#### **ACADEMIC VISITOR (VAF1E DECEMBER 2012)**

This form is for use outside the UK only. This form is provided free of charge.



#### **▶ READ THIS FIRST**

This form must be completed in English. You may use blue or black ink.

Please follow the guidance notes carefully and complete all questions as indicated. If you run out of space, please use Part 9 – Additional Information.

The UK Border Agency may take a decision on your application based on the information contained here without interviewing you. Therefore please ensure you submit all relevant original documents (please see supporting documents guidance).

It is better to explain why you do not have a document than to submit a false document. Your application will be automatically refused and you may be banned from coming to the UK for 10 years if you use a false document, lie or withhold relevant information. You may also be banned if you have breached immigration laws in the UK.

#### YOU SHOULD COMPLETE THIS FORM IF YOU ARE VISITING THE UK AS AN ACADEMIC VISITOR.

If the main reason you are applying to come to the UK is as: a tourist or to visit friends you must complete VAF1A; a family visitor you must complete VAF1B; a business visitor/prospective entrepreneur you must complete VAF1C; a student visitor, you must complete VAF1D; an academic visitor, you must complete VAF1E; to get married or register for marriage/civil partnership, you must complete VAF1F; if you are a visitor in transit, you must complete VAF1H; a sports visitor, you must complete VAF1J; an entertainment visitor, you must complete VAF1K. If you are visiting the UK for any other reason then please complete VAF1A.

What is the main purpose of your visit to the UK? >>>>	How long do you intend to stay in the UK?
Travel Dates On which date do you wish to travel to the UK? >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	On which date will you leave the UK?  D D M M Y Y Y Y
Part 1 About You Read Guidance, Part 1	
1.1 Given name(s) (as shown in your passport) >>>>>>>>	1.2 Family name (as shown in your passport)
1.3 Other names (including any other names you are known >>> by and/or any other names that you have been known by)	1.4 Sex Put a cross (x) in the relevant box  Male Female
1.5 Marital status?  Put a cross (x) in the relevant box  Divorced/Dissolved Partnership	Married/ Civil Partner Unmarried Partner  Separated Widowed/Surviving Civil Partner
1.6 Date of Birth >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	1.7 Place of Birth  1.9 Nationality
1.10 Do you hold, or have you ever held, any other nationality or Yes No If 'Yes' please provide details >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	nationalities? Put a cross (x) in the relevant box

## Passport Information Read Guidance, Part 2 Part 2 Enter details of the passport or travel document that you will use to travel to the UK. 2.1 Current passport or travel document number >>>>>>>> 2.2 Place of Issue 2.4 Date of Issue **2.6** Is this your first passport? Put a cross (x) in the relevant box Yes No If 'Yes' go to Part 3 2.7 Please give details of any previous passports, covering the last 10 years, including where these passports are now. Your Contact Details Read Guidance, Part 3 Part 3 3.2 How long have you lived at this address? 3.3 Home (landline) telephone number 3.4 Your mobile telephone number 3.6 Contact details if different from those given in question 3.1 Your Family Read Guidance, Part 4 Part 4 4.2 Father's family name 4.4 Father's place and country of birth 4.6 Mother's given name(s) 4.8 Mother's date of birth 4.10 Mother's place and country of birth 4.11 Full name of spouse/partner (If single go to 4.16) >>>>>> 4.12 Spouse/partner's nationality/nationalities

