HR7a Extend Visitor Access Request

This form should be used as a tool to capture information required to submit the [Extend Visitor Access Request](https://sotonproduction.service-now.com/serviceportal?id=sc_cat_item&sys_id=ab3a9c7c1bb3e1d081f34157b04bcb6c). Where the visitor is sponsored by the University under the Government Authorised Exchange (GAE) visa and requires an extension, the [Extend International Sponsored Researcher (Visitor) Request](https://sotonproduction.service-now.com/serviceportal?id=sc_cat_item&sys_id=256d9f8c1b3f21d081f34157b04bcbc4) should be used instead.

Certain visitors undertaking research either inside or outside the UK will require approval from Research and Innovation Services (RIS) for research compliance. Please note this is in addition to ATAS clearance (if required). Please contact RIS via [exportandsecurity@soton.ac.uk](mailto:exportandsecurity@soton.ac.uk) if you have any questions for research compliance.

Missing information will delay the access process.

Details on the Visitor Policy can be found via [Visitors | Human Resources | University of Southampton](https://www.southampton.ac.uk/hr/services/visitors/index.page)

## Section 1: Visitor personal details

|  |  |
| --- | --- |
| Personal Title |  |
| First Names(s)  *As per the passport or formal documents* |  |
| Family or Last Name  *As per the passport or formal documents* |  |
| Email Address |  |
| Visitor ID Number |  |

## Section 2: Visiting Extension Details

|  |  |
| --- | --- |
| Existing Visitor Title | Choose an item. |
| Change to Existing Visitor Title  *See* [*Visiting Appointment Criteria*](https://www.southampton.ac.uk/~assets/doc/hr/Visiting%20Appointment%20Criteria.pdf) *for details* | Choose an item. |
| Reason for extension of visit |  |
| Will the visitor undertake **any element** of research at postgraduate-level (or above) as part of their visit? | Yes  No |
| Please select the visitor’s nationality | UK National  Irish National  International (Outside of UK) |
| Visit Extension Start Date: | Click or tap to enter a date. |
| Visit End Date: | Click or tap to enter a date. |
| Confirmation of University Host Name: |  |
| University Host Email: |  |
| Does the visitor require access to PURE? | Yes  No |

