QUEEN'S UNIVERSITY BELFAST

New Starter Checklist – Government Authorised Exchange visa (Temporary Work)

Prior to Arrival	To Consider	Point of Contact
☐ **Review Academic Technology Approval Scheme (ATAS) guidance**	ATAS applies to all international students and researchers (apart from exempt nationalities) who are intending to study or research at postgraduate level in certain sensitive subjects.	International Staff Support (internationalstaff@qub.ac.uk)
☐ **Submit Visiting Title nomination**	The Visiting Student title is for current students visiting from other institutions and is managed directly by the Schools. The Visiting Scholar title is for holders of a doctorate, or another relevant higher degree and managed through EGP. In both cases, the candidate is required to be working in collaboration with/under supervision of, a member of University academic staff.	Visit Coordinator Host School *(please refer to contact information on School's webpage)* Educational Governance and Partnerships (EGP) (egp@qub.ac.uk)
☐ **Review Government Authorised Exchange (GAE) (Temporary Work) visa guidance**	Ensure you have tuberculosis test results and ATAS certificate, if applicable. Where ATAS applies, International Staff Support will reach out to the School to obtain a research statement for you.	International Staff Support (internationalstaff@qub.ac.uk)
☐ **Receive *research statement* and submit ATAS application, if applicable**	Use the instructions in the research statement when submitting the application.	International Staff Support (internationalstaff@qub.ac.uk)
☐ **Receive Visiting Title offer**	• Offer Letter • Terms & Conditions	Visit Coordinator Host School (please refer to nomination form) Educational Governance and Partnerships (egp@qub.ac.uk)
☐ **Receive and return completed *CoS Form***	If ATAS is not required, we will aim to return the assigned CoS within 5 working days.	International Staff Support (internationalstaff@qub.ac.uk)
☐ **Return Visiting Title acceptance**	Liaise with your host school and/or EGP if any changes to your circumstances arise to ensure these can be accommodated, e.g., revised visit dates.	Visit Coordinator Host School (please refer to offer letter) Educational Governance and Partnerships (egp@qub.ac.uk)
☐ **Apply for accommodation**	If Queen's accommodation is not available to suit your requirements or arrival date, staff may help you find accommodation in the private sector in the University area.	Queen's Accommodation (accommodation@qub.ac.uk)
☐ **Arrange childcare/schooling, if applicable**	The University operates a quality childcare service. You can also choose to use other crèche facilities.	Childcare: Queen's crèche Schools: The Education Authority
☐ **Receive and forward ATAS decision, if applicable**	We will aim to return the assigned CoS within 5 working days.	International Staff Support (internationalstaff@qub.ac.uk)
☐ **Receive assigned Certificate of Sponsorship (CoS)**	Let us know if any details on the CoS need to be amended ahead of your visa application, including changes to your start/end date(s).	International Staff Support (internationalstaff@qub.ac.uk) Visit Coordinator Host School (please refer to offer letter) Educational Governance and

		Partnerships (egp@qub.ac.uk)
☐ **Complete and submit GAE (Temporary Work) visa application**	Ensure you submit all required documentation including ATAS certificate and tuberculosis test results, if applicable.	International Staff Support (internationalstaff@qub.ac.uk)
☐ **Receive GAE (Temporary Work) visa decision**	Ensure all details on your visa are correct and advise receipt to International Staff Support. Please contact International Staff Support if you are experiencing any delays outside the UKVI customer service standards or any issues with your application.	Home Office International Staff Support (internationalstaff@qub.ac.uk)
☐ **Book travel to Belfast**	As there is no physical border between the Republic of Ireland (ROI) and Northern Ireland you will not pass through UK immigration control if arriving to Belfast through Dublin. As such, your passport will not be endorsed with a UK entry stamp. This may affect your ability to complete the right to work check. Note that the ROI also has separate visa requirements.	Chosen airline/transport provider
☐ **Communicate any changes in start date, if applicable**	You must advise immediately if you are unable to take up post on the date indicated on your CoS, e.g., if your flights are delayed or you have to move your start date for any other reason.	International Staff Support (internationalstaff@qub.ac.uk) Visit Coordinator Host School (please refer to offer letter) Educational Governance and Partnerships (egp@qub.ac.uk)
☐ **Schedule Right to Work (RTW) check**	Schedule an appointment before arriving in Belfast.	International Staff Support (internationalstaff@qub.ac.uk)
☐ **Research how to get to accommodation**	Translink operate coach, bus and train services connecting cities, towns and villages throughout Northern Ireland and some cross border routes. Value Cabs is the approved taxi provider of the University. Other taxi providers are available.	Translink Value Cabs
On Arrival	**To Consider**	**Point of Contact**
☐ **Check in to accommodation**	Confirm your postal address and UK telephone number with International Staff Support.	Chosen accommodation provider
☐ **Collect Biometric Residence Permit (BRP), if applicable**	You must do this before the vignette sticker in your travel document expires or within 10 days of arriving in the UK, whichever is later. EU/EEA/Swiss citizens will not receive a BRP but will be given an online profile which can be used to confirm immigration status. If you applied in country, the BRP will be sent to the address you gave in your application. If you applied in country using the 'UK Immigration: ID Check' app you will be given an online profile which can be used to confirm immigration status.	Check your Home Office decision letter *If you are collecting your BRP at Queen's, International Staff Support will contact you by email once your BRP has been delivered to the Student Information Point (located in the One Elmwood Student Centre) and advise you on how to collect your BRP. Please remember to bring your passport when collecting.*
☐ **Attend RTW check**	International Staff Support will advise whether the right to work check can take place via video call using a share code. Alternative arrangements may be made where a share code is unavailable.	International Staff Support (internationalstaff@qub.ac.uk)
☐ **Open a UK bank account, as appropriate**	You can request a letter confirming your Visiting Title from International Staff Support. We will need to know your preferred bank and your NI address.	Make an appointment with your preferred bank

		(The bank can advise which documents you will need to bring)
☐ **Register with a doctor**	Your practice (or "surgery") will assign a doctor, known as a General Practitioner (GP), who will oversee your routine medical care.	Register with your nearest health centre or the University Health Centre at Queen's
First day(s) of Visiting Title	**To Consider**	**Point of Contact**
☐ **Collect ID card and computer logon**	ID cards should be available to collect on your first day. Logon credentials should be sent to your personal email address prior to your start date.	Visit Coordinator Host School (please refer to offer letter) Educational Governance and Partnerships (egp@qub.ac.uk)
☐ **Local induction**	Liaise with your Department so that they may make arrangements ahead of your arrival.	Host School (Getting Started with IT)
☐ **Complete mandatory training courses**	Available on the first page of Queen's online (QOL).	QOL (http://www.qub.ac.uk/qol/)
Throughout Visiting Title	**To Consider**	**Point of Contact**
☐ **Report changes in circumstances**	Update changes in personal information, contact details and emergency contacts as soon as practicably possible. You must advise International Staff Support immediately of any changes to the circumstances listed on your CoS, including if you complete your project early and any changes to your funding.	International Staff Support (internationalstaff@qub.ac.uk) Visit Coordinator Host School (please refer to offer letter) Educational Governance and Partnerships (egp@qub.ac.uk)
☐ **Absence reporting**	Confirm procedures for requesting leave with your School. If you are absent for more than 10 consecutive working days without permission or accumulate more than 4 weeks unpaid leave in any calendar year the University must in certain circumstances stop sponsoring your visa.	Host Academic School International Staff Support (internationalstaff@qub.ac.uk)
☐ **Join iRise**	iRise is Queen's BAME & international staff network. The purpose of iRise is to provide a forum for networking and peer support for BAME & international staff.	iRise (irise@qub.ac.uk)
☐ **Visiting Title extension**	At least 3 months before the end of your current Visiting Title, you should arrange to meet with your Host Academic to discuss your intentions and the options available to you.	Host Academic School
☐ **Visa extension**	The maximum duration of a GAE visa is 2 years. A new CoS can only be issued if it doesn't take your total stay over this duration. Your Visiting Title renewal must also have been processed. If required to obtain one, UKVI will need to see a new ATAS certificate as part of your visa application.	International Staff Support (internationalstaff@qub.ac.uk)
☐ **Report changes to immigration status**	Ensure you present any document or share code that updates your immigration status in the UK to International Staff Support, including where you have switched to another visa category before your current visa expires.	International Staff Support (internationalstaff@qub.ac.uk)