If (No.) places provide full details of whore your	
Yes No If 'No', please provide full details of where your spouse currently lives.	Yes No No
	4.16 Do you have any children? Put a cross (x) in the relevant box
	Yes No If 'No', please go to question 4.20
4.17 Please provide full details for each of your >>>>>> dependant children	4.18 Do all your children currently live with you at the address given in Question 3.1? Put a cross (x) in the relevant box
Name Date of Birth	Yes No Figure 1 No , please provide full details of where your children currently live.
4.19 Please list any of your children who will be travelling >>>> with you to the UK?	4.20 Will any other children be travelling with you?  Put a cross (x) in the relevant box  Yes If 'Yes' go to 4.21 No If 'No' go to Part 5.
4.21 If yes please provide full details about the child/children	
Please note: If a child is travelling without their parents, he/sh or legal guardian that they consent to the child's visit.	e should present written notification from the child's parent
Part 5 Finances and Employment Read G	
Fait 5 Tillances and Employment Read G	Guidance, Part 5
TO BE COMPLETED BY ALL APPLICANTS - Dependent children	
	n should enter parents' details.
TO BE COMPLETED BY ALL APPLICANTS - Dependent children	n should enter parents' details.
TO BE COMPLETED BY ALL APPLICANTS - Dependent children  5.1 What are your current personal circumstances? Put a cross (x)	n should enter parents' details.  in the relevant box  Retired, please go to 5.9  Supported by spouse / partner / other family member, please give full details in the box, including their relationship
TO BE COMPLETED BY ALL APPLICANTS - Dependent children  5.1 What are your current personal circumstances? Put a cross (x)  Employed full time, please go to 5.2	n should enter parents' details.  in the relevant box  Retired, please go to 5.9  Supported by spouse / partner / other family member, please give full details in the box, including their relationship to you; then go to 5.9
TO BE COMPLETED BY ALL APPLICANTS - Dependent children  5.1 What are your current personal circumstances? Put a cross (x  Employed full time, please go to 5.2  Employed part-time, please go to 5.2	n should enter parents' details.  in the relevant box  Retired, please go to 5.9  Supported by spouse / partner / other family member, please give full details in the box, including their relationship
TO BE COMPLETED BY ALL APPLICANTS - Dependent children  5.1 What are your current personal circumstances? Put a cross (x  Employed full time, please go to 5.2  Employed part-time, please go to 5.2  Self-employed, please go to 5.2	n should enter parents' details.  in the relevant box  Retired, please go to 5.9  Supported by spouse / partner / other family member, please give full details in the box, including their relationship to you; then go to 5.9
TO BE COMPLETED BY ALL APPLICANTS - Dependent children  5.1 What are your current personal circumstances? Put a cross (x)  Employed full time, please go to 5.2  Employed part-time, please go to 5.2  Self-employed, please go to 5.2  Unemployed, please go to 5.9  Student, please give details of the course and institution you	n should enter parents' details.  in the relevant box  Retired, please go to 5.9  Supported by spouse / partner / other family member, please give full details in the box, including their relationship to you; then go to 5.9
TO BE COMPLETED BY ALL APPLICANTS - Dependent children  5.1 What are your current personal circumstances? Put a cross (x)  Employed full time, please go to 5.2  Employed part-time, please go to 5.2  Self-employed, please go to 5.2  Unemployed, please go to 5.9  Student, please give details of the course and institution you attend in the box provided; then go to 5.2	n should enter parents' details.  in the relevant box  Retired, please go to 5.9  Supported by spouse / partner / other family member, please give full details in the box, including their relationship to you; then go to 5.9
TO BE COMPLETED BY ALL APPLICANTS - Dependent children  5.1 What are your current personal circumstances? Put a cross (x)  Employed full time, please go to 5.2  Employed part-time, please go to 5.2  Self-employed, please go to 5.2  Unemployed, please go to 5.9  Student, please give details of the course and institution you attend in the box provided; then go to 5.2  Employment  5.2 What is your present work or job or occupation? >>>>>>  If you are a student and you also work, please give details of your work. If you are a student and you do not also work, please	n should enter parents' details.  in the relevant box  Retired, please go to 5.9  Supported by spouse / partner / other family member, please give full details in the box, including their relationship to you; then go to 5.9