## Section 3: International Visitors only

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please provide the following information: | | |  | |
| * Country of the visitor’s University/institution: | | |  | |
| * Name of the institution the visitor is coming from (their employer: | | |  | |
| * How is this visit being funded? | | |  | |
| Is the visitor coming to the UK to visit the University from overseas? | | **a)** No, they are located overseas, won’t physically visit the University and require systems access only  **b)** No, they are already in the UK  **c)** Yes, they will be coming to the UK to physically visit the University | | |
| Please provide the visitor’s nationality | |  | | |
| If the visitor is not coming to the UK, go to [Section 4](#_Section_4:_Request).  Otherwise, continue with this section. | | | | |
| What type of visa does/will the visitor hold as part of this visit? | | a) Visitor Visa (6 Months Max)  b) Visitor Visa (12 Months – Academic)  c) EU, EEA or Swiss national (6 Months Max)  d) Work visa sponsored by another organisation  e) Student visa sponsored by another institution  f) Other, including PBS dependant, Graduate, Doctoral Extension Scheme, Global Talent, UK Ancestry, Indefinite Leave to Remain or status under the EU Settlement Scheme | | |
| **For the Visitor Visa (12 Month – Academic) category**  If the answers to the below are ‘No’, the visitor is likely to be ineligible for this type of visitor visa | | | | |
| Confirm one or more of the activities permitted under this visa.  *If none apply, the visitor is likely to be ineligible for a 12-month Academic Visitor Visa* | Take part in formal exchange arrangements with UK counterparts (including doctors)  Carry out research for their own purposes as they are on sabbatical leave from their home institution  They are an eminent senior doctor or dentist, taking part in research, teaching or clinical practice which does not amount to filling a permanent teaching post at the University  None of the above | | | |
| Is the visitor highly qualified within their own field of expertise? | | | | Yes  No |
| Is the visitor currently working in their field of expertise at an academic institution or institution of higher education overseas? | | | | Yes  No |
| **Academic Technology Approval Scheme (ATAS)**  [ATAS](https://www.gov.uk/guidance/academic-technology-approval-scheme) is a serious condition for security of University and UK research.  A visitor will be subject to ATAS where **all** the following is met:   * The visitor is coming to the UK or is currently in the UK with a visitor visa (6 months or 12 month) or holds a Skilled Worker/Tier 2, GAE/Tier 5 or Student/Tier 4 visa; **and** * Visiting activity includes ***any element*** of research in a [relevant subject to ATAS](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-atas-academic-technology-approval-scheme-atas) at postgraduate-level (or above); **and** * They are not a national from an exempt country listed in [under ATAS](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-atas-academic-technology-approval-scheme-atas).   If subject to ATAS, **the** **University host must provide the visitor with a CAH3 code and Research Statement** (examples [here](https://sotonac.sharepoint.com/teams/UniversityofSouthampton-VisasandImmigration/SitePages/ATAS---Research-Statement-examples.aspx)) and the visitor must use this to apply for and obtain a valid ATAS certificate. **The ATAS certificate must be in place before they start their visit, and the ATAS certificate must be attached to the HR Request.**  Activities in scope for ATAS are:   * Gathering information and facts for a specific project which directly relates to their employment overseas, or to support independent research. * Taking part in formal exchange arrangements with UK counterparts. * Carrying out research for their own purposes or as a group.   Internal members of the University should review the [ATAS SharePoint site page](https://sotonac.sharepoint.com/teams/UniversityofSouthampton-VisasandImmigration/SitePages/Academic-Technology-Approval-Scheme-(ATAS).aspx) for further details on the process and responsibilities. | | | | |
| Is the visitor’s nationality exempt from needing ATAS?  *Check* [*GOV.UK When you don’t need an ATAS certificate*](https://www.gov.uk/guidance/find-out-if-you-require-an-atas-certificate#when-you-dont-need-an-atas-certificate)  *If the visitor is exempt by nationality, go to Section 5.* | | | | Yes  No |
| Will the activities the visitor be undertaking include **any element** of research at postgraduate-level or above? | | | | Yes  No |
| If ‘Yes’ to the above, please choose the subject area relates to any element of the research.  *Select ‘None of the above’ if the subject is not there. If more than one applies, choose the most relevant. Details on Academic Disciplines and CAH codes are* [*here*](https://sotonac.sharepoint.com/teams/UniversityofSouthampton-VisasandImmigration/SitePages/ATAS-Relevant-Academic-Disciplines-and-CAH3-codes.aspx)*.* | | | | Choose an item. |
| Is the visitor subject to ATAS?  *Where subject to ATAS, you will need to attach a copy of the certificate to the HR Request* | | | | Yes  No |

## Section 4: Request Submitted by (University of Southampton Hosting Department)

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Post Title: |  |
| School/Service: |  | | |
| Signature: |  | Date: |  |
| I confirm this request is in alignment with University guidance and the relevant HR policy. I acknowledge that if changes to the content of the HR Request are required **after** it has been approved, the HR Request will need to be re-approved, which may cause delays in processing the request. | | | Yes  No |

## Section 5: Host Approval (University of Southampton Host)

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Post Title: |  |
| School/Service: |  | | |
| Signature: |  | Date: |  |

## Section 6: Head of School Approval

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Head of School: |  | | |
| Signature: |  | Date: |  |

**All required documents must be attached to the** [**Extend Visitor Access Request**](https://sotonproduction.service-now.com/serviceportal?id=sc_cat_item&sys_id=ab3a9c7c1bb3e1d081f34157b04bcb6c) **before the request can be submitted. Any missing documents will result in delays in processing.**

For further information please see the [University Visitors webpage](https://www.southampton.ac.uk/hr/services/visitors/index.page).