

# Visitors undertaking permitted paid engagements

This guidance is based on the Immigration Rules.

### Visitors undertaking permitted paid engagements

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#### **Immigration Rules paragraphs 56X-56Z**

This guidance tells you how to decide applications for visitors undertaking permitted paid engagements as described in paragraphs 56X-56Z of the Immigration Rules.

For more information on the Immigration Rules, see the related link.

This category is for people seeking leave to enter the UK as a professional who has been invited to the UK for an engagement which relates to their area of expertise and/or qualifications and their full time occupation overseas in one of the following ways:

- Examiners or assessors experts who are highly qualified within their own area of expertise invited by a UK higher education institution or a UK based research or arts organisation to examine students, or participate and/or chair in a selection panel as part of that institution or organisation's quality assurance processes.
- Lecturers people giving a one-off or a short series of paid lectures in their field of expertise, at the invitation of a UK higher education institution, or a UK based research or arts organisation.
- As an overseas designated air pilot examiner invited to assess UK based pilots, to
  make sure they meet the national aviation regulatory requirements of that country, this
  must be by invitation of an approved training organisation regulated by the UK Civil
  Aviation Authority.
- Qualified lawyers invited to provide advocacy in a particular area of law for the
  purposes of a court or tribunal hearing, arbitration or other form of alternative dispute
  resolution for legal proceedings within the UK, at the invitation of a client in the UK or a
  client who is based overseas.
- Professional artists, entertainers or sportspersons invited to the UK by an arts or sports organisation or broadcaster based in the UK to carry out an activity relating to their profession.

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### Indefinite leave to remain and dependants of visitors

There are no provisions within the Immigration Rules to grant:

- Indefinite leave to remain (settlement) in any of the visitor categories.
- Entry to the UK as the dependant of a visitor. A dependant or family member will need to qualify in their own right in one of the visitor categories.

Changes to this guidance – This page tells you what has changed since the previous version of this guidance.

Contact – This page tells you who to contact for help if your senior caseworker or line manager can't answer your question.

Information owner - This page tells you about this version of the guidance and who owns it.

Safeguard and promote child welfare – This page explains your duty to safeguard and promote the welfare of children and tells you where to find more information.

### Key facts: Visitors undertaking permitted paid engagements

This page lists the key facts for visitors undertaking permitted paid engagements under paragraphs 56X-56Z of the Immigration Rules.

Eligibility requirements	The applicant must:
	<ul> <li>be genuinely seeking entry as a visitor undertaking permitted paid engagements for the limited period they request but not exceeding one month</li> <li>intend to leave the UK at the end of their visit</li> <li>maintain and accommodate themselves without using public funds or taking employment other than is permitted by the pre-arranged paid engagement</li> <li>meet the cost of the return or onward journey</li> <li>intend to do one of the following pre-arranged permitted paid engagements evidenced by a formal invitation, and can show the engagement relates to their expertise and/or qualifications, and full-time occupation overseas: <ul> <li>as a visiting examiner or asssesor, highly qualified in their own field of expertise invited by a UK higher education institution or research or arts organisation, to examine students and/or participate or chair in selectior panels as part of that institution or organisations quality assurance processes</li> <li>as a visiting lecturer, invited by a UK higher education institution or UK research or arts organisation, to give one or a series of lectures in their field of expertise, provided this is not in a formal teaching role</li> <li>as an overseas designated pilot examiner, to assess Uk based pilots to make sure they meet the national aviation regulatory requirements of that country, this must be by invitation of an approved training organisation based in the UK that is regulated by the Uk Civil Aviation Authority for that purpose</li> <li>provide advocacy in a particular area of law as a qualified lawyer for the purposes of a court hearing, arbitration or other form of alternative dispute resolution for legal proceedings in the UK, at the invitation of a client in the UK or foreign based client</li> <li>undertake an activity related to arts, entertainment or sports as a full-time professional, invited by a UK based arts or sports organisation, or broadcaster based in the UK.</li> </ul> </li> </ul>

