***PRINT ON DEPARTMENT/ COLLEGE HEADED PAPER***

****[DATE]

To the Entry Clearance Officer

The University of Oxford requests that [FULL NAME OF VISITOR] be admitted to the United Kingdom as an Academic Visitor under a Standard Visitor visa for the period [DATE] to [DATE]. The main purpose of the visit is (delete as appropriate)

1. To come for less than six months to carry out [collaborative and/or their own] research
2. To come for up to twelve months to make use of their sabbatical leave overseas to carry out their own research (delete as appropriate);
3. To share knowledge, experience and to hold informal discussions with counterparts at Oxford;
4. To take part in a single conference/seminar (delete as appropriate) that is not a commercial or non-profit venture;
5. To take part in research/ teaching/ clinical practice (delete as appropriate) as a senior experienced medical doctor.

The University has alerted [FULL NAME OF VISITOR] to the conditions overleaf.

[SIGNATURE AND PRINT NAME]

The visitor has been alerted to the following conditions of the visit:****

1. They will only visit the UK for up to 6 months, or up to twelve months if applied for in advance;
2. They intend to leave the UK at the end of the period of the visit;
3. They will not be filling a research or teaching post and will not undertake any paid or unpaid work other than the academic activity outlined above;
4. They will not be working under the control of the University during any part of the visit;
5. They can maintain and accommodate themselves (and any dependants) without using public funds;
6. They can meet the cost of an onward or return journey;
7. They will not receive pay from a UK source (except in respect of payment of reasonable expenses to cover the cost of travel and subsistence (if applicable));
8. They do not intend to live in the UK for extended periods through frequent or successive visits;
9. They do not intend to undertake a course of study as the main purpose of their visit and any incidental study will not exceed 30 days in total;
10. They are not a child under the age of 18;
11. They do not intend to marry or form a civil partnership;
12. They do not intend to give notice of a marriage or civil partnership;
13. They do not intend to receive private medical treatment;
14. They are not in transit to a country outside the common travel area.

As a visitor to the University of Oxford, you will be required to present your passport and visa/entry stamp (if applicable), and proof of when you entered the UK, to your host department. Copies will be taken and retained for the duration of your visit, after which, the copies will be destroyed.

Obtaining the Standard Visitor Visa - Academic status

[Visa Nationals](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-visitor-visa-national-list), and Non-Visa National visiting for more than 6 months, you should submit this letter, along with their other supporting documents, with their Standard Visitor - Academic Visitor visa application before travelling to the UK.

Non-visa nationals visiting for up to 6 months should have this letter with them when entering the UK so that they can present it if questioned about the purpose of their visit on arrival. Depending on the date of travel if may also be a requirement to apply for permission to travel to the UK, by obtaining an [**Electronic Travel Authorisation (ETA)**](https://www.gov.uk/guidance/apply-for-an-electronic-travel-authorisation-eta). Find out when you need an ETA to travel and can apply on the [gov.uk](https://www.gov.uk/guidance/check-when-you-can-get-an-electronic-travel-authorisation-eta) website.

Using eGates

Nationals of EU/EEA countries, Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland and the United States of America,visiting for up to 6 months,are permitted to use the automated e-Gates upon arrival to the UK. You are not permitted to use the e-Gate if you are travelling with children under the age of 10, or do not have a passport which contains a biometric chip, instead you must attend a staffed immigration desk.