**How-To Guide for Hosts of Academic & Student Visitors**

The University is required to keep an auditable record of Academic and Student Visitors in order to demonstrate to HMRC whether there is a tax liability for those visitors.

# Meteorology

Visitor Programme Coordinator: Miguel Teixeira m.a.teixeira@reading.ac.uk

Academic Visitor Administrator: Nicki Robinson n.c.robinson@reading.ac.uk

Student Visitor Administrator: Nicki Robinson n.c.robinson@reading.ac.uk

# Maths and Statistics (M&S)

Visitor Programme Coordinator: Jani Virtanen j.a.virtanen@reading.ac.uk

Academic Visitor Administrator Ruth Harris r.m.harris@reading.ac.uk

Student Visitor Administrator: Ruth Harris r.m.harris@reading.ac.uk

# Computer Science (CS)

Visitor Programme Coordinator: Shuang-Hua Yang shuang-hua.yang@reading.ac.uk

Academic Visitor Administrator: Tim Poulter t.j.poulter@reading.ac.uk

Student Visitor Administrator: Tim Poulter t.j.poulter@reading.ac.uk

Link to the Visitor Programme

<https://research.reading.ac.uk/meteorology/research/opportunities/our-visitor-programme/>

PLEASE SEE OVERLEAF →

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Visitor** | **Timing** | **Dept** | **Arrangements for Visitor** | **Contact** |
| **Academic Visitors****Only** | Beforeagreeinga visit | Met | The host to discuss the invitation and financial considerations with the Visitor Programme Coordinator. | Miguel Teixeira |
|  |  | M&S | The host to discuss the invitation and financial considerations with the HoD. | Jani Virtanen |
|  |  | CS | The host to discuss the invitation and financial considerations with the HoD. | Shuang-Hua Yang |
|  | After agreeinga visit | Met | The host to complete & e-mail the Academic Visitor Form to the Visitor Programme Coordinator and Academic Visitor Administrator; Miguel then arranges for the HoD to sign the form. | Miguel TeixeiraNicki RobinsonDavid Brayshaw |
|  |  | M&S | The host to complete & e-mail the Academic Visitor Form to the Academic Visitor Administrator. | Ruth Harris |
|  |  | CS | The host to complete & e-mail the Academic Visitor Form to the Academic Visitor Administrator. | Tim Poulter |
| **Student Visitors****Only** | After agreeing a visit | Met | The host to complete & e-mail the Student Visitor Form to the Visitor Programme Coordinator and Student Visitor Administrator. | Miguel TeixeiraNicki Robinson |
|  |  | M&S | The host to complete & e-mail the Student Visitor Form to the Student Visitor Administrator. | Ruth Harris |
|  |  | CS | The host to complete & e-mail the Student Visitor Form to the Student Visitor Administrator. | Tim Poulter |
|  |  | All 3 depts | * An invitation letter is sent to the student.
* If the student also receives funding or help with expenses and subsistence from the Dept, a letter outlining the purpose of the visit must be sent to the student and signed by student’s home supervisor.
 | Met: Nicki RobinsonM&S: Ruth HarrisCS: Tim Poulter |

**Invitation Letters (sent by the Administrator)**

For Academic Visitors

* All non-UK passports: Invitation letter is needed.
* UK passports: Invitation letter not needed.

Immigration Requirements: Occasionally a Tier 5 visa is needed for a long-term visitor; this needs to be arranged through HR - currently Nicola Johnson.

For Student Visitors

All Student Visitors must be sent an invitation letter showing that their visit is for their educational benefit and not for the Department’s benefit.

Immigration Requirements: Tier 5 visas are not available to students. If a visa is required, the student needs to register as a visiting student via the University website & pay a pro-rata fee for the duration of their visit in order to receive a certificate of sponsorship for a Tier 4 visa (current rate is £………/year).

**Procedure for ALL Visitors (by Administrator)**

1. E-mail an invitation letter based on the Visitor Form.
2. E-mail the relevant welcome pack for the visitor.
3. E-mail information on local accommodation options.
4. E-mail advice regarding UoR’s External Speaker Policy if a seminar is being given during the visit.
5. Arrange a desk, key, computer & IT username account as required.
6. Keep a record of the visitor using the information from the Visitor Form (HMRC requirement).
7. Passport: copy info & visa page of non-UK passport visitor (HMRC requirement).
8. Keep details of emergency contact and local accommodation arrangements.
9. If the visitor is here for more than three months, arrange a safety walk.
10. Provide assistance with bank account letters & local advice etc.