***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 a Permitted Paid Engagement Visitor under a Standard Visitor visa for the period [DATE] to [DATE]. The primary purpose of the visit, which will be completed within the first 30 days after they arrive, is (delete as appropriate)

1. To examine students and/or participate in or chair selection panels (delete as appropriate) as a visiting academic, who is highly qualified within their own field of expertise;
2. To give one or more lectures in their field of expertise as a visiting lecturer which is not a formal teaching role;

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 are genuinely seeking entry as a PPE visitor undertaking a permitted paid engagement which will be completed within the first 30 days of their visit after they arrive;
2. They will be working in their area of expertise and/or qualifications and the paid engagement relates to their main occupation overseas;
3. They do not intend to take paid or unpaid employment, produce goods or provide services within the UK other than as permitted for the pre-arranged permitted paid engagement;
4. They intend to leave the UK at the end of the period 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 do not intend to live in the UK for extended periods through frequent or successive visits;
8. 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;
9. They are not a child under the age of 18;
10. They do not intend to marry or form a civil partnership;
11. They do not intend to give notice of a marriage or civil partnership;
12. They do not intend to receive private medical treatment;
13. 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 - Permitted Paid Engagement (PPE) Status

[Visa Nationals](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-visitor-visa-national-list) should submit this letter, along with their other supporting documents, with their Standard Visitor - Permitted Paid Engagement Visitor visa application before travelling to the UK.

Non-visa nationals 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.