HR7a Extend International Sponsored Researcher (Visitor)

This form should be used as a tool to capture information required submit the [Extend International Sponsored Researcher (Visitor) Request](https://sotonproduction.service-now.com/serviceportal?id=sc_cat_item&sys_id=256d9f8c1b3f21d081f34157b04bcbc4). This request should be used where the visitor’s visa is already sponsored by the University and requires an extension to their visitor status and sponsorship under the **Government Authorised Exchange (GAE) visa**. Where the visitor is not sponsored the University and requires an extension, the [Extend Visitor Access Request](https://sotonproduction.service-now.com/serviceportal?id=sc_cat_item&sys_id=ab3a9c7c1bb3e1d081f34157b04bcb6c) should be used.

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* |  |
| Family or Last Name*As per the passport* |  |
| Email Address |  |
| Visitor ID Number |  |

## Section 2: Document to obtain

|  |  |
| --- | --- |
| Official funding letter, including **all the following**:* Formal header and footer
* Signature and name of authorised signatory/stamped
* Full name and date of birth of applicant
* Confirmation of their employment status/role title/status
* If employed, acknowledgement the employer is aware of the applicant's absence due to research/purpose/visit to the UK
* Duration or dates of revised visit to the UK
* Confirmation of funding (value, currency and frequency)
 | Yes [ ]  No [ ]  |

## Section 3: GAE Eligibility

|  |  |
| --- | --- |
| Does the visitor continue to be a Sponsored Researcher?*Sponsored researchers include academics, researchers, scientists, research engineers or other skilled research technology specialists who will be hosted at a Higher Education Institution in a supernumerary role.* | Yes [ ]  No [ ]  |
| Which of the following criteria does the work fall under? |
| * Work on research collaborations with the University of Southampton
 |[ ]
| * Give lectures (which does not amount to a formal teaching post)
 |[ ]
| * Act as an examiner
 |[ ]
| * Undertake skill development/knowledge transfer
 |[ ]
| * Undertake a period of work-based training / work experience / internship / placement
 |[ ]
| * Other:
* *Please detail*
 | [ ]  |
| Do the visitor’s activities continue to be supernumerary?*Supernumerary means that the visitor's work will be over and above the normal staffing needs of the University and if the person filling the role was not there, it wouldn’t be filled by anyone else. I confirm this work does not fill a vacancy in the University (employment or casual work).**The visitor's activities must be over and above the normal staffing needs of the University to be sponsored under GAE.* | Yes [ ]  No [ ]  |
| Will the visitor continue to undertake skilled activities at RQF level 3 or above?*Please see here for the qualification criteria:*[*https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels*](https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels) | Yes [ ]  No [ ]  |
| How many hours per week will the visitor be undertaking the activities for?*Full time is 35 hours per week at the University* |  |
| Does the visitor intend to leave the UK at the end of their visit? | Yes [ ]  No [ ]  |
| Will the visit be for 24 months or less? | Yes [ ]  No [ ]  |
| Provide a short summary of the reason for the visit extension:*This information will be input on the Certificate of Sponsorship for the visa.* |  |
| Provide a cost code to charge the Certificate of Sponsorship to (£25): |  |

## Section 4: Funding Details

The visitor must continue to be in receipt of continued funding to be eligible for the GAE route. This cannot come from savings or from family members. Please obtain this information from the visitor and cross-check against the official funding extension letter received.

|  |  |
| --- | --- |
| Will the visitor be able to support themselves (and any dependants) without recourse to public funds? | Yes [ ]  No [ ]  |
| How will the visitor continue to be funded?* Their overseas employer
* A non-UK funding body
* The University of Southampton
 | [ ] [ ] [ ]  |
| Will all the funding be paid directly to the visitor via the external source? | Yes [ ]  No [ ]  |
| Please provide details for how the funding will be paid to the visitor: |  |
| Does the funding meet [UK National Minimum Wage](https://www.gov.uk/national-minimum-wage-rates) (NMW)?*Total funding ÷ total number of weeks in visit ÷ hours per week* | Yes [ ]  No [ ]  |
| How much is the funding?*This can be in GBP or another currency. The Staff Visa team will check the conversion of overseas currency to check it meets NMW* |  |
| How frequent will the funding be paid? | Choose an item. |

## Section 5: Academic Technology Approval Scheme (ATAS) Requirement

[ATAS](https://www.gov.uk/guidance/academic-technology-approval-scheme) is a serious requirement for security of University and UK research. Please provide the following details required to check if ATAS applies to the visitor and the activities they will be undertaking for the extension. As part of the sponsorship process, the HR Staff Visa team will check if the visitor requires ATAS using the information provided below. If subject to ATAS, the HR Staff Visa team will ask the host/manager for a [Research Statement](https://sotonac.sharepoint.com/teams/UniversityofSouthampton-VisasandImmigration/SitePages/ATAS---Research-Statement-examples.aspx) which the visitor will need to apply for their ATAS certificate. Where ATAS is applicable, sponsorship will not be provided until the ATAS certificate is received.

Internal members of the University should review the [ATAS SharePoint site page](https://sotonac.sharepoint.com/teams/UniversityofSouthampton-VisasandImmigration/SitePages/Academic-Technology-Approval-Scheme-%28ATAS%29.aspx) for further details on the process and responsibilities.

|  |  |
| --- | --- |
| Please provide the visitor’s nationality*As per the passport* |  |
| 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 6.* | Yes [ ]  No [ ]  |
| Will the activities the visitor be undertaking include **any element** of research at PhD-level or above? | Yes [ ]  No [ ]  |
| If Yes to the above, which subject area relates to the element of 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. |

## Section 6: Visiting Appointment Details

|  |  |
| --- | --- |
| Visit Extension Start Date:*Ensure this is no less than 10 weeks in advance from the current visiting end date* | Click or tap to enter a date. |
| Visit End Date: | Click or tap to enter a date. |
| University Line Manager Name: |  |
| University Line Manager Email:*Please ensure you select the correct manager – the manager is copied into the visitor correspondence, incorrect manager details can lead to a Data Breach.*  |  |
| Does the visitor require continued or new access to PURE? | Yes [ ]  No [ ]  |

## Section 7: 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 this 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 8: Line Manager Approval (University of Southampton)

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Post Title: |  |
| School/Service: |  |
| Signature: |  | Date: |  |
| I confirm the department / I will continue to uphold the Government Authorised Exchange sponsorship duties for the individual from the time the Certificate of Sponsorship has been assigned. If there are any changes to the workers circumstances, I will inform HR as a priority.Please see line management responsibilities [here](https://www.southampton.ac.uk/~assets/doc/hr/GUIDELINES%20Temporary%20Worker%20%28T5%29%20Manager%20Responsibilities.pdf).  | Yes [ ]  |

## Section 9: Head of School Approval

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

**All required documents must be attached to the** [**Extend International Sponsored Researcher (Visitor) Request**](https://sotonproduction.service-now.com/serviceportal?id=sc_cat_item&sys_id=256d9f8c1b3f21d081f34157b04bcbc4) **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).