**Template Letter – Standard Visitor Visa – Permitted Paid Engagement (PPE) - Academic Examiner/Assessor**

MUST BE PRINTED ON UNIVERSITY LETTERHEAD

Date

**Private & Confidential**

Visitor Full Name

Via email

Dear name

**Re: Formal invitation to undertake Permitted Paid Engagement as an Academic Examiner/Assessor**

I write to invite you to visit the University of Huddersfield between DATE to DATE (must not exceed 30 days) to examine students and/or participate in or chair selection panels *(delete as appropriate)* within the School of School name.

You will be undertaking this engagement within the first 30 days of your arrival to the UK.

This visit is being arranged so our staff and students may benefit from your expertise in the field of describe main area(s) of expertise.

This invitation is in recognition of your special expertise as their current job title at the University name (their current employer).

I confirm that the University will be responsible for reasonable travel expenses and will also arrange payment for the fee of £amount.

**You will not be employed by the University of Huddersfield and will not be filling a vacancy or working under the control of the University during your visit.**

It is our understanding that you will continue in your current employment after your visit to the University of Huddersfield.

**You may require a visa to visit the UK**

Depending on your nationality you will either:

* Have to apply for a Standard Visitor Visa to undertake this Permitted Paid Engagement before you travel to the UK
* Be able to visit the UK for up to 6 months without needing a visa.

You can [check if you need a visa](https://www.gov.uk/check-uk-visa) on the Gov.uk website before you apply.

**If you do not require a visa**

You must get a stamp in your passport from a Border Force Officer when you enter the UK. ***You cannot use the ePassport gates.*** Please present the ‘request for a passport stamp’ visual aid (below) to the Border Force Officer.

**Arrival to the University of Huddersfield**

As a visitor to the University of Huddersfield you will be required to present your passport and visa or immigration stamp to your host department prior to the engagement commencing. A copy will be taken and retained for the duration of your visit, after which, they will be destroyed.

Please feel free to contact me should you require any further information at all.

Yours sincerely

Signature

Name

Head of Department

School of School Name

**Conditions of your visit**

1. The engagement relates directly to your expertise, qualifications and main job in your home country.
2. You are visiting the UK for no more than 6 months
3. You must undertake the Permitted Paid Engagement within the first 30 days of your arrival to the UK
4. You will leave the UK at the end of your visit
5. You are able to pay for your return or onward journey (or have funding from someone else to pay for the journey.
6. You are able to support yourself during your trip (or have funding from someone else to support you)
7. You will not live in the UK for extended periods through frequent or successive visits, or make the UK your main home.
8. You cannot undertake a course of study
9. You cannot undertake paid work unrelated to your main overseas job or area of expertise
10. You cannot claim public funds (benefits)
11. You cannot pass through the UK to another country (‘in transit’)
12. You cannot marry or register a civil partnership, or give notice of marriage or civil partnership
13. You must be aged 18 or over

**Please present the following to the Border Force Officer if you do not need a visa as your passport must be stamped on arrival to the UK, do not use an e-Gate.**