5.5 What is your work address? >>>>>>>>>>>	>>>> 5.6 What are your employer's telephone numbers?	
	5.7 What is your employer's email address?	
5.8 Please give details of any additional job(s) or occupa	ation(s) you have	
5.9 Have you ever worked for any organisation of a type	e (state or non-state) listed below? Put a cross (x) in the relevant box	
Armed forces (including national service) Yes No	Media Yes No	
Government (central or local) Yes No	Public or civil administration Yes No	
Judiciary Yes No	Security (including police and private security companies)  No Security (including police and private security companies)	
	etails for every organisation that you have worked for that is of a type in the year to year). Please enter details in Part 9, Additional information.	
Income and Expenditure		
5.10 What is your total monthly income from all sources of employment or occupation after tax?	:>>>	
5.11 Do you receive income from any other sources, including friends or family? Put a cross (x) in the relevant b	OX	
Yes No If 'Yes' please provide full details >>>>>>>	>>>>	
5.12 Do you have savings, property or other income (for exfrom stocks and shares)? Put a cross (x) in the relevant box	ample	
Yes No If 'Yes' please provide full details >>>>>>>	>>>>	
5.13 How much of your total monthly income is given to your family members and other dependants?	>>>	
5.14 How much do you spend each month on living cos	ts? >	
5.15 What money is available to you for your trip? >>>>	>>>>	
5.16 Who will pay for your travel to the UK?>>>>>>>	>>>>	
5.17 Who will pay for your expenses such as >>>>>>> accommodation and food?	>>>>	
5.18 If someone other than yourself is paying for all or any part of this visit, how much money will they give you Please also explain why they are paying for all or part of your	?	
5.19 What is the cost to you personally of your stay in >>> the UK?	>>>>	
Part 6 Previous Applications And Travel History Read Guidance, Part 6		
6.1 Have you travelled to the UK in the last 10 years?  Put a cross (x) in the relevant box	Yes No If 'Yes' please provide details of any trips to the UK	
Date Destination Purp	ose Duration	

6.2 Have you travelled outside your country of residence, excluding to the UK, in the last 10 years?  Put a cross (x) in the relevant box	Yes No If 'Yes' please provide details of these trips
Date Destination Purpose	Duration
6.3 Have you ever been refused a visa for any country, including the UK? Put a cross (x) in the relevant box	Yes No If 'Yes' please provide full details
Date Country Reason	Reference number (for UK)
6.4 Have you been granted any UK visas in the last 10 years?  Put a cross (x) in the relevant box	Yes No If 'Yes' please provide details
Date Purpose	Duration Reference number
6.5 Have you been refused entry on arrival to the UK in the last 10 years? Put a cross (x) in the relevant box	Yes No If 'Yes' please provide details
Date Reason	Reference number
6.6 Have you ever been deported, removed or otherwise required to leave any country, including the UK in the last 10 years? Put a cross (x) in the relevant box	Yes No If 'Yes' please provide details
Date Country Reason	Reference number (for UK)
6.7 Have you made an application to the Home Office to remain in the UK in the last 10 years?  Put a cross (x) in the relevant box	Yes No If 'Yes' please provide details
Date Reason for Application	Granted/Refused If refused give reason Reference number
6.8 Do you have a UK National Insurance number?  Put a cross (x) in the relevant box	Yes No If 'Yes' please provide details
National Insurance number  Reason fo	r getting a National Insurance number
6.9 Do you have any criminal convictions either in the UK or overseas (you must include spent and unspent convictions as well as traffic offences)? Put a cross (x) in the relevant box	Yes No If 'Yes' please provide details
Date Country Offence	Sentence
6.10 Have you ever been charged in any country with a criminal offence for which you have not yet been tried in court (including traffic offences)? Put a cross (x) in the relevant box	Yes No If 'Yes' please provide details
Date Country Offence	

