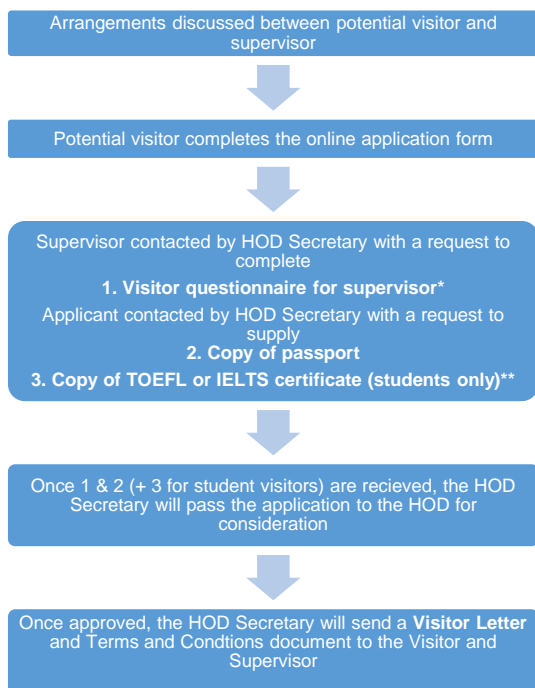


Guidance for Visitors and their Supervisors

The Application Process

We recommend the application process is started at least **two months** in advance of your visitor's anticipated start date. It may take longer if the visitor needs to apply for a visa and/or arrange a TOEFL or IELTS test.



Key contacts

Kayleigh Paske – general enquiries
HODSecretary@psychol.cam.ac.uk

Fiona Lyall Grant - advice on visas
HR@psychol.cam.ac.uk

Language Centre – request an assessment
adtis@langcen.cam.ac.uk

* Bench Fees

The Department charges a fee of £100 (VAT exc.) per month to cover the provision of facilities.

** English Language Requirements for Students

Visiting students are required to provide evidence of their English language skills in the form of a TOEFL or IELTS certificate.

The University's minimum language requirement for students is IELTS 7.0 overall (with no scores below 6.5). If the student does not achieve this but does manage to score 6.0, there is an option to refer them to the University's Language Centre for further assessment; there is a fee for this.

The Visitor must not start in the Department until they have
(a) signed and returned a copy of their Visitor Letter
(b) completed a Right to Work check with the HOD Secretary

Visa requirements

A visa is required for any visitor from outside of the European Economic Area. The HR Administrator will be notified of any visitor who requires a visa.

- There are a number of different types of visa available and it is important that the visitor confirms which sort of visa they need with HR before applying. It is the responsibility of the visitor to ensure that they have the correct visa before they travel.

Visitors starting in the Department of Psychology must:

- return a signed copy of their Visitor Letter
- advise the HOD Secretary and Supervisor if their start date is delayed
- arrange a Right to Work check with the HOD Secretary (or HR Administrator) on their first day
- abide by the terms and conditions of their visa, if appropriate
- complete induction documents promptly and return them to Reception
- complete a **Leavers Form** and return keys and access cards on their last day

Supervisors hosting Visitors agree to:

- meet the Visitor on their first day and ensure that induction documents and risk assessments are completed
- ensure their Visitor has completed a Right to Work check with the HOD Secretary or HR Administrator before any work commences
- notify the HOD Secretary if any of the visit dates are altered
- complete and return the **Visitors Renewal Form** in good time should the Visitor's agreement needs extending (please note that Visiting Students may only stay in the Department for up to 1 year)

We strongly recommend that visitors do not arrange to travel to the UK until they have received a Visitor Letter and have confirmation that their visa application has been successful