**Overseas Visitors**

An overseas visitor is someone from outside the UK who is coming to BU for a temporary purpose, including those who will be carrying out only very limited paid work such as examiners. Please note, as free movement for EU/EEA/Swiss nationals ceased with effect from 1 January 2021, the visitor rules apply to EU/EEA/Swiss nationals in addition to non-EEA nationals.

Ordinarily there are four options open for individuals wishing to visit BU for work (paid or unpaid) purposes, the table below provides an overview of which route may be most appropriate and which guidance document to review for information about how to use this route. Prior to engaging individuals under any of the following routes **you** **must** complete an [Overseas Visitors Assessment form](https://intranetsp.bournemouth.ac.uk/formsrep/Non-EEA%20Visitor%20assessment%20form.docx) and send this to [Human Resources](mailto:BUVI@bournemouth.ac.uk) to assess. You **must not** issue a letter of support for a visitor until you have received confirmation of which route they may enter the UK and visit BU under.

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| **Type of Visitor** | **Who is this suitable for?** | **Maximum Stay** | **Payment** | **Must….** | **Must not….** | **Next steps…..** |
| [Academic visitor](https://www.gov.uk/government/publications/business-visitor-academic-visitor-vat12/business-visitor-academic-visitor-vat12) (sub group of Standard Visitor category) | An individual, employed but on approved sabbatical, from an overseas academic institution who wishes to come to the UK to make use of their leave to carry out their own **private research** or exchange information on research techniques. This may include some collaboration with staff at BU or use of facilities (but does not include conducting research on University hosted projects).  An academic (including doctors) taking part in an **arranged exchange**. For example, where BU is collaborating with an overseas university on research and exchange staff for some or all of the duration of the project (any salary should continue to be paid by the academic's own overseas institution).  An eminent senior doctor or dentist, (i.e. someone considered to be top of their field of expertise) coming to take part in research, teaching or clinical practice.  Scientists and Researchers may:  Gather information and facts for a specific project which directly relates to their employment overseas;  Share knowledge or advise on an international project that is being led from the UK, provided the visitor is not carrying out research in the UK. | 12 months (or 6 months in the case of Scientists and Researcher) | Only reasonable travel & subsistence expenses. No salary payments are allowed under any circumstances. | Be able to produce evidence that they are highly qualified in their own field of expertise and currently working in that field at an academic or higher education institution overseas.  Obtain a valid ATAS certificate prior to commencing research in any of the [specified subjects or fields of research](https://www.academic-technology-approval.service.gov.uk/).  Intend to leave the UK at the end of their visit.  Will not live in the UK for extended periods through frequent or successive visits, or make the UK their main home.  Be able to maintain themselves and any dependants without having recourse to public funds or work.  Be able to meet the cost of the return or onward journey from the UK. | Receive funding for their work from any United Kingdom source (payments of expenses, including travel or honoraria to cover their needs whilst in the UK may be disregarded, as may payments on an exchange basis).  Intend to take employment or engage in any work other than the academic activity for which they are being admitted.  Be filling a normal post or a genuine vacancy or provide short-term cover for a role (e.g. PTHP employment is not allowed).  Be entering to study for an academic qualification (these must come in on [a Student Visa](https://www.gov.uk/search?q=tier+4))  Be on sabbatical leave from a private research company  Be a named researcher on a grant or sponsored researcher  Be retired | Complete an  [Overseas Visitors Assessment form](https://intranetsp.bournemouth.ac.uk/formsrep/Non-EEA%20Visitor%20assessment%20form.docx) and send this to [HR](mailto:BUVI@bournemouth.ac.uk) to confirm if this is the appropriate route of entry.  Further details about this route are provided, including how to gain entry clearance and your responsibilities in the [Guidelines on Business and Academic Visitors from overseas.](http://intranetsp.bournemouth.ac.uk/policy/Guidelines%20on%20Academic%20and%20Business%20Visitors.docx) |
| [Business Visitor](https://www.gov.uk/standard-visitor-visa/overview) [(sub group of Standard Visitor category)](https://www.gov.uk/standard-visitor-visa/overview) | People attending interviews (where prior arrangements have been made for the interview).  People attending a conference or meeting.  Speaking at a conference on a one-off, non-commercial basis.  People receiving specific one-off training in UK techniques & work practices (but not on-the-job training).  Secondees from overseas companies who have a contract with a UK company, provided they are being paid by the overseas company. | 6 months | Only reasonable travel & subsistence expenses. No salary. | Intend to leave the UK at the end of their visit.  Be able to maintain themselves and any dependants without having recourse to public funds or work.  Be able to meet the cost of the return or onward journey from the UK.  