

DEPARTMENT OF MATERIALS – WORKSHOPS/SEMINARS/CONFERENCES

VISA REQUIREMENTS

The Department of Materials is not responsible for obtaining visas on behalf of visitors who attend workshops arranged by members of the Department. However, we are required to keep centrally in the Head of Department's office a copy of all invitation letters to workshops, seminars and conferences, and to check and certify passports of attendees on arrival. Please check with the Head of Department's office for current procedures.

If a successful applicant to a workshop is a visa-national post-doc, PhD student or undergraduate from another academic institution, the co-ordinator of the workshop may provide them with an official acknowledgement of registration form or letter, stating the title of the workshop, a brief overview of what will be undertaken, the venue/location, dates/times, and stating that the successful applicant is officially registered for that period.

Under new legislation from the Home Office Visa & Immigration service and advice from the University's Staff Immigration Team, all workshop attendees **should be able** to get a visa under the "Business Visitor" route for "one-off training". However, the decision as to the visa route of an applicant remains with the visa post in the home country.

The text of an example of a letter of invitation appears below:

(Materials letterhead)

[Name of Organiser]
[Position of Organiser]

Full Name and Title of person to be invited
Full postal address

Date: 2015
Tel: +44 (0)1865 2
Fax: +44 (0)1865 2
e-mail: @materials.ox.ac.uk

The following information might be required depending
on country of citizenship:

Date of Birth
Passport No:
Date of Expiry:

VIA E-MAIL

Dear

Name of Workshop/Seminar/Conference
Venue of Workshop/Seminar Conference
Dates of Workshop/Seminar/Conference

Thank you for registering for this meeting/workshop/seminar/conference, of which I am
organiser.

You are invited you to participate in this meeting/workshop/conference/seminar, and to [
brief description of what person will do at the workshop/conference/seminar –
presenting/chairing a session, participating in poster session etc.].

We look forward to seeing you in Oxford in [month]

Yours sincerely

[Signature]

Name of organiser, etc.
Title etc.