Guidelines

**Title:** Visitor Registration Form and extension (HR7) Guidelines

**From:** HR Operations / Recruitment  
**Date:** 12 August 2016

Visitors are deemed as individuals who come to the University to undertake research or a scholarship which does not contribute to a qualification either at the University or at another institution. In order to given visitors access to the University’s central database, ResourceLink, a Visitor Registration form must be completed and returned to HR.

Visitors are not temporary workers who are employed via an agency or Tempbank and must not be receiving pay from the University of Southampton in their capacity as a visitor.

This process is for Visiting Academics from both the UK/EEA and International Visitors from either an academic institution or private company, undertaking either independent research or working collaboratively with the University of Southampton.

The following guidelines provide clarification on filling out the HR7 Visitor Registration Form.

1. **VISITOR INFORMATION**

   **First Name:** First name as referred to on the passport or formal documentation
   **Surname/ Family Name:** As referred to on the passport or formal documentation
   **Title:** Professor; Doctor; Captain; Mr; Mrs; Miss; Ms etc.
   **Visitor Nationality:** As referred to on the passport. To help identify international visitors.
   **Current home address:** Place of residence at the time the registration is made.
   **Visitor telephone number/ email address:** To be able to contact the visitor directly prior to the start of their visit.

2. **EMERGENCY CONTACT OR NEXT OF KIN INFORMATION FOR VISITOR**

   The University may, in a case of emergency need to contact someone known to the visitor on their behalf.

   *For international visitors:* This will ordinarily be a contact from their country of origin, or a personal contact within the UK. It will not be a member of the University.

3. **VISITING APPOINTMENT DETAILS**

   Please tick the box that confirms which visitor option is most suited to the visit. There are numerous visitor routes into the UK and for international visitors (those visitors outside of the UK/EEA) an entry visa will be required.

   For further information on the specific visitor routes refer to the Home Office, Visa and Immigration website or the HR, Right to Work in the UK website.

**International Visitors Only**

In order to help you identify which visitor route is the most appropriate it’s important to understand the reason for the visit and the type of research the individual will do. This is due to the different eligibility criteria stipulated by the UKVI. One of the main differences is the type of research; Independent or Collaborative.
Independent research is for visitors carrying out their own research (e.g.) if they were writing a book they would need the use of our library and Wi-Fi but would not need help writing the book. Individuals undertaking independent research will not be formally supervised or managed by a member of the University, but they will have someone to be a point of contact on campus.

Collaborative research is where the individual contributes to our research (e.g.) they will be working with others on a research project or under the direct supervision of someone at the University who is guiding their research and having input.

4. DEPARTMENT DETAILS

This section is for recording the details of the requesting faculty. Please ensure all areas are filled out so that we are able to contact the relevant person should we need to clarify any information.

Faculty/ Professional Service: As per the University hierarchy, e.g. Business, Law and Art/ COO
Academic Unit/ Department: As per the University hierarchy, e.g. Business School/ iSolutions

5. VISITOR DETAILS

Please note for International Visitors who require entry clearance into the UK we require documentary evidence of certain information. If you are able to supply this now it will help avoid delays in processing.

Visit start and end dates: Visitors will be subject to a minimum and maximum stay at the University in order to monitor their access to computer systems and buildings. This is dependent on visitor type. See also the visiting appointment criteria

Information on the minimum and maximum length of stay for International Visitors

<table>
<thead>
<tr>
<th>Visitor Title</th>
<th>Minimum stay</th>
<th>Maximum stay</th>
<th>Renewable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Visitor Visa (Academic Visitor - Non UK/EEA)</td>
<td></td>
<td>1 year</td>
<td>No but can reapply when returns home</td>
</tr>
<tr>
<td>Tier 5 (GAE) (i.e.) Sponsored Researcher</td>
<td></td>
<td>2 years</td>
<td>No but can reapply when returns home</td>
</tr>
</tbody>
</table>

University of Southampton minimum and maximum length of stay for Visitors. PLEASE NOTE INTERNATIONAL VISITORS WILL ONLY BE ABLE TO STAY FOR THE MAXIMUM LENGTH OF TIME STATED ON THEIR VISA

