

Template letter to send to a Permitted Paid Engagement visitor, to support their entry to the UK (with full details of the engagement including pay, to be added)

Letter must be sent on College headed paper

Dear [Name],

Formal invitation for an academic visit to the University of Exeter [College name], [month], [year].

I am delighted to confirm our formal invitation for you to visit us in Exeter from dd/mm/yyyy to dd/mm/yyyy in order to deliver a short series of lectures and to participate in research workshops within the College. This is being arranged so that our staff and students may benefit from your acknowledged expertise in the field(s) of [describe main area(s) of expertise and focus of visit]. This invitation is in recognition of your special expertise and major contribution to this area of research as Professor of [subject] at the [name of university] (present post).

Specifically, we would be very pleased if you would deliver the following presentations during your stay here:-

Subject of Lecture/Workshop	Audience/Course	Date(s)
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I confirm that the University will be responsible for payment of your international and local travel costs, and for the cost of the local hotel accommodation at [name of hotel and address]. We will also arrange payment of a fee of [amount] to your nominated bank account.

[following paragraph for Citizens of USA, Australia, or Canada only]

Please bring this letter with you and present it to the UK immigration authorities as proof that you are seeking entry to the UK as a senior professional to undertake a “permitted paid engagement” here for a period of less than one month. You should also bring evidence of your academic and professional standing and qualifications, such as a resume, and list of publications.

We understand you will continue in your current employment as Professor of [Subject] at [name of University] after your visit.

[following paragraph for visa nationals from other non-EEA countries]

Before booking your travel to the UK you must apply for a Visitor’s Visa as a “Senior Professional coming to undertake a permitted paid engagement”, either by approaching your local British Embassy or by downloading Form VAF-1C from the UKBA website. There is a fee for this application which the University will reimburse you for if you are successful in obtaining the visa.

[EU Nationals: no additional paragraph is required]

If you require any advice or assistance regarding arrangements for travel accommodation, please contact [name and email] who will be pleased to help with your day-to-day support, arrangements for your lectures and will be responsible for processing any claims for reimbursement of fees and expenses when you are here.

This engagement is offered subject to the terms and conditions for contracts for services at <http://www.exeter.ac.uk/staff/employment/righttowork/immigration/ppe/>. Your fee and

expenses should be submitted to us by an invoice with original copies of your itemised receipts attached. Please also remember to include your full bank details on your invoice including your branch address. We look forward to welcoming you here in person and hope that you have an enjoyable and stimulating time with us.

Yours sincerely

Signed on behalf of the University of Exeter

Type Name and Job Title

Please sign below to confirm your acceptance of the terms and return one copy of this letter to the above address.

Name:

Date: