

Visa instructions for visiting staff and PhD students

The Department of Chemical Engineering at UCL is keen to host visiting staff and PhD students from other universities. We are not able to accept all visitors who make an application to visit the Department; however, we are keen to welcome visitors where possible. If you are an overseas visitor from outside of the EU, an appropriate visa will be required.

In short, if you are coming to the department to collaborate on a UCL hosted project you must get a Tier 5 visa. If you are coming to the UK for private research or any of the other reasons listed under 'Academic Visitor', you need an Academic Visitor visa.

Tier 5 – Sponsored researchers

Academics visiting the department to **collaborate with University staff on University-hosted research projects** are likely to be classed as sponsored researchers, could not apply as an Academic Visitor, and would need to apply for a Tier 5 visa.

For visitors who are:

- Coming to the department on a temporary basis to:
 - Collaborate on a UCL-hosted project, in a non-advertised position, and where work is additional to normal department requirements
 - Undertake work as an intern
 - Give lecture/lectures
- You can be employed and paid by UCL, an overseas institution, or through awarded grant funding
- If you wish to study science or engineering while here, you must obtain an ATAS (Academic Technology Approval Scheme) clearance certificate.

Documentation needed:

- Job description – a few bullet points
- Proof of funding - Minimum wage must be £8.21 per hour for 25 hours and over, so £1300 is the minimum funding requirement for working 36.5 hours
- Bank statements - Proof that you have at least £945 of savings held for at least a consecutive 90-day period, ending no earlier than 31 days before date of visa application

Academic Visitor

This can be applied for as part of the Standard Visitor category.

For visitors who are:

- This is for visitors who are highly qualified in their field, and who are coming to UCL to:
 - Carry out private research
 - An arranged exchange – UCL is collaborating with an overseas university on research and exchanges personnel for some of all of the duration of the project. Salary must be paid by overseas institution.
 - Coming to share knowledge, but not conducting research
 - Taking part in a seminar or conference