<table>
<thead>
<tr>
<th>Visitor Title</th>
<th>Minimum stay</th>
<th>Maximum stay</th>
<th>Renewable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visiting Professor</td>
<td>3 months</td>
<td>3 years</td>
<td>Yes</td>
</tr>
<tr>
<td>Adjunct Professor</td>
<td>3 months</td>
<td>3 years</td>
<td>Yes</td>
</tr>
<tr>
<td>Visiting Fellow</td>
<td>3 months</td>
<td>3 years</td>
<td>Yes</td>
</tr>
<tr>
<td>Adjunct Fellow</td>
<td>3 months</td>
<td>3 years</td>
<td>Yes</td>
</tr>
<tr>
<td>Visiting Academic</td>
<td>1 month</td>
<td>1 year</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-Academic Visitor</td>
<td>1 month</td>
<td>1 year</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Other visiting titles not named in the above table are not covered by the visiting academic policy and have no minimum / maximum stay requirements (e.g.) Diamond Jubilee, Honorary Professor etc.

Entry Clearance: Will the visitor require entry clearance to the UK? All international visitors (Non UK/EEA) will require entry clearance.

Copy of Passport: We require a passport for all visitors for UKVI regulations. If you can provide this with the request it will speed up the process.
Visa Type: Please confirm the visa type as per the information given above. This is not needed for UK/EEA Visitors

The University uses 2 main routes for International Visitors. The standard visitor visa and the Temporary Worker Tier 5 (GAE).

For further details please refer to the Guidelines for International Academic Visitors and/or Guidelines for Tier 5 Temporary Visitors.

Subproject Code: For Tier 5 visas a subproject code is required to enable the cost of the visa (£21) to be recharged to the relevant faculty.

Institute or organisation they're visiting from:
This may be an education provider for academics or a commercial organisation. It is likely to be the organisation who will be paying the visitor.

Is this a spin-out company? Yes/ No

Information re terms of visit: It's important for international visitors to understand if they are on sabbatical leave from their home institution and if this institution is academic or industry.

UKVI also require international visitors to confirm their funding from the institute or organisation who will provide maintenance during their UK visit.

Reason for visit: Independent research (e.g.) writing a book. Individuals will not be supervised but will have a host as a point of contact on campus.

Collaborative research (e.g.) working with others on a research project or under the direct supervision of someone at the University who is guiding their research and having input.

Other: this could be contractors or consultants coming in for a fixed period of time.

Overview of purpose / duties: Please include a short paragraph outlining their role and responsibilities whilst at the University.

Please note Tier 5 International Visitors who require entry clearance into the UK will also need to fill out a COS personal details form which will be forwarded from HR. and provide proof of their awarded funds for their stay here (letter from funding body).

6. VISITING ACADEMIC TITLES

All visiting Professors, Fellows and academics will need to provide a copy of their current CV to support an application.

For non-academic visitors, it is at the discretion of the Supervisor whether they require a current CV.

Visitor title: The majority of visitors will fall within one of the above categories, however these do not distinguish between visitors in Professional Services. In these instances, please specify the type of visitor.

7. REQUEST SUBMITTED BY:

Normally this will be the details of the host manager, or the person submitting the request.

8. HEAD OF ACADEMIC UNIT APPROVAL

This will be the details of the Head of the Academic Unit, who will be responsible for the visitor.

9. UNIVERSITY EXECUTIVE BOARD (UEB)

All visitor requests should be signed off by the relevant member of the UEB for the faculty. If the Dean has already signed the Head of Academic Unit approval they do not need to sign again.

Return To: All visitor registrations must be submitted to HR by using the HR ServiceNow Online system.
Note for Visiting Students

Visitors who come to the University to undertake some form of study or research which contributes towards a qualification at the University (including exchange students and visiting research students) should be classed as students. Students are be dealt with via Registry Services, who must be contacted in the first instance to ensure that the individual is entered on Banner in an appropriate way. For more information please visit: www.southampton.ac.uk/studentadmin/applications_admissions/

If the visitor is a student at another academic institution and they require entry clearance into the UK, they will need to consider the most appropriate visitor route according to the UK Visa and Immigration policy. Please refer to https://www.gov.uk/study-visit-visa