**Temporary Worker – Government Authorised**

**Exchange Visa (GAE)**

This visa category is for individuals who want to come to the United Kingdom to undertake research programmes and fellowships on a scientific, academic, medical or government research project at a UK Higher Education Provider.

As a Higher Education Institution, we are able to sponsor individuals under the Government Authorised Exchange ‘Sponsored Researchers’ Scheme.

A Sponsored Researcher includes academics, researchers, scientists, research engineers or other skilled research technology specialists.

The Sponsored Researcher may give lectures (which does not amount to a formal teaching post), act as an examiner, undertake skill development/knowledge transfer, undertake a period of work-based training/work experience/internship/placement or work on research collaborations.

The manner in which we can engage with an individual is governed by a strict set of parameters:

* The work or activities undertaken must never amount to a ‘genuine vacancy’ – the role must be over and above our normal staffing requirements and not be automatically refilled once the individual leaves
* Any funding/salary they receive must meet national minimum wage requirements
* The individual cannot be self-funded
* The individual may be funded by their overseas employer, or an independent UK or non-UK funding body
* The work must be skilled to at least Regulated Qualifications Framework (RQF) level 3 – A level and above
* The visa is valid for a maximum period of 2 years and cannot be extended

Individuals must be sponsored by the University and hold a valid Certificate of Sponsorship (CoS) before applying for a visa.

They are also required to have £1,270 in savings and must have had this in their bank account for at least 28 days in a row before applying for a GAE visa. Day 28 must be within 31 days of applying.

A suggested letter of invitation required from the Department sponsoring the researcher is available below.

**Alternative Route: Standard Visitor Visa**

It is possible for people to come to the UK on a Standard Visitor Visa for a period of 12 months if they are applying for that visa as an academic from an academic institution overseas.

They are permitted to:

* Take part in formal exchange arrangements with UK counterparts
* Carry out their own research during a sabbatical

They must also prove that they are:

* Highly qualified in their field of expertise, for example hold a PhD
* Are currently working in that field of expertise at an academic institution overseas
* Are visiting for a formal exchange or to carry out research
* Are not filling a permanent teaching post

Potential visitors will need to look at the relevant guidance for each route to determine which is the most appropriate for their visit:

* [Standard Visitor Visa route](https://www.gov.uk/standard-visitor-visa)
* [Temporary Worker - Government Authorised Exchange route](https://www.gov.uk/government-authorised-exchange)

If your visitor is coming to the UK on a Standard Visitor Visa, you will just need to provide them with an invitation letter confirming the arrangements for their visit.

If your visitor is coming to the UK on a Temporary Worker – Government Authorised Exchange visa you will need to follow the procedure below.

**Certificate of Sponsorship Application Procedure**

Any individual seeking to come to the University through the Temporary Worker – Government Authorised Exchange (GAE) route must first be issued a Certificate of Sponsorship (CoS) from the Human Resources Department.

The request for a CoS must come from the contact within the School, **not** the individual.

***Once you have identified whether a GAE CoS is required you need to provide Human Resources with the following:***

* **Temporary Worker – GAE Visit Details Form**

The form is available below and must be completed by the School contact

* **Temporary Worker - GAE Visitor Information Form**

The form is available below and must be completed by the individual

* **Job Description**

This needs to be a detailed job description to outline the specific duties and responsibilities of the post.

* **Person Specification**

This needs to list the skills, qualifications and experience required for the post. The minimum qualification for a sponsored researcher role would be a Degree or equivalent or a higher qualification.

* **Details of the Recruitment Process**

This needs to confirm how the individual was identified for this role e.g. did they make a ‘speculative’ application or was the opportunity advertised? You also need to include details of how you were satisfied they had the necessary skills and experience to do the job e.g. by interviewing them and/or checking references or qualifications.

* **A copy of the individual’s CV**
* **A copy of the individual’s passport**

Copies of the outer cover and pages containing their photo and personal information must be provided

* **Qualification Certificates**

Copies of the individual’s qualification certificates. The qualifications provided need to match those listed on the person specification

* **A copy of the invitation letter from the School contact to the individual confirming details of the visit.**

This should be on University letterhead (a sample letter is available below)

* **Evidence of their funding**

A copy of the letter from the organisation that is going to sponsor their stay whilst they are at the University of Huddersfield. The letter should include details on the dates of their stay and the total amount of funds they will receive.

