HR7 Visitor Access Request

This form should be used as a tool to capture information required in order to submit the [Visitor Access Request](https://sotonproduction.service-now.com/serviceportal?id=sc_cat_item&sys_id=3d994e5e1bbb69d081f34157b04bcbb0&sysparm_category=47cb8195dba56340f91c8c994b96193d). The approved request will be used to register the visitor, providing access to University of Southampton IT systems and an ID badge.

For international visitors, prospective visitors and hosts 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 requires sponsorship under the Government Authorised Exchange (GAE) visa, the [International Sponsored Researcher Request](https://sotonproduction.service-now.com/serviceportal?id=sc_cat_item&sys_id=4f3765341b7be1d081f34157b04bcb56) must 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.

On their start date visitors will be provided with instructions for how to register for their IT account and apply for an ID card (if required). 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 any formal documents* |  |
| Family or Last Name  *As per the passport or any formal documents* |  |
| Email Address |  |
| Visitor’s Day of birth  *Required for security checks* |  |
| Visitor’s Month of birth  *Required for security checks* |  |
| Please select the visitor’s nationality | UK National  Irish National  International (Outside of UK) |
| 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: Visiting Appointment Details

|  |  |
| --- | --- |
| 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 visit: |  |
| Will the visitor undertake **any element** of research at postgraduate-level (or above) as part of their visit? | Yes  No |
| Visit Start date: | Click or tap to enter a date. |
| Visit End date:  *Cannot be less than 28 days* | Click or tap to enter a date. |
| School/Department they are visiting: |  |
| Faculty they are visiting: |  |
| If required, provide the Division/Section |  |
| University Host Name: |  |
| University Host Email: |  |
| Is the visitor eligible to claim expenses? | Yes  No |
| 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 list the countries where the visitor currently receives income.  *This is for Finance purposes* | |  | | |
| 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 UK visa does the individual hold as part of this visit? | a) Visitor Visa - Max period 6 months  b) Visitor Visa (Academic) – Max period 12 months  c) EU, EEA or Swiss national – Max period 6 months  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 (Academic) – 12 Month 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?  *Typically holds a PhD* | | | | 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 4.* | | | | 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, 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. |
| Is the visitor subject to ATAS?  *Where subject to ATAS, the visitor must apply for ATAS and provide the certificate. The certificate must be attached 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** [**Visitor Access Request**](https://sotonproduction.service-now.com/serviceportal?id=sc_cat_item&sys_id=3d994e5e1bbb69d081f34157b04bcbb0) **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).