

## Inviting an overseas academic colleague to visit Queen Mary University of London.

Please be aware that visitors coming to Queen Mary from outside of the European Economic Area (EEA) will be required to gain entry to the UK under an immigration category appropriate for the agreed activity.

This short guide outlines the Home Office rules about visitors coming to Queen Mary from outside the h<sup>2</sup>. We hope you will find it useful when planning visits.

### Please note

**Whichever visa route your visitor chooses to take, Queen Mary is required by law to retain evidence of their permission to work in the UK. They will need to report to either HR or a departmental administrator in your School so that a copy of their passport and visitor visa/stamp can be taken for our records.**

### Questions to Consider

If you intend to invite a colleague from an overseas institution to join us at Queen Mary, there are specific details that need to be established before the visit can take place:

1. Does the visiting academic - by way of personal/other circumstances- already have an established right to enter and/or work in the UK?
  - If yes or if you are unsure: please speak with your School's [HR contact](#) for further assistance.
  - If no: please continue to question 2.
2. Will the type of activity undertaken by the visiting academic attract remuneration, other than expenses, for work completed?
  - If yes, please refer to the [Permitted Paid Engagement section](#)
  - If no, please refer to the [Standard Visitor Visa section](#)

It should be noted, that in specific circumstances visiting academics might be able to travel without applying for a visa in advance. Please see "[When a visa may not be required](#)" section.

### Standard Visitor Visa (Academic)

This visa is suitable for:

- A person on leave 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 the host university or use of facilities.
- An academic (including doctors) taking part in an arranged exchange. (Although any salary is paid by the academic's own overseas institution).
- An eminent senior doctor or dentist coming to take part in research, teaching or clinical practice.

Reasonable travel & subsistence expenses are permissible (receipts must be retained by Queen Mary).

### Maximum Stay: up to 12 Months

You can find further information and details on how to apply for this visa on the [Home Office website](#).

## Permitted Paid Engagement (PPE) under Standard Visitor Visa

The following activities are suitable for visitors under this sub-category:

- Give a lecture or series of lectures (but not undertake a formal teaching role),
- Examine students, or to participate in or chair selection panels, or
- To speak at a conference / event

**Maximum Stay: up to 6 months under Standard Visitor Visa, PPE activities must be within the first month**

In order to apply for a PPE Visa a visiting academic will require the following:

- An invitation letter from Queen Mary
- Evidence of their professional status in their home country, depending on the engagement they are doing, this includes:
  - publications in a particular field of expertise
  - evidence of previous lectures given in that field
  - a letter from your employer confirming where you work and your area of expertise

You can find further information and details on how to apply for this visa on the [Home Office website](#).

### Visa Processing times:

The Home Office provides information on the [guide processing times](#), if your colleague wishes to see how long getting a visa might take in their country.

### Further assistance:

If the type of activity you wish the visiting academic to undertake is not covered in this document or that duration of the visit will be more than 12 months please speak with your School's [HR contact](#).

If you need any further advice or support to assist them for their visit, please let us know.

### HR Immigration Team

Human Resources

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