provided, the visitor has been correctly identified as a staff visitor; ATAS has been considered and a certificate applied for, if applicable; and that any export control requirements have been considered and addressed.

7.   It is the responsibility of HR Services to consider the Visitor Request form and the supporting documentation and to maintain accurate records; to check that the correct visa type is in place, or has been identified, for physical visitors, and that any ATAS and/or Export Control requirements have been considered and addressed; to determine whether the request for visitor status can be authorised; and to report the decision to the Nominating Individual or their School/Directorate. On the arrival of physical visitors to the University, it is the responsibility of HR Services to provide staff visitors with a University visitor card, check identity documents and immigration permission (where appropriate) and to maintain a register of staff visitors to the University.

Procedure

Step 1- Nominating Individual

8.   The Nominating Individual must first assess whether the visitor is properly categorised as a staff or student visitor. Distinct processes apply to staff and student visitors and it is essential that the appropriate process is followed. Status can be determined by answering the questions in the table below.

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Question	Yes	No
a) Is the visitor a current taught or research student at an overseas institution or other UK institution?	Go to question b	They are a staff visitor
b) Is the visitor also a salaried member of academic staff at a University, research institute, or other organisation?	Go to question c	They are a student visitor. Please seek advice from your Faculty / School based admissions team or the central Admissions team.
c) Is the visitor coming to the university to undertake study or research which is part of or relevant to a degree course elsewhere?	They are a student visitor, unless (d) applies. Please seek advice from your Faculty / School based admissions team or the central Admissions team.	Go to question (d)
d) Is the visitor a student elsewhere who is coming to the university to undertake a work placement that is either: • funded by an external organisation, or • is an assessed part of a UK degree?	They are a staff visitor	They are a student visitor

9. If the Nominating Individual is satisfied that the visitor is a staff visitor, they must complete a Visitor Request form, to be submitted to HR Services after appropriate approvals have been obtained within the school. The Nominating must make a brief case for inviting the visitor, setting out how the School/Institute will benefit from hosting them and what contribution they can expect them to make.

10.   For physical visitors, the Nominating Individual will need to consider the correct visa type for the activities the visitor will be carrying out at the University and identify this in the Visitor Request form. Further guidance about visa types is available at Appendix 1 to the [International Staff Visitor Policy](). To avoid the unnecessary cost and delay which may be caused by a visitor inadvertently obtaining the wrong visa-type, it is strongly advised that visitors (who do not already have an appropriate visa in place, i.e. a 'dependant' visa, Global Talent, Tier 1 / Entrepreneur, Tier 2 / Skilled worker), do not apply for a visa until their visit and visa type has been authorised by HR Services.

ATAS

11.   The Nominating Individual must also consider whether the visitor requires an ATAS certificate to carry out their activities while at the University. Visitors coming to carry out research from outside the EU, European Economic Area, Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland, or the USA, particularly in certain science and engineering areas, may require ATAS clearance from the UK government before research can begin.

As ATAS certificates are applicable to one HEI/research institute, visitors must obtain a valid certificate which specifically applies to their research at the University of Manchester. If the visitor is conducting research at more than one HEI/research institute, they will need to obtain a certificate for each, specifically detailing the research they will undertake at each HEI/research institute.

ATAS clearance must be obtained before the visa application is submitted. In the case of non-visa nationals, ATAS clearance must be obtained before entry to the UK. Where a visitor coming to the University already has a visa which permits research (e.g. a 'dependant' visa, Global Talent, Tier 1 / Entrepreneur, Tier 2 / Skilled worker), ATAS clearance must be obtained before research at the University starts.

12.   Where ATAS is a requirement, it is the responsibility of the Nominating Individual/School to ensure that:
-        the visitor is provided with appropriate information to enable them to submit an application for ATAS clearance, including agreed research plan and the CAH3 code for their research;
-        the visitor does not commence their research activities at the University until the

University has received an ATAS certificate for the visitor from the UK Government and HR Services has approved the visit; and

- during the visit, the visitor only undertakes research activities permitted by the ATAS certificate.

If the visitor changes their field of research during their visit to the University, they will need to obtain a new ATAS certificate before commencing the new research activities

Export Controls

13. For physical and remote visitors, the Nominating individual will also need to consider the [Export Control Policy](#) and whether export control clearance is required. Any export controls clearance should be obtained via the University's Export Controls Compliance team <u>before</u> the Nominating Individual seeks final approvals from the school and the Visitor Request form is submitted to HR Services.

