**Template Letter – Business Visitor (Standard Visitor Visa)**

MUST BE PRINTED ON UNIVERSITY LETTERHEAD

Date

**Private & Confidential**

Visitor Full Name

Via email

Dear name

I write to invite you to visit the University of Huddersfield between date and date *(cannot exceed 6 months)* to undertake the following permitted activities, within the School of School name:

(Delete as appropriate)

* Attend interviews, meetings conferences and seminars.
* Negotiate and sign deals and contracts.
* Attend trade fairs to promote your business
* Get work-related training as you are employed overseas and the training is not available in your home country.
* Gather information for your employment overseas.
* Carry out site visits and inspections.
* Give a one-off or short series of talks which are not for profit or a commercial event
* Accompanying students to the UK as part of a study abroad programme as a Professor from an overseas academic institution.

**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.**

Choose one of the following sentences and delete the other:

I confirm that you will not receive any pay from the University of Huddersfield during your visit.

I confirm that you will not receive any pay from the University of Huddersfield during your visit other than reasonable expenses to cover the cost of travel and subsistence.

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

Depending on your nationality you will either:

* Have to apply for a Standard Visitor visa 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.

**Arrival to the University of Huddersfield**

As a visitor to the University of Huddersfield you will be required to present your passport and visa/immigration stamp to your host department prior to the visit commencing.

If you do not require a visa, please provide your passport and travel tickets showing your date of entry to the UK. 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. You are visiting the UK for no more than 6 months
2. You will not do paid or unpaid work for a UK company as a visitor
3. You will not receive payment from a UK source except reasonable expenses and subsistence (if expenses are applicable)
4. You are able to support yourself during your trip (or have funding from someone else to support you)
5. You will leave the UK at the end of your visit
6. If required, you will apply for and obtain an Academic Technology Approval Scheme (ATAS) certificate prior to starting any research at the University of Huddersfield.
7. You are able to pay for your return or onward journey (or have funding from someone else to pay for the journey.
8. You will not live in the UK for extended periods through frequent or successive visits or make the UK your main home.
9. You cannot claim public funds (benefits)
10. You cannot marry or register a civil partnership, or give notice of marriage or civil partnership