

ACADEMIC VISITORS: NOTES ON FUNDING

An academic visitor is independently funded or receives a living allowance and/or other expenses from a sponsoring body. If an academic visitor requires a Certificate of Sponsorship to obtain a visa, he/she will be required to meet the minimum maintenance requirement set by the UK Visa & Immigration service (see note 3.2 below).

When planning to invite an academic visitor to the Department, hosts should be aware of the following options:

1 IN THE DEPARTMENT

- 1.1 If sponsorship moneys are to be paid direct to the visitor, he/she will be responsible for paying any expenses incurred on his/her behalf by the Department, such as consumables and services. An invoice will be raised by the departmental Finance Officer for such expenses and addressed to the entity specified by the host.
- 1.2 The host should consult with the departmental Administrator about these charges and arrange a suitable level and method of payment.

2 THROUGH THE UNIVERSITY

- 2.1 If a visitor has applied for funds (e.g. a grant from the Royal Society) and the University is to receive the sponsorship moneys on their behalf:
 - the Administrator's office and Head of Department's office must be notified **well in advance** of the visit of all the funding details – and, if applicable, at the time that the application for sponsorship is made;
 - the host must discuss the details of the grant or sponsorship funds with the Administrator, who will check that all is in order, and will then process the application through the University Research Services Office for approval and signature, prior to despatch by the host/applicant.
- 2.2 If the sponsorship application is successful, notification must be forwarded to the Administrator, who will inform the Research Services Office, to ensure that everything will be in place to enable the University to disburse the funds when the visitor arrives.
- 2.3 If the sponsorship includes a living allowance to an overseas visitor to be received net of tax, permission needs to be given by the Inland Revenue. This is a simple process which usually takes some 10 working days. However, the host should request this facility **well in advance** from the Head of Department's Office.
- 2.4 Please bear in mind that it is only when the University has accepted the grant that it is possible for any payments to be made to the visitor.

3 **VISITORS WITH PERSONAL FUNDING**

- 3.1 Hosts should check that a visitor has sufficient funds from his/her own academic institution or other sponsoring body to be able to cover living costs in Oxford. A minimum of £1,200 per month is required.
- 3.2 Certificates of Sponsorship: The UK Border Agency requires that a visitor's funding match the hours of work stated in the Initial Application for a Certificate of Sponsorship: the hourly rate for the current minimum wage in force at the time of the application.