6.11 In times of either peace or war have you ever been >>> involved in, or suspected of involvement in, war crimes, crimes against humanity or genocide? Put a cross (x) in the relevant box	Yes No If 'Yes' please provide details in Part 9, Additional Information
6.12 Have you ever been involved in, supported, or >>>>> encouraged terrorist activities in any country? Have you, ever been a member of, or given support to an organisation that has been concerned in terrorism? Put a cross (x) in the relevant box	Yes No If 'Yes' please provide details in Part 9, Additional Information
6.13 Have you ever, by any means or medium, expressed >> views that justify or glorify terrorist violence or that may encourage others to terrorist acts or other serious criminal acts? Put a cross (x) in the relevant box	Yes No If 'Yes' please provide details in Part 9, Additional Information
6.14 Have you engaged in any other activities that might >>> indicate that you may not be considered a person of good character? Put a cross (x) in the relevant box	Yes No If 'Yes' please provide details in Part 9, Additional Information
Part 7 Travellers under the age of 18 Read Guidance, Part 7	
ONLY TO BE COMPLETED BY APPLICANTS UNDER 18 (or pare	ent/guardian on behalf of applicant)
7.1 Please provide full details about your parent(s)/guardian(s) in	your home country
Name Address Telephone	e Number Email Address Relationship
7.2 Will you be travelling to the UK alone? >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	Yes No If 'No' please complete 7.3. If 'Yes' please go to 7.4
Put a cross (x) in the relevant box  7.3 If accompanied, please provide full details of up to two adults who will accompany you, including their passport numbers and your exact relationship to them	
1)	2)
<b>7.4</b> Is the address you will be staying at a private address? > Put a cross (x) in the relevant box	Yes No If 'No' go to Part 8
7.5 Please provide full details about the person you >>>>> will be staying with	7.6 If the person named in 7.5 is not a British Citizen or European Economic Area Citizen, please give details about
Name Address Nationality Relationship	what permission they have to be in the UK
	7.7 How long will you stay with this person?
PLEASE NOTE: If a child is travelling without their parents, he/s	he should present written notification from the child's parent or

legal guardian that they consent to the child's visit.

### Part 8 Your Visit Read Guidance notes, at the end of this form 8.1 If you are not a national of the country in which you are >>> applying, what permission do you have to stay in that country? **8.2** Are you travelling with anyone? Put a cross (x) in the relevant box Yes No If 'Yes' please provide details of the people you are travelling with. If 'No', go to question 8.4 Nationality No They don't need one Yes Put a cross (x) in the relevant box **8.4 What will you do in the UK?** Put a cross (x) in the relevant box Clinical Practice Formal Exchange Research **Teaching** Other (Please specify) >>> 8.5 Who invited you to the UK? 8.6 Where will you stay in the UK? Full Name 8.7 Email address of the person who has invited you to the UK 8.8 Which institution or facility will you be based at in the UK? 8.9 What is your field of expertise? >>> 8.10 What specific benefits will going to the UK bring to you? 8.11 What exactly do you intend to do when you have finished your visit to the UK? 8.12 Do you have any friends or family in the UK? >>>>>>> If yes, please provide details Yes No (Definition of 'family member' can be found in the guidance notes) Put a cross (x) in the relevant box Nationality Telephone Number REMINDER: If the main purpose of your visit is to visit family then you should have completed VAF 1B 8.13 Do you intend to visit any of these family members? >>> Yes No Put a cross (x) in the relevant box

### Additional Information Read Guidance, Part 9

9.1 Is there any other information you wish to be considered as p	part of your application?
9.1 Is there any other information you wish to be considered as	part of your application?
If you run out of space please use additional sheets of paper to provide  9.2 Have you ever received medical treatment in the UK? >>	
Put a cross (x) in the relevant box	Yes No If 'Yes' go to question 9.3
<b>9.3</b> Did you have to pay for the treatment? >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	Yes No No
9.4 Where did you receive the treatment? Address:	Name of hospital/clinic/Doctor's surgery:  Telephone number:

#### Part 10

#### **Declaration**

I hereby apply for a visa/entry clearance to the United Kingdom. The information I have given is complete and true to the best of my knowledge. I also declare that the photograph submitted with this form is a true likeness of me. I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the United Kingdom Diplomatic Mission handling my application.

