***PRINT ON DEPARTMENT/ COLLEGE HEADED PAPER***

****[DATE]

To the Entry Clearance Officer

The University of Oxford requests that [FULL NAME OF VISITOR] be admitted to the United Kingdom as a Business Visitor under a Standard Visitor visa for the period [DATE] to [DATE]. The main purpose of the visit is (delete as appropriate)

1. To share knowledge or experience relevant to, or advise on, an international project that is being led from the UK as an overseas scientist or researcher but not carrying out research in the United Kingdom;
2. To attend meetings/ conferences/ interviews (delete as appropriate) that were arranged before arrival in the UK;
3. To attend board meetings in the UK as a board-level director;
4. To attend trade fairs for promotional work only, not directly selling;
5. To arrange deals / negotiating or signing trade agreements or contracts (delete as appropriate);
6. To carry out a fact finding mission;
7. To conduct site visits;
8. To give a one-off or short series of talks and speeches provided these are not organised as commercial events and will not make a profit for the organiser:
9. 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;
10. To undertake some preaching or pastoral work as a religious worker who is based abroad and is not taking up an office, post or appointment;
11. To install, dismantle, repair, service, or advise on equipment, computer software or hardware as an employee of a foreign manufacturer or supplier;
12. To receive training, which is not available in their home country, in specific work practices or techniques which are required for their employment overseas;

The University has alerted [FULL NAME OF VISITOR] to the conditions overleaf.

[SIGNATURE AND PRINT NAME]

The visitor has been alerted to the following conditions of the visit:****

1. They will only visit the UK for up to six months;
2. They intend to leave the UK at the end of the period of the visit;
3. They can maintain and accommodate themselves (and any dependants) without using public funds;
4. They can meet the cost of an onward or return journey;
5. They will not receive pay from a UK source (except in respect of payment of reasonable expenses to cover the cost of travel and subsistence (if applicable));
6. They do not intend to live in the UK for extended periods through frequent or successive visits;
7. They do not intend to take paid or unpaid employment in the UK;
8. They do not intend to produce goods or provide services within the UK;
9. They do not intend to undertake a course of study as the main purpose of their visit and any incidental study will not exceed 30 days in total;
10. They are not a child under the age of 18;
11. They do not intend to marry or form a civil partnership;
12. They do not intend to give notice of a marriage or civil partnership;
13. They do not intend to receive private medical treatment;
14. They are not in transit to a country outside the common travel area.

As a visitor to the University of Oxford, you will be required to present your passport and visa/entry stamp (if applicable), and proof of when you entered the UK, to your host department. Copies will be taken and retained for the duration of your visit, after which, the copies will be destroyed.

Obtaining the Standard Visitor Visa - Business status

[Visa Nationals](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-visitor-visa-national-list) should submit this letter, along with their other supporting documents, with their Standard Visitor - Business Visitor visa application before travelling to the UK.

Non-visa nationals should have this letter with them when entering the UK so that they can present it if questioned about the purpose of their visit on arrival. Depending on the date of travel if may also be a requirement to apply for permission to travel to the UK, by obtaining an [**Electronic Travel Authorisation (ETA)**](https://www.gov.uk/guidance/apply-for-an-electronic-travel-authorisation-eta). Find out when you need an ETA to travel and can apply on the [gov.uk](https://www.gov.uk/guidance/check-when-you-can-get-an-electronic-travel-authorisation-eta) website.

Using eGates

Nationals of EU/EEA countries, Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland and the United States of America,visiting for up to 6 months,are permitted to use the automated e-Gates upon arrival to the UK. You are not permitted to use the e-Gate if you are travelling with children under the age of 10, or do not have a passport which contains a biometric chip, instead you must attend a staffed immigration desk.