



Arranging for a visitor to the Mathematical Institute

1. SPONSORSHIP OF VISITORS

The Sponsorship of Visitors form should be completed for **all** prospective visitors to the Mathematical Institute who will require access to services during their visit, including access to departmental IT facilities, University Card, desk space and Whitehead Library. This form should be completed **before** they arrive. The form should be completed by the “academic sponsor”. In some cases this will be a funded research project or centre in which case this form can be completed by the local administrative support. In other cases the sponsor will be an individual member of the faculty in which case this form should be completed by that faculty member.

If the visit is for longer than six months and is not part of a funded research project held in the department prior approval for the visit should be obtained from the Chairman of the Research Committee.

2. COMPLETION OF THE SPONSORSHIP OF VISITORS FORM – PART A

The sponsor (either individual or research centre/project) should complete Section A of the form. Some research centres and projects, for example OXPDE and OCCAM may have local arrangements for the approval of visitors to the centre. For further information please ask the Project Manager or local administrator.

3. BENCH FEES

There are costs associated with hosting visitors such as the provision of space and IT facilities. For this reason sponsors are asked to explore with the prospective visitor whether there is funding available for fees. At present the standard fee is £130 per month. Separate payment will be expected from **all** visitors for large volumes of photocopying or large items of postage.

4. IT FACILITIES

For visitors who are going to be in the department for a brief time such as seminar speakers and those attending meetings the use of Eduroam is recommended. Visitors who wish to use the full range of departmental IT facilities an IT account should be requested by filling in the Sponsorship of Visitors Form.

5. OTHER FACILITIES

Visitors normally have access to shared office space, use of common room facilities and the Whitehead library if requested.

6. COMPLETION OF THE VISITORS FORM – PART B

Part B of the form should be completed by the local administrative support where applicable or by the Visitors' Co-ordinator, Dawn Bevan. All forms should be returned to the Visitors' Co-ordinator, currently Dawn Bevan (Room SGF1, email: dawn.bevan@maths.ox.ac.uk, tel: (2)73530.)

7. APPROVAL

Applications are approved by the Chairman of the Department. Unless authority to issue invitation letters has been delegated an invitation letter will be sent by the Chairman to the visitor. The sponsor will be informed once the invitation letter has been issued.

8. ON ARRIVAL

On arrival all visitors who are going to require access to departmental facilities will be asked to complete a visitor registration form and confirm that they have the appropriate visa. If the visitor is a visa national a check should be made of their visa and a copy kept along with the visitor registration form. This check may be made locally (i.e. by research centre administrative staff) but the paperwork should be forwarded to the Visitors' Co-ordinator, Dawn Bevan.

9. VISAS

It is important that regardless of the length of the visit consideration is given to whether or not the visitor needs to have a visa to enter the UK. **A general tourist visa does not allow the holder to participate in University activities.** One possible consequence of non-compliance is that the visitor may be refused entry to the UK, and another is sanctions against the University. It is therefore essential that anyone coming to the Mathematical Institute to be involved in our activities has the appropriate visa. The following aims to give some initial guidance on what type of visa is required.

WHO NEEDS A VISA?

Visitors to the UK from outside the EU who wish to participate in **any** activities in the University must hold an appropriate visa. Visitors holding a general 'tourist' visa are **not** allowed to participate in any activities in the University whatsoever.

WHAT TYPE OF VISA IS REQUIRED?

Business visitors

If a visitor is based abroad and has no intention of transferring his/her base to the UK even temporarily and will not receive his/her salary from a UK source (though he/she can receive reasonable expenses to cover the cost of travel and subsistence) they may be classed as a **business visitor**. This visa would cover activities such as meetings, conferences (including as speaker) or interviews.

Academic Visitors

If a visitor is on leave from an overseas academic institution and wishes to come to the UK to make use of their leave to carry out their own private research which may include some collaboration with staff at the host university or use of facilities then they may be classed as an **academic visitor**. They must not receive funding from a UK source although payments for expenses, including travel or honoraria to cover their needs whilst in the UK are permitted. Their stay should not exceed 12 months **and they should not engage in work other than the academic activity for which they are being admitted**. For example if admitted to pursue research they could not undertake teaching.

Tier 5

Neither Business Visitor nor Academic Visitor visas allows migrants to work on University-hosted research projects. Such migrants should consider applying for a Sponsored Researcher visa under Tier 5.

VISA WAIVER SCHEMES

There are some countries whose nationals do not require a visa for visits of six months or less. However the definitions of what these visitors are allowed to do while in the department are the same as described above. They will need a visitor letter to enter the country. **It is essential that the visitor undertakes only those activities outlined in the letter of invitation.** For example if a visitor has been invited to pursue their research and give a seminar they would not be allowed, for example, to undertake teaching during their visit. A list of countries that require a visa is available at

<http://www.ukba.homeoffice.gov.uk/policyandlaw/immigrationlaw/immigrationrules/appendix1/>

The above information is given to show the importance of getting the visa status right. The UKBA rules are subject to change so it is advisable to check their website www.ukba.homeoffice.gov.uk or seek advice from Brenda Willoughby brenda@maths.ox.ac.uk about individual cases.