



UNIVERSITY OF
LINCOLN

University Visiting Persons Process

The process and guidance for the engagement of university visitors is currently under review at the University. Please continue to undertake right to work checks for all visitors as per all other colleagues in the interim.

Where an international visitor requires a 'visitor visa' please ensure that the HR department are aware and have approved the visit ahead of entry to the UK.

Right to work checks for visitors are important to the University for the following reasons:

1. Home Office Trusted Sponsor

As a Home Office trusted sponsor, the University has a duty to ensure those we employ or engage have a legal right to be in the UK and undertaking the work or engagement in question.

2. ATAS requirement

The Academic Technology Approval Scheme (ATAS) is a scheme administered by the Foreign, Commonwealth & Development Office (FCDO) and is aimed at preventing the transfer of information, knowledge or technology which could develop, advance or support an Advanced Conventional Military Technology and Weapons of Mass Destruction programme or their means of delivery. ATAS is a type of vetting scheme and we have a legal requirement to protect our research both as a University and internationally.

The ATAS Condition may apply to an international visiting researcher coming to the University on a UK Visitor visa and will be undertaking science and academic activities as part of a permitted activity, including:

- Gathering information and facts for a specific project which directly relates to their employment overseas, or to support independent research.
- Taking part in formal exchange arrangements with UK counterparts.
- Carrying out research for their own purposes or as a group.

Please see [GOV.UK](https://www.gov.uk) for further details.

It is the visitor's University host's responsibility to check whether they are subject to the ATAS condition. If the individual is subject to the ATAS condition, they must apply for, obtain and present the University with a valid ATAS certificate **before being registered as a University visitor and before starting the research**. It is recommended that the visitor obtains an ATAS certificate prior to travelling to the UK.