**Immigration Document Checks**

**for Visiting Academics**

Immigration checks must be conducted on all visiting academics as per the Visiting Academic Policy and Overseas Academic Visitor Policy. Send completed forms to immigration-queries@open.ac.uk.

For further assistance on immigration for visiting academics, please contact the People Services Immigration Team (immigration-queries@open.ac.uk).

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| **Name of visitor:** |  |
| **Name of unit/faculty:**  |  |
| **Type of check:*****(Before employment, follow up, online)*** |  |
| **Date of check:** |  |
| **Check completed by:** |  |
| **Job title:** |  |

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| Where an immigration document check has been conducted using the online service, the information is provided in real-time, directly from Home Office systems, and there is no requirement to see the documents listed below. **Go to Step 2** if using the online service. |

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| **Step 1 – Obtain****Obtain scanned or original versions of one or more acceptable documents** |
| 1. | ☐ | A current passport endorsed to show that the holder is allowed to enter the UK under the provision of a visitor on the dates of the visit to Open University |
| 2. | ☐ | A copy of an ATAS certificate (if required as indicated by Visiting Academic Nomination Form) |

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| **Step 2 – Check****Check the document’s validity in the presence of the holder (or via video call)** |
| 1 | Is the photograph consistent with the person’s appearance? | Yes ☐ | No ☐ |
| 2 | Is the date of birth consistent with the person’s appearance? | Yes ☐ | No ☐ |
| 3 | If applicable, are there valid reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should be photocopied and a copy retained) | Yes ☐ | N/A ☐ |
| 4 | Do expiry dates for time-limited permission to be in the UK occur during the person’s stay at Open University premises? | Yes ☐ | No ☐ |
| 5 | Are there any restrictions that would prevent the person from being able to undertake the visit offered or activities?  | Yes ☐ | No ☐ |
| If you have any concerns about the above checks, please contact the People Services Immigration Team (immigration-queries@open.ac.uk). |

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| **Step 3 Copy and Retain****Make and retain a clear copy and record the date the check was made** |
| Make a clear copyof each document in a format which cannot manually be altered, and retain the copy securely, either electronically or in hardcopy. All documents must be endorsed. Sign and date all pages to confirm original documents have been seen. Also record on the copies the actual date that the check was conducted.Send a copy of the document check to the People Services Immigration Team (immigration-queries@open.ac.uk).**Copies of all Visiting Academic documents for immigration purposes must be kept for the duration of the visit plus two years.** |