# **OSGA Visitor Application form**

Before completing this application, please read the OSGA Visitors policy & procedure and familiarise yourself with the Visitor application process document. In particular, it is recommended that prospective applicants consider who in the School might be able to offer appropriate support as an Academic Host and contact them for advice before applying to the Academic Visitor Programme.

Please ensure that you submit a complete application with all the required information.

Once you have submitted your application, your identified Academic Host and associated Programme Administrator will be asked to review before it is submitted to the Programme Management Committee for approval.

Visitors should note that applications will need to be submitted by the following deadlines for the academic year 2023-24 to enable all Programme Management Committees to approve applications:

* Monday 25 September 2023 (Michaelmas Term Programme Management Committees)
* Monday 1 January 2024 (Hilary Term Programme Management Committees)
* Monday 8 April 2024 (Trinity Term Programme Management Committees)

However, visitors requiring a visa and/or ATAS clearance should note that their visit start date may be impacted and/or delayed by the visa/ATAS process.

## **Visas and work permits**

These arrangements are subject to change to reflect prevailing Home Office regulations.

Visitors to the University from outside the U.K. who do not already have the right to visit the U.K. must ensure they have the appropriate visa for the activities they are going to undertake. The necessary visa must be obtained *before* coming to the University and *we are required to ask all visitors to OSGA to confirm their immigration status via a visa and passport check with HR.* For more information about visas, please contact the School’s Human Resources Team: visitors@area.ox.ac.uk

## Academic Technology Approval Scheme (ATAS) Declaration for a Visitor Application

With effect from 21 May 2021 the UK Government requires that all international visiting researchers need to provide an ATAS (Academic Technology Approval Scheme) declaration prior to arrival in the UK *and* prior to any UK Home Office required Visa application being submitted. For more information please visit: <https://staffimmigration.admin.ox.ac.uk/atas-researchers>

* ATAS certificates can take 2-6 weeks to be issued.
* Thereafter, a minimum of 16 weeks prior to arrival if the visitor is a non-UK citizen (without ILR status) and requires a visa.
* Minimum of 8 weeks prior to arrival if only a letter of invitation from the School is required e.g. international student / non-collaborator.
* Minimum of 14 days prior to arrival if an EEA citizen with pre-settled / settled status.

**Please Note:**

* All applications will require a research statement provided by the Academic Host.
* Please ensure you discuss any prospective ATAS application with OSGA HR in advance of completing and submitting an ATAS application: visitors@area.ox.ac.uk
* Failure to present an ATAS certificate on a visitor’s first day in the School along with all other UK Home Office required documentation will result in not being able to enter the School.
* The ATAS certificate, and appropriate Visa must be presented to OSGA HR before any research/activity can take place within the department.
* As a requirement, all current Visitors requiring a new or visa extension must also apply for an ATAS certificate prior to their visa extension application. It is essential to plan well in advance to prevent the lapse of any Visa.
* Should the ATAS application be declined by FCDO please be aware the decision made is final and that OSGA HR will not be provided the reasons for this and will therefore not be able to proceed.

## **Visitor fees**

Standard OSGA fees: visitors will be charged £250 per month or £600 per term.

Programmes may use their discretion in setting fees relating to Academic Visitors engaged in collaboration (Type A). Programmes may set discretionary fees if providing visitors with desk space agreed by prior arrangement.

The School does not provide salary or other financial payments to visitors. Visitors should apply for research funding schemes through their own institutions. The visitor will also be responsible for their travel, accommodation, visa fees and all maintenance costs.

## **Application Form:**

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| **A - Personal Details** |
| **Title:**  | **Surname:**  |
| **Forename(s):**  |
| **Home Institution/Place of Work:**  |
| **Position/Role:**  |
| **Correspondence address:**  |
| **Email address:**  |
| **Nationality:****Do you have dual nationality? If so, please state all nationalities held** |
| * All Academic visitors will need to liaise with OSGA HR to ensure they apply for the correct type of visa (either an Academic visitor visa or a Tier 5 (Government Authorised Exchange – Sponsored Researcher) visa (<https://staffimmigration.admin.ox.ac.uk/standard-visitor-visas>)
* All academic visitors will need to check with OSGA HR to see if they require an ATAS Certificate (<https://www.gov.uk/guidance/academic-technology-approval-scheme>)
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| **B - Details of planned visit** |
| **Name of Academic Host in OSGA:**Note: You should have contacted your named Academic Host and been granted his/her agreement before submitting this form |
| **What is the category of your visit (please select one option):****TYPE A: Academic visitor: Collaborator [ ]** **TYPE B: Academic visitor: Non-Collaborator [ ]** **TYPE C: Practitioner visitor: Collaborator [ ]**  |
| **Anticipated visit start date:**  | **Anticipated visit end date:** Note: A visit to OSGA can be for a minimum of one month and a maximum of one year (365 days). The visit should commence on a working day in the U.K. agreed in advance with the Academic Host |
| **Are you a current visitor wanting to extend your status?** Yes or No | **If yes, please provide your current University card number and its expiry date:**  |
| **I would like my association to be with (please select one option):** |
| The Oxford School of Global Area Studies (OSGA) [ ] African Studies Centre (ASC) [ ] Contemporary Chinese Studies (CCSP) [ ] Global and Area Studies (GAS) [ ] Latin American Centre (LAC) [ ] Middle East Studies (MES) [ ] Nissan Institute of Japanese Studies (Nissan) [ ] Russian and East European Studies (REES) [ ] South Asia Studies (CSASP) [ ]  |  |  |
| **C – Purpose of visit** |
| **Please indicate the purpose of your visit (recommended maximum length 1000 words):*****For example, provide an outline of planned activities, events, collaborative research projects, prospective publications etc. Please also submit a curriculum vitae (C.V.) with this application form (C.V. should not exceed 2 pages)*** |
| **E – Agreement** |
| **I confirm that if accepted on the School’s Visitor Programme:** * **I agree to comply with the School’s Visitor Policy and Procedure**
* **I will cooperate fully with the OSGA HR team to ensure that the correct visa and/or work permit (including ATAS certificates) is arranged if required**
* **I will pay all required visitor fees as invoiced by OSGA Finance**

**Signed:****Date:**Please note that OSGA’s Professional Services team endeavour to provide efficient, considered, and respectful service and support at all times. If you have a complaint about the service or support you are receiving from Professional Services, please address this to: HAF@area.ox.ac.ukPlease note the School operates a zero-tolerance approach to protecting its staff and students from offensive behaviour which includes verbal or physical abuse, hostility and/or violence. |

**Data protection**

In the course of completing this application, you have provided information about yourself (‘personal data’). We (the University of Oxford) are the ‘data controller’ for this information, which means we decide how to use it and are responsible for looking after it in accordance with the UK General Data Protection Regulation and associated data protection legislation.

**Retention period**

We will only retain your data for as long as we need it to fulfil our purposes, including any relating to legal, accounting, or reporting requirements.

Data you have submitted as part of your application will be deleted no more than 26 months after the final decision is recorded on the application, unless it is required to be retained for longer to comply with our legal or reporting requirements.

Data you have not submitted as part of your application may be retained for up to 12 months.