

Visas and Immigration – Quick reference

Tier 1	Tier 2	Tier 4	Tier 5	PPE	Visitor	Settlement
<ul style="list-style-type: none"> • Exceptional Talent or Exceptional Promise • Can work without restrictions • 5 year initial term, with 5 year extension possible • Can switch or extend in country • Personal application, however please refer to HR for advice • Can bring dependants (who may be able to work) 	<ul style="list-style-type: none"> • Will have applied for an advertised vacancy (or be named on a grant), and can only work in this role (not able to take unpaid leave) • Will require certificate of sponsorship for visa application (HR will organise) • 3 year initial term with 2 or 3 year extension possible (depending on circumstances, maximum stay of 6 years) • Can switch or extend in country • If out of the UK when visa ends becomes subject to 'cooling off' period & cannot re-enter for 12 months, seek advice from HR • Can bring dependants (who may be able to work) • Employer required to report changes to employment within 10 working days 	<ul style="list-style-type: none"> • Will be student in the UK • Not permitted to fill permanent vacancy • Not generally permitted to work more than 20 hours in any week • Can switch or extend in country, subject eligibility criteria • Can bring dependants (who may be able to work) • For advice on sponsoring students or queries not related to paid employment please contact Academic Registry registry@port.ac.uk 	<ul style="list-style-type: none"> • Will be a Sponsored Researcher • Application via Government Authorised Exchange scheme only • Can remain in the UK for up to two years • Can be paid 'reasonable expenses' in the UK for travel, subsistence, etc. • Will normally be employed as a researcher at an overseas organisation &/or be supported by a Fellowship award • Will require certificate of sponsorship for application (HR will organise) • Can only switch to Tier 1 in country, but may be able to extend if meets eligibility rules • Can bring dependants (who may be able to work) • Employer required to report changes to employment within 10 working days 	<ul style="list-style-type: none"> • Permitted Paid Engagement • Can remain in the UK for one month • Can be paid • Personal application, but may need letter of invitation from the School (see http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/Visiting%20Academics/ for template) • Can't switch in country (but may be able to extend if meets eligibility rules) • Can't bring dependants (they must apply for their own leave to remain) 	<ul style="list-style-type: none"> • Academics on sabbatical can stay for up to one year • Researchers gathering information on a specific project can stay for up to six months • Cannot be paid in the UK other than 'reasonable expenses' for travel and subsistence • Must continue to be employed by overseas organisation • Personal application, but will need letter of invitation from the School (see http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/Visiting%20Academics/ for template) • Can't switch in country (but may be able to extend if meets eligibility rules) • Can't bring dependants (they must apply for their own leave to remain) 	<ul style="list-style-type: none"> • Entitled to live and work in the UK indefinitely • Can apply for settlement after 5 years on Tier 1 or Tier 2 (unless meets ancestry or other criteria) • No work restrictions • Personal application, but HR will provide any references required • May be able to add dependants to application

1. Please note that this is not an exhaustive list of the type of visas that allow people to live and work in the UK. Please contact HR if you are ever unsure about a visa issue.

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Important Information

- Migrants we sponsor under the points based system (Tiers 2, 4, and 5) have very specific record keeping and reporting rules we must follow. Any changes MUST be reported to HR (HR Compliance Adviser UKVICompliance@port.ac.uk) immediately you become aware of them.
- For anyone who undertakes any paid work with us, we must keep a record of their entitlement to work check. This will usually be a signed and dated copy of the personal details page of their passport and visa/biometric permit if applicable. HPTs, Ordinary Staff and Tier 5 casual staff will have their records kept by HR. For all other workers, evidence of the check must be attached to their fee claim forms (please see finance rules regarding this).
- Overseas staff cannot open a UK bank account until they arrive in the UK. HR can provide a reference letter to help them open a bank account while they are awaiting confirmation of their NI number and UK address.

Useful links

Check if you need a UK visa (gives an indication of the kind of visa an individual may need):

<https://www.gov.uk/check-uk-visa>

Tier 1 (Exceptional Talent): <https://www.gov.uk/tier-1-exceptional-talent/overview>

Tier 2: <https://www.gov.uk/tier-2-general/overview>

Tier 4: <https://www.gov.uk/tier-4-general-visa/overview>

Tier 5: <https://www.gov.uk/tier-5-government-authorised-exchange/overview>

PPE: <https://www.gov.uk/permitted-paid-engagement-visa/overview>

Visitor: <https://www.gov.uk/standard-visitor-visa>

Settlement: <https://www.gov.uk/settle-in-the-uk>