

Visitors: Guidance for Supervisors

We recommend the application process is started at least two months in advance of your visitor's anticipated start date if your visitor is from outside the EEA and requires a visa.

A visa is required for any visitor from outside of the European Economic Area (ATAS clearance may also be required). There are a number of different types of visa available and it is important that visitors confirm what sort of visa they need with us before applying. **It is the responsibility of the visitor to ensure that they have the correct visa before they travel.** It may be necessary for us to contact the International Student Office for advice on the appropriate visa.

Visitors are categorised as either:

- Student visitor
- Academic visitor
- Employee of another institution
- Independent visitor

We will issue a Visitor Agreement and T&Cs according to their status.

Visitors must ensure:

- They advise HR and the Supervisor if their start date is delayed.
- They must return a signed copy of their Visitor Agreement letter.
- They should provide a scan copy of their passport.
- If visitors are staying more than a month they should attend an induction session.
- They must return their access cards to the receptionist on their last day.

Supervisors must ensure:

- They have filled in the online visitor application form.
- There is a signed Visitor Agreement in place
- HR have a copy of their passport for their file
- They have agreed bench fees (if applicable) with the visitor

Access cards can be issued by the receptionist in the Physiology building.

University Cards are only issued to visitors staying more than six months.

Visitors working with (live) animals will need to complete a Job Hazard Evaluation Form (OHF29) and Security Checks (HR21).