**STUDENT VISITORS**

This document can be used as a guide for new starters or for staff who would like some clarification on the process or certain aspects of student visitors.

TABLE OF CONTENTS

[STUDENT VISITOR PROCESS 2](#_Toc193204432)

[TEMPLATE EMAIL – UNDER/OVER 6 MONTHS 3](#_Toc193204433)

[ADMIN CHECKLIST AND FAQ – UNDER/OVER 6 MONTHS 4](#_Toc193204434)

STUDENT VISITOR PROCESS

RPA – Research Personnel Administrator

1. The PI or secretary informs a prospective student visitor is expected. Prospective students coming for less than 6 months (visitor visa) can be hosted without a CAS assignment whereas all students hosted for more than 6 months require a CAS assignment, a student visa and potentially ATAS depending on their nationality. This requires a **minimum** of 3 months’ notice as per the International Students Office’s guidance due to ATAS and VISA applications and approvals.

2. Thereafter, please ask the student to confirm their **nationality** (citizenship) and that they are coming to the department as part of their studies at their home institution. If they are not coming here as part of their studies, please treat them as a general visitor or alternatively as a summer student, please refer them to Howard. Any student visitors should be highlighted to the following shared mailbox; student.visitors@ch.cam.ac.uk rather than RPA’s individual email inbox.

3. Please send the template to the prospective student and forward the returned paperwork to the shared mailbox while ensuring the files are in the following format **surname\_firstname\_typeofdocument**, a requirement from the ISO.

4. Before their arrival, all the paperwork must be in order, particularly immigration documents as they cannot start their studies without a right to study check with someone in the admin office. If your group does not have a chosen volunteer to collect them from reception, please give notice of who will be collecting them to avoid chasing group members.

5. Once they have arrived, register them as usual with the exception of students coming for less than 4 weeks. For students who come for less than 4 weeks please refer to the short-term student process with reception. All students on a student visa (over 6 months) will require to confirm their arrival date in the UK via a boarding pass or flight ticket. The International Students Office will also require confirming their Cambridge address and UK phone number as it is a requirement of their CAS.

TEMPLATE EMAIL – UNDER/OVER 6 MONTHS

Dear xxxx,

I have been asked to contact you to collect some paperwork ahead of your visit to the Yusuf Hamied Department of Chemistry.

Please confirm that you are coming here as part of your studies. If **yes**, please send me the following paperwork at your earliest convenience. If **no**, please let us know as soon as possible.

* A completed student visitor pro-forma (attached).
* A letter from your home institution confirming that:
	+ You are a registered student.
	+ Your visit is approved (including start and end date) and is part of your studies.
	+ You will be returning to your home institution when your visit to Cambridge is complete.
* Confirmation of studentship (course details including title, level, expected completion date and overseas institution name and address). Transcripts or other evidence used as the academic basis of admission.
* Confirmation that you have secured funding that will cover your living costs while in the UK and a copy of your funding letter if you have applied for any external funding such as a grant or scholarship. If your visit is self-funded, then a simple letter stating this is sufficient. If you are a UK citizen, this is not required.
* A colour scan copy of the details page from your passport, and of any previous UK study visa if applicable.
* Evidence of an English Language Proficiency certificate or exam.

Please name each of the requested documents in the following format: **surname\_firstname\_typeofdocument**. NB, please only use the name given on your passport and no need to include middle names in the name format.

In most cases, you will need an [ATAS Certificate](https://www.postgraduate.study.cam.ac.uk/international/immigration/atas), this is usually for MPhil and PhD students with some exceptions. If you require ATAS, please get in touch with “student.visitors@ch.chem.ac.uk” (cc’d) to begin the process as soon as possible.

Many thanks,

Xxxx

ADMIN CHECKLIST AND FAQ – UNDER/OVER 6 MONTHS

* **ENGLISH LANGUAGE PROFICIENCY i.e. IELTS or TEOFL**
	+ **All students** are required to complete a test to check their English language proficiency. If a student does not have a certificate, the supervisor can complete the language waiver. Please note that the language waiver has been updated.
		- The test is **not required for UK citizens**, or students who come from a country where the native language is English i.e. United States, Australia etc. A more extensive list can be found [here.](https://www.postgraduate.study.cam.ac.uk/apply/before/english-language-requirements)
		- The language waiver is only accepted for students coming on a visitor visa, **under 6 months**. This should be arranged between the group (supervisor) and the student.
			* If a student with scores at a lower level is accepted, it is the supervisor’s responsibility for any additional support required.
		- For anyone coming for **more than 6 months**, they will require a certificate from a certified examination body as the waiver is not substantial evidence.
			* If they do not meet the minimum requirements for a [PhD](https://www.postgraduate.study.cam.ac.uk/courses/directory/pcchpdpch/requirements) or a [MPhil](https://www.postgraduate.study.cam.ac.uk/courses/directory/pcchmpmch/requirements) – the student will need to be referred to the Language Centre but they would need to reach the accepted threshold in their exam to be referred.
	+ For more information please see [here](https://www.postgraduate.study.cam.ac.uk/apply/before/english-language-requirements).
* **ATAS (Academic Technology Approval Scheme)**
	+ As a general rule all non-UK/EU students require ATAS. This excludes the US, Canada, Singapore, Switzerland, Japan Australia, New Zealand and South Korea.
	+ You can check for ATAS clearance on this “[website](https://www.postgraduate.study.cam.ac.uk/international/immigration/atas)”, this includes PhDs and Masters.
* **ACADEMIC ENGAGEMENT MONITORING – visitors on a student visa**
	+ The student’s supervisor needs to confirm via email that the student has been engaging with their studies during the previous term as a condition of their student visa. These should be received, and monitoring status updated in CamSIS during the following periods:
		- Michaelmas Term: 4-17th January.
		- Lent Term: 1-14th April.
		- Easter Term I: 1-14th July.
		- Easter Term II: 3– 14th October.