



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

Prior to Arrival	To Consider	Point of Contact
<input type="checkbox"/> 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)
<input type="checkbox"/> 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 <i>(please refer to contact information on School's webpage)</i> Educational Governance and Partnerships (EGP) (egp@qub.ac.uk)
<input type="checkbox"/> 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)
<input type="checkbox"/> Receive <i>research statement</i> and submit ATAS application , if applicable	Use the instructions in the research statement when submitting the application.	International Staff Support (internationalstaff@qub.ac.uk)
<input type="checkbox"/> Receive Visiting Title offer	<ul style="list-style-type: none"> Offer Letter Terms & Conditions 	Visit Coordinator Host School <i>(please refer to nomination form)</i> Educational Governance and Partnerships (egp@qub.ac.uk)
<input type="checkbox"/> Receive and return completed <i>CoS Form</i>	If ATAS is not required, we will aim to return the assigned CoS within 5 working days.	International Staff Support (internationalstaff@qub.ac.uk)
<input type="checkbox"/> 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 <i>(please refer to offer letter)</i> Educational Governance and Partnerships (egp@qub.ac.uk)
<input type="checkbox"/> 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)
<input type="checkbox"/> 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
<input type="checkbox"/> 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)
<input type="checkbox"/> 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 <i>(please refer to offer letter)</i>

		Educational Governance and Partnerships (egp@qub.ac.uk)
<input type="checkbox"/> 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)
<input type="checkbox"/> Receive GAE (Temporary Work) visa decision	Please contact International Staff Support if you are experiencing any delays outside the UKVI customer service standards or any issues with your application.	UK Visas and Immigration
<input type="checkbox"/> Get access to your eVisa	To get access to your eVisa you need to create a UKVI account. If you used the 'UK Immigration: ID Check' app when applying for your visa, you will automatically be given access to your eVisa upon receipt of your decision. Ensure all details on your eVisa are correct.	UK Visas and Immigration Report an error with your eVisa
<input type="checkbox"/> Schedule Right to Work (RTW) check	Once you have accessed your eVisa, ensure that you provide the International Staff Support team with a share code to prove RTW and your date of birth.	International Staff Support (internationalstaff@qub.ac.uk)
<input type="checkbox"/> Attend RTW check	International Staff Support will liaise with your EGP/your host School following the completed check. They will then be able to prepare your ID card/University access.	International Staff Support (internationalstaff@qub.ac.uk)
<input type="checkbox"/> Book travel to Belfast	Please do not make any non-refundable travel arrangements until you have received your visa. 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 evidence your date of entry to the UK. Note that the ROI also has separate visa requirements .	Chosen airline/transport provider
<input type="checkbox"/> 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)
<input type="checkbox"/> 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
<input type="checkbox"/> Check in to accommodation	Confirm your postal address and UK telephone number with International Staff Support.	Chosen accommodation provider
<input type="checkbox"/> 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)

<input type="checkbox"/> 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
<input type="checkbox"/> 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)
<input type="checkbox"/> Local induction	Liaise with your Department so that they may make arrangements ahead of your arrival.	Host School (Getting Started with IT)
<input type="checkbox"/> 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
<input type="checkbox"/> 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 <u>any</u> 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)
<input type="checkbox"/> 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)
<input type="checkbox"/> 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)
<input type="checkbox"/> Maintain UKVI account	Make sure that you link all current travel documents to your eVisa and keep any changes to your personal details updated in your UKVI account.	UK Visas and Immigration Report an error with your eVisa
<input type="checkbox"/> 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
<input type="checkbox"/> 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)
<input type="checkbox"/> 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)