I am aware that it is an offence under the Immigration Act 1971 (as amended) to make a statement which I know to be false, or not believe to be true, in order to obtain a visa/entry clearance to the UK. I am also aware that my application will be automatically refused and I may be banned from going to the UK for 10 years if I use a false document, lie or withhold relevant information. I may also be banned if I have breached immigration laws in the UK. I am further aware that should I use a false document, lie or withhold relevant information my details may be passed to law enforcement agencies.

I declare that the documents that I have supplied with this application are genuine and the statements I have made with this application are truthful. I understand that UK Border Agency (or a trusted third party) may make reasonable checks to confirm the accuracy and authenticity of evidence I have provided and documents I have submitted with this application. I further understand that UK Border Agency (or a trusted third party) may also make reasonable checks on any sponsors to my application to verify statements contained in the application and establish that I will comply or have complied with the terms of any visa granted.

I understand that I may be required to provide a record of my fingerprints and a photograph of my face ("biometric data") as part of my application. If I refuse to do so, my application may be treated as invalid and, if so, will not be considered further. (See Statutory Instrument 2006 No 1743 - The Immigration (Provision of Physical Data) Regulations 2006, Regulation 7(1)).

I understand that UK entry clearance applications may be handled by British Missions in other locations, including outside the country in which I have applied for entry clearance and that this may involve the transferring of my application and supporting documents to and from another Mission. I understand that the UK Border Agency will be responsible for transferring my application and supporting documents safely. I understand in these circumstances my application will still be handled in line with UK Border Agency published customer service standards.

I understand that the fee payable is for an application processing and entry clearance decision-making service, not for the guaranteed delivery of a visa, therefore I will not be entitled to a refund should my application for entry to the UK or Commonwealth and Overseas Territories be refused or granted for a shorter time period than I applied for. I also understand that my visa application fee will be refunded only if the application is withdrawn in writing within 3 months and 7 days of the original date of application and prior to the submission of biometric data or any processing taking place.

I am aware that I may be billed for any medical treatment undertaken in the UK and that I do not have recourse to public funds during my stay in the UK.

I understand that all information provided by me will be processed by the UK Border Agency in accordance with the Data Protection Act 1998. I am aware that the UK Border Agency is the data controller in relation to the information provided by me in this application form. I am aware that the information I provide, including biometric data, will be treated in confidence, but it may be disclosed to other government departments, agencies, local authorities, foreign governments, and other bodies, to enable the UK Border Agency or those bodies to perform their functions. Any disclosures will be in accordance with the Data Protection Act 1998. I also understand that the information provided by me may also be used for staff training purposes.

I also understand that the information provided by me, or information made available to UK Border Agency during the processing of my application, may be shared with my sponsor(s) or any person(s) acting on their behalf or any applicant linked to my application (for example to my spouse / partner if we apply for visas for a trip together) for the sole purpose of considering my application. I am aware that if there is any information I do not want you to disclose to them I will tell you by enclosing a letter with my supporting documentation. If such requests prevent you from making legitimate inquiries, my application may be refused.

I understand that my details may in certain circumstances be passed to fraud prevention agencies to prevent and detect fraud and money laundering. I also understand that such agencies may provide the UK Border Agency with information about me. Further details explaining when information may be passed to or from fraud prevention agencies and how that information may be used can be obtained from the UK Border Agency website. I declare that the information given on this form is correct to the best of my knowledge and belief. I also consent to the processing of information provided by me by the UK Border Agency.

Applicant's signature	Date
	D D M M Y Y Y
Have you used an agent or representative to complete this application? Put a cross (x) in the relevant box	
Yes No If 'Yes' please give details of >>>>>>>> agent/representative's name and address	
What language did you communicate in with the >>>>>>> agent/representative to complete the form?	