On receipt of the above documentation, HR will contact the individual for any further information and issue the GAE CoS. The individual will then need to apply for their visa.

Please note:

* Travel arrangements should not be made until the visa outcome is known.
* When they arrive in the UK they will need to collect their Biometric Residence Permit (BRP) within 10 days of arrival.
* This original BRP document must be presented to HR before they commence their visit with the University.

***SAMPLE LETTER***

*[Print on University Letterheaded paper]*

Date

Name

Address

Dear NAME

On behalf of the University of Huddersfield I would like to invite you to work and study with us as a VISITING RESEARCHER *(title can be amended at the individual’s request)* in the …………..Subject Area in the Department of …………. School of ……………… at the University of Huddersfield,

The period of your visit will be from

ENTER START DATE TO END DATE

At Huddersfield you will carry out research in and around the disciplines of ……………. which we understand to encompass your fields of specialisation. The research will involve data gathering, analysis and collaboration with members of staff and PhD students.

This offer is made on the understanding that all of your living and travel costs in the UK and your travel costs to and from the UK, are paid for by the NAME OF COUNTRY authorities. It is also, of course, subject to you meeting the Home Office regulations on entry to the UK.

Yours sincerely

HEAD OF DEPARTMENT

**Temporary Worker – Government Authorised Exchange**

**Visit Details Form**

**\*\*To be completed by the School Contact\*\***

Please complete all sections below.

Without this information we are unable to issue a Certificate of Sponsorship to your visitor.

|  |  |
| --- | --- |
| **Name of Visitor** |  |
| **Start Date of Visit**  *N.B. Once a certificate of sponsorship has been issued, a start date can only be delayed by a maximum of 28 days.* |  |
| **End Date of Visit** |  |
| **Weekly Hours**  *N.B. Please enter the preferred number of weekly hours. We will then calculate the actual number of hours permitted based on their monthly stipend, the current National Minimum Wage hourly rate and their age.* |  |
| **Job Title** | Visiting Researcher |
| **Name of approved scheme** | Government Authorised Exchange |
| **Summary of duties** |  |
| **Cost Centre for CoS Recharge:** |  |

**Temporary Worker – Government Authorised Exchange**

**Visitor Information**

**\*\*To be completed by the individual\*\***

Before providing this information you must decide whether a Temporary Worker – Government Authorised Exchange visa is the most appropriate for your visit to the UK.

To help you decide, please take a look at each of the following links.

* [**Temporary Worker - Government Authorised Exchange route**](https://www.gov.uk/government-authorised-exchange)

If you do need a Temporary Worker – Government Authorised Exchange visa for your visit please complete each of the sections listed below. Without this information, it is not possible to issue you with a Certificate of Sponsorship for your visit.

We recommend that you read through the [Temporary Worker – Government Authorised Exchange visa guidance](https://www.gov.uk/government-authorised-exchange) to ensure you are aware of your requirements as an applicant.

In addition to your visa application fee, you will be required to pay the [Immigration Health Surcharge](https://www.gov.uk/healthcare-immigration-application/pay).

* [**Standard Visitor Visa route**](https://www.gov.uk/standard-visitor-visa)

If you are coming to the UK on a Standard Visitor Visa, you will just require an invitation letter from your contact at the University. You will not be required to complete the sections below.

|  |  |  |
| --- | --- | --- |
| **Last Name (Family Name)** |  | |
| **First Name(s)** |  | |
| **Nationality** |  | |
| **Place of Birth** |  | |
| **Country of Birth** |  | |
| **Date of Birth** |  | |
| **Gender** |  | |
| **Passport Number** |  | |
| **Passport Issue Date** |  | |
| **Passport Expiry Date** |  | |
| **Place of Issue** |  | |
| **Home Address**  **(This is the address where you are currently living)** |  | |
| **City/Town:** |  |
| **County, Area district or Province:** |  |
| **Postal Code/Zip Code:** |  |
| **Country of Residence** |  | |
| **Your Email Address** |  | |