HR7 International Sponsored Researcher

This form should be used as a tool to capture information required in order to submit the [International Sponsored Researcher (Visitor) Request](https://sotonproduction.service-now.com/serviceportal?id=sc_cat_item&sys_id=4f3765341b7be1d081f34157b04bcb56). The approved request will be used to register the sponsored researcher as a visitor, providing access to University of Southampton IT systems, an ID badge and sponsorship under the **Government Authorised Exchange (GAE) visa**.

Visitors and line managers should review the [Guidelines - Visa Routes for International Visitors](https://www.southampton.ac.uk/~assets/doc/hr/Guidance%20-%20Visa%20Routes%20for%20International%20Visitors.pdf) to check which UK visa type is appropriate based on the main purpose of the visit to the UK and University. If the visitor already has a visa or permission to visit the UK to undertake the visiting activities, the [Visitor Access Request](https://sotonproduction.service-now.com/serviceportal?id=sc_cat_item&sys_id=3d994e5e1bbb69d081f34157b04bcbb0) must be used instead.

Where the visitor is granted a GAE visa, they will receive an email with instructions on how to subscribe shortly after their right to work check. 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 |  |
| Has the person worked or registered as a visitor within the University?If Yes, provide ID number | Yes [ ]  No [ ]  Don’t know [ ]  |
| Provide the visitor with the Visitor Privacy Notice and ensure they have read and agreed to this*Check it is the current version* [*here*](https://www.southampton.ac.uk/assets/sharepoint/intranet/hr/How%20to/Privacy%20Notice%20-%20Visitor.docx) | Yes [ ]  No [ ]  |

## Section 2: Documents to obtain

|  |  |
| --- | --- |
| [COS personal details form](https://www.southampton.ac.uk/~assets/doc/hr/Temporary%20Worker%20%28Tier%205%29%20-%20COS%20Personal%20Details%20Form.docx)*Completed by the visitor* | Yes [ ]  No [ ]  |
| Copy of Visitor’s CV*Evidencing they have the skills and experience to undertake the activities* | Yes [ ]  No [ ]  |
| Copy of Visitor’s Qualifications*Evidencing they have the skills to undertake the activities* | Yes [ ]  No [ ]  |
| Clear colour copy of the Visitor’s Passport and any current UK visas | Yes [ ]  No [ ]  |
| Supporting document(s) showing how the visitor was chosen/invited/applied for this visit | Yes [ ]  No [ ]  |
| Project Plan (1-2 pages), detailing **all the following**:* The activities being undertaken
* Why the work is supernumerary
* Why activities are classed as RQF level 3 (or above)
* If the work is research, details of collaboration with the University of Southampton
* Visit dates
* How the visitor will be funded including monthly figure in GBP
* University of Southampton line manager details responsible for the individual while being sponsored
 | Yes [ ]  No [ ]  |
| 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 visit to the UK
* Confirmation of funding (value, currency and frequency)
 | Yes [ ]  No [ ]  |

## Section 3: GAE Eligibility

|  |  |
| --- | --- |
| Is the visitor 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 (select at least one) |
| * 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*
 | [ ]  |
| Provide a short summary of the reason for the visit:*This information will be input on the Certificate of Sponsorship for the visa.* |  |
| Will the visitor’s activities 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 be undertaking 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 cost code to charge the Certificate of Sponsorship to (£25): |  |
| List the countries where the visitor currently receives income. This is for Finance purposes. |  |

## Section 4: Funding Details

The visitor must be in receipt of 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 letter received.

|  |  |
| --- | --- |
| Will the visitor be able to support themselves (and any dependants) without recourse to public funds? | Yes [ ]  No [ ]  |
| How will the visitor be funded?* Their overseas employer
* A non-UK funding body
* The University of Southampton
 | [ ] [ ] [ ]  |
| Will all the funding be paid 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. 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, please choose the subject area which 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. |

## Section 6: Visiting Appointment Details

|  |  |
| --- | --- |
| Visit Start Date:*Ensure this is no less than 10 weeks in advance from when you submit the HR Request* | Click or tap to enter a date. |
| Visit End Date:*Cannot be shorter than 28 days or longer than 2 years* | Click or tap to enter a date. |
| School/Department they are visiting: |  |
| Faculty they are visiting: |  |
| If required, provide the Division/Section |  |
| Location of visit:*University Campus* | Choose an item. |
| Visitor Title: | Choose an item. |
| Line Manager Name: |  |
| University Line Manager Email:*Must be a University of Southampton employee. 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 access to PURE? | Yes [ ]  No [ ]  |
| Is the visitor eligible to claim expenses? | 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 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: |  | Date: |  |

**All required documents must be attached to the** [**International Sponsored Researcher (Visitor) Request**](https://sotonproduction.service-now.com/serviceportal?id=sc_cat_item&sys_id=4f3765341b7be1d081f34157b04bcb56) **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).