

Visitors from overseas: a guide for Academics

Purpose of this guide

Visitors coming to the University from outside the UK/Ireland are required by the Home Office to enter the UK under an immigration category appropriate for their intended activity.

This short guide outlines the Home Office rules about international visitors coming to Oxford. We hope you will find it useful when planning visits.

Why is this important?

Oxford sponsors around 1000 Skilled Worker (employees) and Tier 5 (non-employees) research and academic staff as well as many international students. To retain our Home Office sponsorship licences we must comply with all Home Office rules – including for visitors.

We also want to ensure our visitors have a trouble free journey to Oxford and are not stopped at the airport to be questioned by immigration officials, or worse, prevented from entering the UK.

A little forward planning and, where necessary, asking advice from your HR Lead (who will in turn seek advice from the Staff Immigration Team, where required), should avoid any breaches of the immigration rules or difficulties for your visitors.

In cases where a visitor does get into difficulty entering the UK, we can contact the Home Office for help, but it becomes much more difficult if the visitor's visa arrangements are incorrect.

Who do the visitor immigration rules apply to?

Those already in the UK on a work visa may visit the University without restriction. However, anyone who is currently overseas and is **not** a national of UK/Ireland will need to enter the UK with / under the correct type of Visitor visa.

To obtain the right visitor visa a letter of invitation from the host department or college must be issued to the visitor as soon as possible. Depending on their nationality and the nature of the visit, some visitors will need to make a visa application in advance of travel whilst others will effectively make their application when they arrive at immigration control and enter the UK.

Europeans are granted Visitor visas on entry

The Home Office website tells Europeans, and some other nationals, that they 'do not need a visa' if they are coming for less than six months under the Visitor visa routes. What they actually mean is that Europeans do not have to apply for and obtain a Visitor visa before travelling to the UK, **they are instead automatically granted a Visitor visa on entry, but still have to meet the same criteria, abide by the same conditions, and will need the same relevant invitation letter issued by your HR team.**

Staff Immigration Team

University of Oxford
<https://staffimmigration.admin.ox.ac.uk>



What do I need to do?

Before a visit is agreed, contact your department or college HR Lead or department/faculty administrator to check internal processes for visitors in your department. Once a visit is agreed, they will advise the individual (with assistance from the Staff Immigration Team) on the appropriate immigration route for the agreed activity and prepare a letter of invitation to be sent to the visitor (based on templates we provide).

The HR Lead or department/faculty administrator is also required to check and copy the visitor's passport and visa when they arrive at Oxford so visitors should be directed to the relevant person on their first day so that copies can be taken. Copies are required for all visitors who have been issued with a letter of invitation to aid their entry into the UK where the visit is for more than one day.

Types of visitor visa

There are three relevant visitor immigration categories;

- Business Visitor
- Academic Visitor and
- Permitted Paid Engagement (PPE) Visitor.

Home Office rules define permitted activities under each category and there are specific restrictions about any payments and the length of visit (details on next page).

There are no provisions under the visitor immigration routes for visitors to work on University research projects or for students to take part in research internships. However, a separate visa route exists (Tier 5) for these categories which may be suitable. Your HR Lead or department/faculty administrator can give you advice on Tier 5.

! Since Brexit Europeans do need to obtain or enter under the correct visa !

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What can overseas visitors do at Oxford?

Academic Visitors may take part in independent research whilst on sabbatical leave, gather information or advise on an international project led from the UK (i.e. through meetings) give a one-off or short series of talks (provided these are not commercial events and the organiser is not making a profit) or take part in a formal exchange programme. Senior medical doctors may take part in research, teaching and clinical practice. Visitors under this route must be employed by an academic institution overseas; retired persons are not eligible.

Business Visitors may take part in business activity such as attending meetings, conferences or interviews, giving a one-off or short series of talks (provided these are not commercial events and the organiser is not making a profit) or gathering information for their employment overseas including planning future research collaborations (but not conducting research).

Permitted Paid Engagement (PPE) Visitors may come to give lectures in their subject area (but must not be fulfilling a teaching role) or be an examiner. All PPE visitors must be paid a fee (there is no minimum). Visitors under this route must be employed by an academic institution overseas; or giving lectures based on their work and field of expertise. Visitors can come for up to six months but the PPE activities must be completed **within the first 30 days** of the visit. For full details of permitted activities & restrictions of each route see <https://staffimmigration.admin.ox.ac.uk/visitor-visas>

The table below defines some common activities undertaken by visitors to Oxford and potential immigration routes:

Activity	Possible immigration route*	Payment	Max. length of visit
Giving a single or series of lectures/talks	Business visitor	None or Expenses only	6 months
	Academic visitor	None or Expenses only	12 months
	PPE visitor	Payment of fee required	First 30 days
	Tier 5	Funding required	2 years
Speaking at a conference	Business visitor	None or Expenses only	6 months
	Academic visitor	None or Expenses only	12 months
	PPE visitor	Payment of fee required	First 30 days
Attending a conference	Business visitor	None or Expenses only	6 months
	Academic visitor	None or Expenses only	12 months
Attending meetings (i.e. to discuss future research collaborations)	Business visitor	None or Expenses only	6 months
Sharing knowledge/experience of techniques, theories etc. but not conducting research on University projects	Academic visitor	None or Expenses only	12 months
Observe research conducted at the University and gather information and facts to inform own research overseas (but not working on the project)	Business visitor	None or Expenses only	6 months
Discuss/ advise on a project which is led from the UK (but not working on the project)	Business visitor	None or Expenses only	6 months
Conducting independent research whilst on sabbatical leave	Academic visitor	None or Expenses only	12 months
Collaborative (but not required) research – their own, or a side, project which would not be carried out otherwise	Academic visitor	None or Expenses only	6 months
	Tier 5	Funding required	2 years
Viewing University collections not available to the public for independent research	Academic visitor	None or Expenses only	12 months
Formal exchange of researchers (this is very rare - requires a formal pre-arranged exchange (both ways) of personnel between Oxford and another institution).	Academic visitor	None or Expenses only	12 months
Senior medical doctors taking part in research, teaching or clinical practice	Academic visitor	None or Expenses only	12 months
Overseas students taking part in research internships	Tier 5	Funding required	2 years
Attending a job interview	Business visitor	None or Expenses only	6 months

* Please ensure all restrictions and requirements of the immigration route are met.

Details can be found at <https://staffimmigration.admin.ox.ac.uk/visitor-visas> Visits should always be discussed with the HR Lead or department/faculty administrator, and the Staff Immigration Team if necessary, several months in advance of the intended visit.