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| To the Entry Clearance Officer |
| 18 August 2021 |

Dear Sir or Madam,

Insert full name, date of birth and nationality of visitor (as they appear in their passport)

**Delete as applicable - either Standard Visitor or PPE template.**

**NB\* this letter should not be sent to visitors entering via a Tier 5 Government Authorised Exchange (GAE), Sponsored Researcher, visa - an Application for Tier 5 CoS should be completed instead, and Human Resources will write to the individual. Nor should this be used for Visitors coming to the University for their own educational purposes – if this is the case, please contact Admissions.**

**Please see the** Visitor Policy **for more information or if you are unsure if this is the correct template to use.**

**Request for entry to the UK for as a Standard Visitor**

This letter is provided to support the request of the above-named for permission to enter the UK under the Standard Visitor category for a period of [insert number of days / weeks / months].

[Name] will be visiting the University of Reading (“University”) for the purpose of, and limited to, the activities described below.

**[*Name*]** will not undertake employment paid or unpaid for the University during the visit in the UK and will continue to work for [name of overseas organisation / employer] throughout the business visit.

[*Name*] will be staying at [*insert address if known*]. The cost of accommodation and subsistence expenses will be borne by [*the University OR [insert alternative name, ideally address and telephone number*]].

**Purpose of the visit**

The purpose of the visit is [insert reason and background circumstances for the visit by reference to the permissible activities set out in the table in the University’s Visitor Policy].

We confirm that the activities will be limited to [insert a brief description of the activities to be performed by reference to the Visitor Policy – eg, the academic visitor permissible activities, the scientist and researcher permissible activities, or the general business visitor permissible activities].

**[***Where this visit is going to be one of a number for the same purpose or activity, or the visitor has undertaken similar visits to the UK, give further details including dates or proposed dates of past and future travel as well as the scope of activities previously undertaken or to be undertaken****.*]**

We confirm that [name] will not be involved in any productive work during the forthcoming business visit to the UK.

The visitor has been alerted to the Immigration Rules relating to visitors and the conditions of their visit.

Delete if bench fees do not apply.

[Visit for non-educational purpose] [*Name*] will pay the University of Reading a bench fee of £xxx per month which will be subject to VAT at 20%, making a total of £xxx per month.

or

[Visit for educational purpose. NB: what is the visitor in their home country? If a student, please do not use this letter – liaise with the International Student Advisory Team [immigration@reading.ac.uk](mailto:immigration@reading.ac.uk)] [*Name*] will pay the University of Reading a bench fee of £xxx per month. You will be assigned an academic mentor with whom you will be entitled to a maximum of XXX meetings per academic term. Your academic mentor will be NAME, although the Department may change this to another member of staff if it is deemed necessary. In addition, you will be encouraged to attend courses and lectures in the Department and open access lectures elsewhere in the University as agreed with your mentor. You will not be expected to submit any assessed work, nor will you be entitled to any University award.

**OR**

**Request for entry to the UK as a visitor undertaking a Permitted Paid Engagement**

This letter is provided to support the request of the above-named for permission to visit the UK between [insert date of arrival] to [insert date of departure].

[Name] has been invited by the University of Reading [*delete as appropriate*]:

* To examine students and/or participate in or chair selection panels [*delete as appropriate*] as part of our quality assurance process;
* To give one or more lectures in their field of expertise as a Professional Expert which is not a formal teaching role.

[Name] will be visiting our organisation for the purpose of, and limited to, the activities described below.

**Purpose of visit**

The purpose of the visit is [insert background to and reasons for the visit by reference to the permissible activities set out in the Visitor Policy].

We confirm that the activities of [*Name*] will be limited to [insert a brief description of the activities to be performed].

**[***Where the visit is going to be one of a number for the same purpose or activity, or the visitor has undertaken similar visits to the UK, give further details including dates or proposed dates of past and future travel as well as the scope of activities previously undertaken or to be undertaken.***]**

**Qualifications of the applicant**

[Name] has been invited to undertake the above activities on the basis that [insert details of the reasons the applicant is considered highly qualified within his or her field of expertise and how the engagement relates to his or her area of expertise and qualifications, and his or her full-time occupation overseas]

The visitor has been alerted to the Immigration Rules relating to visitors and the conditions of their visit.

Please do not hesitate to contact me if you have any queries.

Yours faithfully

[Insert name, job title, and full contact details of signatory on behalf of the University – eg, the inviting academic]