**Standard Visitor visa letter (version 7)**

*Must be produced on letterhead paper*

**For the attention of the Immigration Officer**

Date

Dear Sir/Madam,

The University of Cambridge (‘the University’) requests that Full name, a citizen of Country, be admitted to the United Kingdom as a visitor under the Rules contained within Appendix V: Visitor of the Immigration Rules (as amended).

The applicant is seeking entry from start date to end date for the purpose(s) below: *pick one or more option(s) – List 1 OR list 2 OR list 3, don’t mix and match – and delete if not applicable.*

1. *Visiting for up to 6 months, no payment from UK source, non-visa nationals (ie countries which are not on* [*this list*](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-visitor-visa-national-list)*) can enter without having a visa in advance (nationalities on the list need a visa before travel):*
* attending meetings, conferences, seminars, interviews
* giving a one-off or short series of talks and speeches which are not organised as commercial events and will not make a profit for the organiser
* receiving training from the University, as an employee of an overseas company or organisation, in work practices and techniques which are required for their employment overseas and not available in their home country
* taking part in formal exchange arrangements with UK counterparts (including doctors)
* collaborating, gathering information and facts, or conducting research, either for a specific project which directly relates to their employment overseas, or independently
* taking part in research, teaching or clinical practice as an eminent senior doctor or dentist, which does not amount to filling a permanent teaching post
* undertaking activities relating to their employment overseas remotely from within the UK, though this is not the primary purpose of their visit
1. *Visiting for up to 6 months, payment from UK source permitted, activity must be arranged in advance and completed within first 30 days, non-visa nationals (ie countries which are not on* [*this list*](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-visitor-visa-national-list)*) can enter without having a visa in advance (nationalities on the list need a visa before travel):*
* examining students as an academic who is highly qualified within their field of expertise, having been invited by the University as part of the institution’s quality assurance processes
* participating in or chairing selection panels as an academic who is highly qualified within their field of expertise, having been invited by the University as part of the institution’s quality assurance processes
* giving lectures as an expert in their subject area, having been invited by the University, and this does not amount to filling a teaching position for the University
* speaking at a conference or other event (one-off or short series of talks and speeches)

The applicant has been chosen to carry out the engagement because *provide justification/reasons for engagement, ie skills/expertise.*

1. *Visiting for 6-12 months (Academic Visitor), no payment from UK source, requires visa before travel in all cases:*
* taking part in formal exchange arrangements with UK counterparts (including doctors)
* carrying out research for their own purposes, if they are on sabbatical leave from their home institution
* taking part in research, teaching or clinical practice as an eminent senior doctor or dentist, and this does not amount to filling a permanent teaching post

The University is a Higher Education Institution in the United Kingdom and holds UKVI Premium Sponsor status.

*Include the following two paragraphs only if the department/institution will provide payments of expenses/honoraria for this visit – otherwise delete*

For the purposes of this visit, the University will provide give details of support offered e.g. travel costs, accommodation, subsistence, expenses. Essentially, the University takes full responsibility for the applicant’s maintenance and accommodation during the visit, within the parameters of paragraphs V4.2 and V4.3 of Appendix V: Visitor of the Rules. The applicant has ample and sufficient funds for the duration of the visit and these are genuinely available for their exclusive use.

*Include this paragraph only if the visitor isn’t from a ‘Western country’* We respectfully request that no *undue or disproportionate* weight is attached to the employment/financial situation of the applicant who may not be able to evidence their income to Westernised standards.

I confirm on behalf of the University of Cambridge that the individual will **not**:

* Undertake any form of employment in the UK (except for the permitted activities listed above);
* Fill a genuine vacancy or provide short-term cover for a role;
* Receive funding for their activities from any UK source, except for reasonable payment of expenses, including travel and subsistence, and payment for permitted activities listed in paragraph 13.3 of Appendix V: Visitor of the Rules;
* Stay in the UK for more than 6 months (or no more than 12 months for visitors granted permission as an ‘academic visitor’);
* Attempt to switch to any other immigration category whilst inside the UK;
* Have recourse to public funds.

*Include the following only if the individual is making an Academic Visitor visa application* ***in advance of travel******and*** *will be accompanied by a child/children who will attend a UK State school*

The applicant is seeking entry as an academic undertaking their own research for between 6 and 12 months, and is accompanied by dependants who will attend a UK state school. They **should be permitted to do so** by virtue of the [Home Office Visit Guidance](https://www.gov.uk/government/publications/visit-guidance) which states that:

“The requirement that a visitor must not intend to study at a state funded school or academy may be waived in the case of a person who is accompanying their parent who is a visiting academic undertaking research for up to 12 months in the UK.

Admission to state funded schools or academies is not an immigration matter. The Department for Education has policy responsibility for admissions to schools in England.”

Please do not hesitate to contact me should you require any further information.

Yours faithfully,

Name

Job title