

UNIVERSITY of BIRMINGHAM

International Student Advisory Service

General Visa Assessment form

Guidance is included.

Section 1 – 3 -to be completed by the Academic/Inviter

Section 1 – completed by the Academic

Name of School:	
Name of Academic:	
Contact email:	
Purpose of visit:	
Start date of course/research:	
End date of course/research:	

Section 2 – details of the visitor

Family Name:	
Name(s):	
Title:	
Nationality:	
Date of Birth:	
Contact email:	
Will the visitor bring dependants to the UK?	

Section 3 – Visitor background information

#	Immigration detail	Required information from the Academic/Inviter		Supporting Documents/evidence	ISAS COMMENTS
		Yes	No		
Tick as appropriate					
1	Is the visitor an <u>academic member of staff on leave from an overseas academic institution</u> making use of their leave to carry out their own private research		If No - go to (2)		
	What is the name of their institution and Department/school etc			CV Contract of employment/ Evidence of employment	
	What position do they hold (including title)?			Will be evidenced in the above	
2	Academic staff (including doctors) taking part in formal exchange arrangements with United Kingdom counterparts		If No - go to (3)		
	What is the name of their institution and Department/school etc			Provide a copy of the MoU /MoA	
3	Eminent senior doctors and dentists (that is, those considered to be top of their field of expertise) coming to take part in research, teaching or clinical practice		If No - go to (4)		
	How you have assessed that above named is an eminent senior doctor or dentist and how his activity in your School meets this requirement			Please provide an outline of how this assessment is made	
4	If the above is a member of staff at a private research or other facility where he is a qualified member of staff?		If No - go to (5)		
	The name of the institution overseas				
	The position held by the above				
	Evidence received by you to confirm their position/employment			Link to institution Contract Other assessable evidence	
	Your basis for approving an invitation to the UK as an academic visitor				
Tick as appropriate					
		Yes	No		

5	Will they receive funding from a UK source (expenses/ reasonable honoraria/ payments on exchange basis are disregarded)	If yes see ISAS comments		Yes to all	Must not receive funding for their work from any United Kingdom source
	Will only undertake work for which they are being admitted?		If no see ISAS comments		Must not engage in any work other than the academic activity for which they are being admitted
	Is this filling a normal post or a genuine vacancy?	If yes see ISAS comments			Must not fill a normal vacancy/post
	Are they in the UK for more than 12 months?	If yes see ISAS comments			Not stay in the UK for more than 12 months
	Are they taking employment in the UK;	If yes see ISAS comments			Must not intend to take employment in the UK
Tick as appropriate		Yes	No		
6	Is the above currently a student in their home country?	If yes go to next questions			
	The name of the institution being attended?				
	The level of his studies (UG, PGT, PGR)?				
	His current academic year and status?				
	When he is due to complete their studies?				
7	Will the research/work they will undertake here, form part of the qualification they will achieve in their home Educational Institution or area?				
8	Will they remain a student in their home institution?				
9	Is the work that the individual would be undertaking part of a formal research project led by the UoB?				
10	Would the UoB be controlling /supervising the individuals work here?				
11	Would the UoB be benefiting from the individuals work?				

FOR COMPLETION BY ISAS ONLY

Assessment Outcome:

Please tick the appropriate category for the applicant -

1) Academic Visitor

2) Student Visitor Visa

3) Tier 4 (General) Student

Please forward this form to the ISAS Department for visa assessment.

Print Name: _____

Sign: _____ **Date:** _____

General Guidance on completing this form

Visits for the purpose of 'academic engagement' can potentially be assessed under either the Business Visa Route (Academic Visitors) or Student route (a visa route that covers an extensive range of academic engagement).

The information in this form is used by the International Student Advisory Service to assess against the criteria in applicable Statutory Rules.

Your visitor should be sent a holding email (****available from ISAS** if you want it**)

How to complete the form:

- Section 1** Complete this section with your information
- Section 2** Complete this section with information about your visitor. If you do not have the information you should ask for it from the individual e.g. statutory rules clearly define minimum age therefore we should have the date of birth to make an accurate assessment
- Section 3** Complete all 'blue' part of this section. If a field is not applicable enter 'N/A' – if you leave the sections blank without explanation, the ISAS will not guess what should be there but will return with further enquiries.

When you have completed the information return the form by email to:

Helen Eastham (Head of the International Student Advisory Service) - h.eastham@bham.ac.uk with a copy to Amanda Griffiths (Government and Society) – a.griffiths@bham.ac.uk

What happens next?

The ISAS will assess the information and either:

- (a) Contact you for more information or
- (b) Email you with the details of the applicable route

Your school contact (Amanda Griffiths) will be included in the email and will then send you an invitation letter for signature which is sent to the visitor to make their visa application.

Any questions – email Helen Eastham (Head of the International Student Advisory Service) - h.eastham@bham.ac.uk or telephone on ext 46939