**SCHOOL OF ARTS, ENGLISH AND LANGUAGES**

**Procedures for Visiting Students**

A Visiting Student title will be conferred initially for a maximum period of one year and can be renewed on an annual basis, up to the end of their registration at their home institution.

As the Visiting Student process is being transferred to Schools, the steps for the new process in our School are as follows:

1. A potential student visitor expresses interest in a visit to the School of Arts, English and Languages by completing the Visiting Student application form (<http://www.qub.ac.uk/schools/ael/Study/VisitingStudents>) and sending it to ael@qub.ac.uk..
2. Relevant accompanying documentation should be provided as appropriate including a copy of proof of registration at their home institution and a copy of their passport/visa.
3. The form is then sent to Aine Egan (a.egan@qub.ac.uk) to be distributed to the relevant people for consideration.

1. If the candidate is an international visitor, the nomination will be sent to International Student Support (if the duration of the visit is six months or less) at immigration@qub.ac.uk or International Staff Support at internationalstaff@qub.ac.uk (if the duration of the visit is more than six months) for immigration screening. This screening should be completed for both new and renewal applications.

NB please email application forms to International Staff or International Staff Support until their joint Sharepoint is up and running

1. An additional consideration for students who are non-European Economic Area nationals and who wish to apply for a Visiting Student title for any duration in certain subject areas is the requirement to apply for clearance under the Academic Technology Approval Scheme (ATAS). This scheme is mainly for postgraduate students, with a few exceptions, and does not apply to subjects in the areas of Arts or Humanities. ATAS clearance must be obtained before application to immigration for visas.
2. Once approval of a new Visiting Student nomination is granted:
	1. The School issues an appointment letter and the Terms and Conditions for Holders of Honorary Status.
	2. The candidate returns a signed copy of the letter accepting the Visiting Student title on stated conditions.
	3. The School adds the Visiting Student to the QUB Additional Persons database and, on confirmation of the visitor’s citizenship/visa status, provides an identification card to the holder upon collection.
3. For renewals:
	1. Where appropriate, the School will send on the application form for immigration screening.
	2. The School updates the Visiting Student’s record on the QUB Additional Person database to reflect their new end date.
	3. The School then issues a renewal confirmation letter
	4. An updated identification card can be provided upon request.
4. The School will invoice the Visiting Student for the appropriate bench fee, via Finance where appropriate.

Please see <https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/HonoraryTitles/VisitingTitles/> for additional information.