OSGA VISITOR PROCESS

Information for all prospective visitors

Action	Actioned by
Visitor identifies academic host and gains approval for visit. Visitor completes and submits OSGA application form	Visitor & Academic Host
Visitor application reviewed and approved by OSGA Academic Host and Programme Administrator. Academic Host to provide a statement or letter of support (reference). Programmes to confirm specific arrangements including desk provision (if applicable).	Academic Host & Programme Administrator
Application approved by Programme Management Committee	Programme Director
Programme Administrator informs HR & shares approved application	Programme Administrator
HR determine with Academic Host if visa/ATAS is needed	HR & Academic Host
HR contacts visitor regarding ATAS if applicable	HR & Visitor
HR contacts visitor regarding visa routes if applicable	HR & Visitor
Programme Administrator sends Visitor a Short-form Visitor Undertaking agreement, Emergency Contact Details form, appropriate Card Application form	Programme Administrator
Visitor returns paperwork to Programme Administrator and sends card form and Short-form visitor agreement to HR	Visitor
HR sends card application to card office & short-form agreement to SSD HR	HR/Card office
Once card processed, HR contacts IT for card activation details and confirms with Programme Administrator that card application has been processed	HR
Programme Administrator informs Finance and Facilities about upcoming visitor arrangements as appropriate.	Programme Administrator
Facilities/Programme Administrator organise inductions for first day/week	Facilities/Programme Administrator as appropriate

Action	Actioned by
Academic Host to arrange a welcome meeting **for first day of visit**	Academic Host & Visitor
Finance issue visitor with invoice for fees if applicable	Finance
Visitor meets HR for visa check **on first day**. HR provides University card and sends activation details.	HR & Visitor
Visitor completes Local Building Induction if on OSGA premises during visit	Facilities / Programme Admin as appropriate

DEADLINES

Visitors should note that applications will need to be submitted by the following deadlines for the academic year 2023-24 to enable all Programme Management Committees to approve applications:

- Monday 25 September 2023 (Michaelmas Term Programme Management Committees)

- Monday 1 January 2024 (Hilary Term Programme Management Committees)

- Monday 8 April 2024 (Trinity Term Programme Management Committees)

However, visitors requiring a visa and/or ATAS clearance should note that their visit start date will be impacted by the following:

Visitors should note the following and plan timescales accordingly: with effect from 21 May 2021 the UK Government requires that all international visiting researchers need to provide an ATAS (Academic Technology Approval Scheme) declaration prior to arrival in the UK *and* prior to any UK Home Office required Visa application being submitted. For more information please visit: https://staffimmigration.admin.ox.ac.uk/article/atas• requirements-fro m 21-may-2021#/

- ATAS certificates can take 2-6 weeks to be issued.

- Thereafter, a minimum of 16 weeks prior to arrival if the visitor is a non-UK citizen (without ILR status) and requires a visa.

- Minimum of 8 weeks prior to arrival if only a letter of invitation from the department is required e.g. international student / non-collaborator.

- Minimum of 14 days prior to arrival if an EEA citizen with pre-settled / settled status.

Post-arrival:

Action	Actioned by
Finance and Programme Administrator to liaise with visitors re processing payment for invoices	Programme administrator & Finance
Visitors to inform Programme Administrators, HR and Academic host as appropriate re any changes to planned visit e.g. changes to end date and known contact details. This is particularly important for Tier 5 visa holders.	Visitor
HR to notify immigration team re changes to Tier 5 visa holders (e.g. end date)	HR
End of visit: Facilities and Programme Administrator to liaise with visitor re collection of keys, card, and any other items.	Facilities and Programme Administrator