Will not live in the UK for extended periods through frequent or successive visits, or make the UK their main home. | Receive funding for their work from any United Kingdom source (payments of expenses, including travel or honoraria to cover their needs whilst in the UK may be disregarded, as may payments on an exchange basis).  Intend to take employment or engage in any work other than the activity for which they are being admitted.  Be filling a normal post or a genuine vacancy.  Be entering to study for an academic qualification (these must come in on [a Student Visa](https://www.gov.uk/search?q=tier+4))  Be on sabbatical leave from a private research company  Be a named researcher on a grant or sponsored researcher  Be retired. | Complete an Overseas  [Visitors Assessment form](https://intranetsp.bournemouth.ac.uk/formsrep/Non-EEA%20Visitor%20assessment%20form.docx) and send this to [HR](mailto:BUVI@bournemouth.ac.uk) to confirm if this is the appropriate route of entry.  Further details about this route are provided, including how to gain entry clearance and your responsibilities in the [Guidelines on Business and Academic Visitors from overseas.](http://intranetsp.bournemouth.ac.uk/policy/Guidelines%20on%20Academic%20and%20Business%20Visitors.docx) |
| [Permitted Paid Engagements](https://www.gov.uk/permitted-paid-engagement-visa) | Visiting examiners, assessors and lecturers who are coming to:  give a lecture or series of lectures in their field of expertise (but not undertake a formal teaching role or vacancy),  examine students, or to participate in or chair selection panels (academics who are highly qualified in their field of expertise) | 1 month | Yes, a job description should be provided to HR and evaluated.  Pay should be in line with grade of the job. | Work must relate to their expertise / qualifications and full-time overseas occupation.  Be paid.  Have an invitation.  Intend to leave the UK at the end of their visit.  Be able to maintain themselves and any dependants without having recourse to public funds or work.  Be able to meet the cost of the return or onward journey from the UK. | Be filling a normal post or a genuine vacancy.  Do work unrelated to their main job or area of expertise at home or sell merchandise  Extend their visa or switch to another visa.  Live in the UK for extended period  Access [public funds](https://www.gov.uk/government/publications/public-funds--2)  Be entering to study for an academic qualification (these must come in on a [Student Visa](https://www.gov.uk/search?q=tier+4))  Bring family members (dependents).  They must apply separately.  Be retired. | Complete an [Overseas Visitors Assessment form](https://intranetsp.bournemouth.ac.uk/formsrep/Non-EEA%20Visitor%20assessment%20form.docx) and send this to [HR](mailto:BUVI@bournemouth.ac.uk) to confirm if this is the appropriate route of entry.  Further details about this route are provided, including how to gain entry clearance and your responsibilities in the [Guidelines on Permitted Paid Engagements (PPE) for academics from overseas.](http://intranetsp.bournemouth.ac.uk/policy/Guidelines%20on%20Permitted%20Paid%20Engagaments.docx) |
| [Tempory Worker (Government Authorised Exchange) Sponsored Researchers](https://www.gov.uk/tier-5-government-authorised-exchange) | Sponsored researchers  Visiting academics giving lectures, acting as an examiner or working on supernumerary research collaborations. | 24 months | The individual should be fully financially supported i.e. sponsored by an external organisation for the duration of sponsorship | Be filling a supernumerary post. This means the post is over and above your normal requirements and if the person filling the role was not there, it wouldn’t be filled by anyone else.  Be working under the full or partial control of the University, which will directly and formally benefit from the research.  Be fully financially supported and comply with UK employment law (e.g. be paid above the National Minimum Wage).  The post they are undertaking must be at NQF level 3 or above as defined by the UKVI’s [Standard Occupational Classification (SOC) codes](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/303033/CoP_-_Apr_14_V0_6.pdf).  Be able to comply with Home Office maintenance requirements.  Intend to leave the UK at the end of their visit.  Have a Certificate of Sponsorship assigned to them by BU.  Obtain a valid ATAS certificate prior to submitting a visa application if conducting research in a [specified subject or field of research](https://www.academic-technology-approval.service.gov.uk/). | Be filling a normal post or a genuine vacancy.  Be establishing a business in the UK  Take part in work or training for a period longer than approved for the scheme.  Access [public funds](https://www.gov.uk/government/publications/public-funds--2).  Be entering to study for an academic qualification (these must come in on [Student Visa](https://www.gov.uk/search?q=tier+4)). | BU has a sponsorship licence for Temporary Worker visa.  To be able to sponsor someone under this route review and follow the [Guidelines on Employing Temporary Workers (Government Authorised Exchange)](http://intranetsp.bournemouth.ac.uk/policy/Guidelines%20on%20employing%20Tier%205%20Sponsored%20Researchers.docx)  Complete an [Overseas Visitors Assessment form](https://intranetsp.bournemouth.ac.uk/formsrep/Non-EEA%20Visitor%20assessment%20form.docx) and send this to [HR](mailto:BUVI@bournemouth.ac.uk) to confirm if this is the appropriate route of entry.  **Prior** to any confirmation of arrangements, you must confirm to Human Resources in writing the nature of the visit, the work the individual proposes to do and the assessment/recruitment process for appointment (e.g. how knowledge of the role and relevant experience will be assessed) and  provide scanned copies of the individuals passport and relevant qualifications. |