

ACADEMIC VISITORS : SUMMARY OF INVITATION PROCEDURE

<ul style="list-style-type: none"> Who is eligible to sponsor a visitor? <i>(see Policy & Procedure information sheet)</i> 	Established academic staff (or academic-related staff at HoD's discretion)
<ul style="list-style-type: none"> What is the nationality of the visitor? 	<p>CHECK (for forms see link below):</p> <ul style="list-style-type: none"> The passport held by the visitor – copy required from every visitor If a Certificate of Sponsorship is required, final application MUST be made with all documents four months in advance of the visit to allow for submission to Staff Immigration Team and for Visitor to obtain a visa. <p>(See Policy and Procedure, clause 2.5 for minimum deadlines)</p>
<ul style="list-style-type: none"> What is the status of the visitor? – professor / postdoc/ postgrad / postgrad student / undergrad / employee of commercial firm? 	
<ul style="list-style-type: none"> What is the precise nature of the work to be undertaken during the visit? 	
<ul style="list-style-type: none"> The duration of the visit. 	
<ul style="list-style-type: none"> Is a Certificate of Sponsorship required? 	

IF CERTIFICATE OF SPONSORSHIP IS **NOT** REQUIRED:

<ul style="list-style-type: none"> Complete hard copy Application to host form, attaching copy personal details page of passport, CV and at least two references, and submit to HoD for approval. 	<p>Head of Department's Office will:</p> <ul style="list-style-type: none"> Post letter of invitation and accompanying documentation.
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IF CERTIFICATE OF SPONSORSHIP **IS** REQUIRED:

<ul style="list-style-type: none"> Complete hard copy Application to host form, attaching copy personal details page of passport, CV and at least two references, and submit to the Head of Department for approval. 	<p>Head of Department's Office will:</p> <ul style="list-style-type: none"> apply for Certificate of Sponsorship from the University's Staff Information Team (SIT); post a letter of invitation and departmental documentation to visitor; in due course, the visitor will receive an e-mail from SIT with a Certificate of Sponsorship Number and Guidance Notes (well in advance to enable Visitor to apply for a visa/entry clearance from their local British Consulate).
<ul style="list-style-type: none"> Request the listed scanned documents from your visitor, complete 'Draft Certificate of Sponsorship Initial Application – Tier 5' form, and forward an electronic copy of form and documents to HoD's office. 	

All information sheets and forms are available at:

<http://www.materials.ox.ac.uk/local/documents.html?panel=2#AcademicVisitorForms>