#### Part 11

#### **Supporting Documents**

Please ensure you submit all the relevant original documents that you want the Entry Clearance Officer to see when considering your application. The UK Immigration Rules make it clear that it is your responsibility to satisfy the Entry Clearance Officer that you are genuinely seeking entry to the UK for the purpose and duration that you have stated. Submission of particular documents does not guarantee that your visa will be issued. It is your decision how you satisfy the Entry Clearance Officer that your intentions are as you state in your application. It is your choice which documents you submit. Further guidance on supporting documents can be found on the UKBA web pages.

#### Your photograph must be:

- Colour
- Passport style and size (45mm high x 35mm wide)
- A recent and true likeness, showing full face, with no hat, helmet or sunglasses, although you can wear everyday glasses
- Original that is not digitally or optically altered (for example it must not be 'photoshopped' or 'touched-up')
- Taken against an off-white, cream or light grey background so that your features are clearly distinguishable against the background
- Printed on low-gloss, plain-white photo-quality paper (with no watermarks or embossing)

Photographs that do not conform to these standards will be rejected and may cause a delay in processing your application.

Advisory:

To know your Customs obligations when travelling to the UK, please consult Notice 1, found at www.hmrc.gov.uk.

#### **Guidance for Part 8: Your Trip**

## 8.1 If you are not a national of the country in which you are applying, what permission do you have to stay in that country?

Please provide evidence of your immigration status if you are not a national in the country where you are applying, e.g. a residence permit, visa, green card.

#### 8.2 Are you travelling with anyone?

Answer Yes/No. Please provide the full name, date of birth and nationality of the people you are travelling with. If you are travelling in a large group please just give the details of the group leader.

#### 8.3 Do they already have a visa for the UK?

Answer Yes/No/They don't need one.

#### 8.4 What will you do in the UK?

Put a cross(x) in the relevant box. If other, please explain in box provided.

#### 8.5 Who has invited you to the UK?

Please give full name, job title and full address, including the postal code, of the person who has invited you to the UK.

#### 8.6 Where will you stay in the UK?

Please state the address of where you will be staying in the UK. If your accommodation is being arranged by the institution, please provide contact details of the person arranging this.

### 8.7 Email address of the person who has invited you to the UK

Please note this person may be contacted by email to provide consent for their personal details to be checked.

### 8.8 Which institution or facility will you be based at in the UK?

Please give the full name and full address, including the postal code, of the institution or facility.

#### 8.9 What is your field of expertise?

Please provide evidence that you have been working as an academic in an institution of higher education overseas, or in the field of your academic expertise (e.g. medicine), immediately prior to seeking entry clearance.

# **8.10 What specific benefits will going to the UK bring to you?** Please explain how your visit to the UK will benefit you in your field of expertise.

### 8.11 What exactly do you intend to do when you have finished your visit to the UK?

Please explain what you will do once your visit to the UK has been completed.

#### 8.12 Do you have any friends or family in the UK?

Answer Yes/No. If 'Yes', please provide the full name, nationality, address, telephone number , their permission to stay in the UK and explain how they are related to you e.g. "My mother's brother's son"

#### Definition of a family member

A "member of the applicant's family" is any of the following persons

- (a) the applicant's spouse, father, mother, son, daughter, grandfather, grandmother, grandson, granddaughter, brother, sister, uncle, aunt, nephew, niece or first cousin; (NB: "first cousin" means, in relation to a person, the son or daughter of his uncle or aunt);
- (b) the father, mother, brother or sister of the applicant's spouse;
- (c) the spouse of the applicant's son or daughter;
- (d) the applicant's stepfather, stepmother, stepson, stepdaughter, stepbrother or stepsister; or
- (e) a person with whom the applicant has lived as a member of an unmarried couple for at least two of the three years before the day on which his application for entry clearance was made.

#### In addition:

- Children adopted under an adoption order recognised in UK law are treated as if they are the natural children of the adoptive parents; and,
- The Immigration Appeals (Family Visitor) Regulations 2003 pre-date The Civil Partnership Act (2004). Civil partners are considered "a member of the applicant's family" in the same way as a spouse for the purposes of the Family Visitor Regulations

### 8.12 Do you intend to visit any of these family members? Answer Yes/No.