

**REQUESTING IT ACCESS AT THE UNIVERSITY**  
- **which route?**

A request must be made for all individuals who require onsite/building access and/or IT access (in person or remote) who will be visiting the University for more than one week and who are not subject to ATAS controls. If ATAS controls apply, then the request must be made regardless of the length of the visit.

Photographic ID MUST be provided with the form along with evidence of immigration status if the visitor is not a British/Irish citizen, unless they are an overseas request for remote access only.

**Visitor (Staff) Affiliation Form**

**Academic Visitors:**

Definition:

- Conducting independent or collaborative research at the University
- Conducting one-off academic pieces of work e.g., supervising/assessing PhD student(s) or supporting with academic delivery where there is no contract of employment, and a one-off payment is being made through the PR7 route\*

*Those travelling from overseas for collaborative research may require a TW-GAE visa and for independent research may require an Academic Visitor visa*

**Business Visitors:**

Definition:

- To attend meetings, conferences and/or seminars
- Give a one off or short series of talks, and a one-off payment is being made through the PR7 route\*
- Install, dismantle or repair goods/equipment if an overseas company has a contract with a UK organisation

**Permitted Paid Engagement (PPE): (non-British/Irish Citizens who are travelling from overseas)**

Definition: We can invite and pay an individual to come to the UK for up to one month if they are an expert in their profession, and the activity relates directly to their profession. On this route they can:

- Give a lecture or series of lectures
- Talk at a conference / seminar
- Examine or assess students
- Chair or take part in selection panels

**Student Visitors**

Definition: Conducting a short piece of research that is relevant to their course and there is **no** student relationship with the University of Manchester

*\*not permissible if the duties are carried out in the UK and the individual does not have the right to work in the UK in their own right*

**IT Access Request Form**

**Agency Temps**

Definition: Working for the University but are employed and paid through a temping agency

**NHS Employees who collaborate with UoM**

Definition: Employed by the NHS but their role may span the University and NHS and they require access to UoM systems and/or buildings

**Contractors**

Definition: Hold a contract with the University to undertake specific duties e.g., IT contractors

**Auditors**

Definition: University appointed or external auditors

**Personal Service Company (PSC)**

Definition: Invoices UoM as a company for the work completed and payment is made through the PSC weekly payroll

*Note: PR7 payments are NOT permitted through this route*