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HR Division

October 2024

**Request for a Visiting Researcher**

 **Title**

This form must be completed by the Head of Department/Division (The Proposer) and returned to the Divisional Administrator along with a copy of the individual’s CV. **The proposer should sign the form followed by the Departmental Administrator.**

Please refer to the HR guidance on Honorary & Visiting Associations [here](https://www.imperial.ac.uk/human-resources/recruitment-and-promotions/recruitment/honorary-and-visiting-associations/)

1. **Pre-request assessment**
2. **UK Immigration requirements:**
* Before requesting a Visiting Researcher Association, individuals without an unrestricted right to live and research in the UK should [review the guidance provided on the Immigration & Compliance pages](http://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/other-engagements/). If you have any questions, please contact the Staff Compliance Team.
* Nationals of certain countries may not need a UK visa for visits under 6 months, while some may apply for an [Electronic Travel Authorization (ETA)](https://www.gov.uk/guidance/apply-for-an-electronic-travel-authorisation-eta) instead of a 6-month visa.
* Certain academic visitors may qualify for a 12-month visit visa, with additional eligibility requirements outlined [here](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-v-visitor) under. Please note that visits over 6 months are more restricted in terms of permitted activity.
* For visits requiring a standard visitor visa of 6-12 months, a standard template letter should be provided to support the application.
* For Visiting Researcher Associates visiting the UK/Imperial under the [standard visitor](https://www.gov.uk/standard-visitor-visa) [rules](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-v-visitor), they must align with [permitted activities](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-visitor-permitted-activities) for academics and researchers. Research activity types expand for visits to the UK of up to 6 months.
* If planned activities do not fit within permitted categories or exceed 6 months, further advice should be sought from the Staff Compliance Team.
* Depending on the research activity and duration of the visit, researchers may need either a standard visitor visa or sponsorship under the T5 Sponsored Researcher scheme. For guidance, contact the Staff Compliance Team.
* Although Visiting Researcher Associations are not classified as work, it's recommended to request and be satisfied of evidence of identity and permission to undertake research before the visit begins.
1. **Academic Technology Approval Scheme (ATAS) requirements:**
* Where an Visiting Researcher Associate will be:
	+ applying for or already holds a [UK immigration status that requires ATAS](https://www.gov.uk/guidance/academic-technology-approval-scheme) (*see page 3 ATAS assessment section*); and
	+ undertaking research activities at PhD level or above; and
	+ in one of the Academic Subjects/Fields of Research relevant to ATAS; and
	+ is not an ATAS exempt national,

they will be required to obtain a free of charge [ATAS certificate](https://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/academic-technology-approval-scheme-atas/) and provide this to the host department **before** they are permitted to start their research visit or have access to Imperial systems.

* We recommend that where ATAS is required (see form for details) the application is submitted before any application for UK visa, and before travel arrangements are finalised.
* ATAS is a legal requirement for initiating a research visit, rather than solely for a UK visa application. If the research can be conducted remotely from Imperial but there's a possibility of a UK visit during the association period, Imperial may need to request the ATAS certificate before research can commence. The Department should retain the ATAS certificate evidence
* Please contact the Staff Compliance Team for advice/guidance where required
1. **Request information**

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| **Visiting Researcher details** |
| Head of Department/Division (Proposer):  | Click or tap here to enter text. |
| Department/Division:Organisational code for ICIS Set-up:  | Click or tap here to enter text. |
| Full Name of Applicant (inc Title): | Click or tap here to enter text. |
| Date of Birth: | Click or tap here to enter text. |
| Nationality: | Click or tap here to enter text. |
| Current UK Immigration status (if applicable / any status held): | Click or tap here to enter text. |
| Current Employer/Home Institute: | Click or tap here to enter text. |
| Current Position:  | Click or tap here to enter text. |
| Correspondence Address: | Click or tap here to enter text. |
| Contact Number: | Home: Click or tap here to enter text.Mobile: Click or tap here to enter text. |
| Email address: | Click or tap here to enter text. |
| Has the individual ever been an Imperial Employee/Student; if yes, please provide CID number: | Click or tap here to enter text. |

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| **Visiting Association details:**  |
| Proposed visiting association start date: | Click or tap here to enter text. |
| Proposed visiting association end date: | Click or tap here to enter text. |
| Justification for holding a Visiting Researcher position with Imperial College: | Click or tap here to enter text. |
| Where will the research activity be undertaken:Will the individual need to travel to the UK/Imperial during the proposed visit period:  | Click or tap here to enter text.Click or tap here to enter text. |
| **Academic Technology Approval Scheme assessment:**  |
| Is the individual an **ATAS exempt national**? *If so, please skip next questions as ATAS clearance is not required.* | Choose an item.*select from drop down list* *(leave blank if* ***not*** *an exempt national)* |
| Does the individual hold, or will they be applying for a UK immigration status that requires ATAS? | Choose an item.*select from drop down list* |
| Will the visiting association include an element of **research at PhD level** or above? | Choose an item.*select from drop down list* |
| Is the **field of research** in a subject set out in the list of Academic Subjects/Fields of Research relevant to ATAS*Departments undertaking any research activities related to the listed subjects / fields* *will be expected to have all relevant staff/researchers meet the ATAS requirement.* | Choose an item.*select from drop down list**The individual will need to submit this information when they apply for their ATAS certificate. Please ensure they are provided with the CAH code.* |

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| Safety induction to be carried out by:  | Click or tap here to enter text. |
| Email address required: | Click or tap here to enter text. |
| Security access card required: | Click or tap here to enter text. |
| Library access required: | Click or tap here to enter text. |

NB: Visiting Researchers employed elsewhere must remain in that substantiative employment during their association with Imperial.

I agree that the above named will undertake visiting research under the direction of [supervisor Click or tap here to enter text.] and the Department undertakes to ensure that any pre-research requirements (e.g. ATAS, ID check) are met before research starts, and the individual is made aware of appropriate Imperial and Divisional procedures, particularly in relation to health and safety.

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| Signature of Head of Department/Division (Proposer):  |  |  |
| Print name:  | Click or tap here to enter text. |  | Date: | Click or tap here to enter text. |  |
| Signature of Divisional Administrator/Manager:  |  |  |
| Print name:  | Click or tap here to enter text. |  | Date: | Click or tap here to enter text. |  |
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