Submitting the Visitor Request

14. Wherever possible, the Nominating Individual should seek to prepare and submit the Visitor Request form (with School/Directorate approvals) to HR Services at least <u>3 months</u> in advance of the proposed start date. This will ensure that any issues with the visa type, ATAS certificates and/or missed Export Control obligations can be addressed, without delaying the visit. (For example, if HR Services determines that a Tier 5, rather than an Academic Visitor visa, would be the correct visa type, this can take up to 6 to 8 weeks to put in place; an ATAS certificate can take 3 weeks to obtain, and Export Control clearance, 3 months.)

If, at an early stage before the visit has been approved by HR Services, the visitor needs a formal letter of invitation in order to secure funding, an [initial letter of invitation](#) may be provided. This confirms that the visitor has been invited to the University (subject to Export Control clearance and/or obtaining an ATAS certificate, if applicable) without including specific dates for the visit or visa type which should only be confirmed once the visit has been approved.

15. The Nominating Individual must collate the following documents in support of the Visitor Request:

- Visitor's CV
- Visitor's Passport / National ID scanned copy

- Signed Visitor Agreement
- Initial letter of invitation (if applicable)
- Visa (in circumstances where the visitor already has an appropriate visa in place)
- Tier 5 documentation (if applicable)

The Visitor Request form must be submitted to the Head of School/Head of School Operations/Director, along with the supporting documents, for local authorisation.

If the Visitor has applied for an ATAS certificate, the certificate (or notification of refusal) will be sent by the UK Government directly to a central University mailbox and provided to HR Services to match with the Visitor Request form.

Step 2- Head of School/ Head of School Operations/ Director

16. The Head of School/Head of School Operations/Director must consider the Visitor Request form and supporting documentation before deciding whether to authorise the visit, taking into account how the School/Institute will benefit and the contribution the visitor will make. When authorising a visit, they are required to confirm that, based on the information submitted, the visitor has been correctly identified as a staff and not a student visitor. They must also confirm that the Export Control Policy has been considered and clearance obtained, if appliable, and for physical visitors, whether an ATAS certificate is required.

17. Once local authorisation has been obtained, the form and supporting documentation should be submitted electronically to HRServices@manchester.ac.uk

Step 3- HR Services

18. HR Services will review the Visitor Request form and supporting documentation and, where possible, authorise the visit.

19. In some cases, HR may need further information from the Nominating Individual/School/Directorate before it can make its decision. For example, clarification may be required as to whether the visitor's research is independent or part of a collaborative project, since this will affect the appropriate visa type. In other cases, there may be concerns that export control compliance has not been given adequate consideration by the Nominating Individual/School/Directorate. In this situation, HR Services will request that the Export Controls Compliance team is consulted, and clearance obtained if required, before a decision is made.

20.   In limited circumstances, HR Services may need to reject a Visitor Request. This includes (but is not limited to) where the visitor should be correctly categorised as a student visitor; or where a copy of an (already obtained) visa is provided, but it is the incorrect type for the activities the visitor will undertake while at the University; or where the University is informed by the UK Government that the visitor's application for an ATAS certificate has been refused. In these cases, wherever possible, HR Services will advise the Nominating Individual/School/Directorate what steps can be taken for the visit to be approved.

21.   Normally, HR Services will make a decision on a Visitor Request within 2 weeks of receiving the application. However, it may be longer if further information/documentation is required, a physical visitor has obtained an incorrect visa, or export control requirements have not been adequately considered and addressed.

Step 4- Nominating Individual- Letters

22.   Once the visit has been authorised, the Nominating Individual may issue the visitor with a [formal letter of invitation](), which includes the dates of the visits, what the visitor is coming to do at the University and the corresponding visa type. A [Visitor Agreement]() must be enclosed with the letter and signed and returned by the visitor to the Nominating Individual before they commence their visit. A [letter for from the University to the Entry Clearance]() officer may also be provided to academic visitors in support of their visa application.

Step 5- HR Services- Welcoming the Visitor

23.   If a visitor request is authorised, HR Services will arrange an appointment with the visitor for the start of their visit, in order to check their identity documents and visa documents and to provide them with an access card and email address.

Timeframes

24.   Nominating Individuals/Schools/Directorates are encouraged to submit requests to HR Services for authorisation at the earliest opportunity.
        In most cases, a decision will be reached on a Visitor Request within 2 weeks of submission to HR Services. However, it is recommended that, wherever possible, Visitor Requests are submitted as soon as a visit is planned, or at least 3 months in advance of the proposed start date, so that if there is an issue with the visa type (where the visitor already has one in place), export control or ATAS compliance, steps can be taken to resolve the issues to enable authorisation, without having to delay the visit.