	<ul> <li>intend to live in the UK for extended periods through frequent or successive visits</li> <li>produce goods or provide services within the UK other than those permitted by the pre-arranged paid engagement</li> <li>take employment other than as permitted by the pre-arranged paid engagement</li> <li>intend to undertake a course of study</li> <li>be a child under the age of 18</li> <li>intend to marry or form a civil partnership</li> <li>intend to give notice of a marriage or civil partnership</li> <li>intend to receive private medical treatment</li> <li>be in transit to a country outside the common travel area.</li> </ul>
Application forms	VAF1C For more information, see related link: How to apply.
Cost of application:	See visa fees on: <u>UK Visas and immigration fees</u>
Entry clearance mandatory?	Only for visa nationals.
Is biometric information required for applications made in the UK?	Yes for visa nationals
Code of leave to enter	Code 4
granted	Statistical code PPE visitor
Entry clearance	D: VISIT: PPE: CODE 4
endorsements	To work as (insert engagement) /with (name of organisation inviting)
Conditions of leave to enter	Specified employment only. No study allowed. No recourse to public funds.
How long is leave to enter normally granted for?	Up to one month
Are dependants allowed?	No – dependants must qualify as a visitor in their own right.
Work and study allowed?	Specified work allowed. No study allowed.
Is switching into this category allowed?	No
Does this category lead to settlement (indefinite leave to remain)?	No
Is knowledge of language and life required?	No
CID case type	Not applicable
Immigration Rules paragraphs	Immigration Rules – Part 2: paragraph 56X-56Z
Is there a right of appeal for refused applications?	No

# Visitors undertaking permitted paid engagements

# Changes to this guidance

About this guidance Key facts Entry requirements	This page lists the changes to the 'Visitors undertaking permitted paid engagements' guidance with the most recent at the top.		See also Links to staff intranet removed
	Date of the change	Details of the change	
Specific types of permitted paid	18 March 2014	Six month review by the modernised guidance team:	Contact
<u>engagements</u>		Minor housekeeping changes.	Information owner
Granting or refusing	16 December 2013	Change request:	
		<ul> <li>Arts, entertainment or sporting professionals:</li> <li>New sentence added after first set of bullets</li> </ul>	
		For previous changes you will need to access the archived guidance. See related link: Visitor undertaking permitted paid engagements - Archive.	

### Visitors undertaking permitted paid engagements

### **Entry requirements**

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This page tells you what you must check to see if an applicant meets the entry requirements in the visitors undertaking permitted paid engagement category.

All visa nationals will require entry clearance, and if successful will be granted a single-entry visa for the one month period. For a list of visa nationals, see related links: Immigration Rules: Appendix 1.

When considering an application you must check:

- the application is valid
- the applicant's passport or travel document is genuine
- the applicant meets the defined requirements of the category
- there are no general grounds for refusal, and
- the applicant has given their biometric information if a visa national.

For more information, see related links:

- Specified application forms and procedures
- Passports and travel documents
- General grounds for refusal
- · Biometric information.

### Requirements for entry under the Immigration Rules

Under paragraph 56X of the Immigration Rules, a visitor coming to undertake a permitted paid engagement must:

• be genuinely seeking entry as a visitor undertaking a permitted paid engagement for the limited period they request but not exceeding one month Links to staff intranet

- intend to leave the UK at the end their visit
- maintain and accommodate themselves and any dependants adequately:
  - out of resources available to them without recourse to public funds or taking employment, or
  - be maintained and/or accommodated by relatives or friends who can prove they are able and intend to do so, and are legally present in the UK, or will be at the time of their visit
- meet the cost of the return or onward journey
- intend to do one of the following pre-arranged permitted paid engagements evidenced by a formal invitation, and can show the engagement relates to their expertise and/or qualifications, and full-time occupation overseas:
  - as a visiting examiner or assessor, highly qualified in their own field of expertise invited by a UK higher education institution or research or arts organisation, to examine students and/or participate or chair in selection panels as part of that institution or organisation's quality assurance processes
  - as a visiting lecturer, invited by a UK higher education institution or UK research or arts organisation, to give one or a series of lectures in their field of expertise, provided this is not in a formal teaching role
  - as an overseas designated pilot examiner, to assess UK based pilots to make sure they meet the national aviation regulatory requirements of that country, this must be by invitation of an approved training organisation based in the UK that is regulated by the UK Civil Aviation Authority for that purpose
  - provide advocacy in a particular area of law as a qualified lawyer for the purposes of a court hearing, arbitration or other form of alternative dispute resolution for legal proceedings in the UK, at the invitation of a client in the UK or foreign based client
  - undertake an activity related to arts, entertainment or sports as a full-time professional, invited by a UK based arts or sports organisation, or broadcaster based in the UK.

During their visit the applicant must not:

- intend to live in the UK for extended periods through frequent or successive visits
- produce goods or provide services within the UK other than as permitted under the

permitted paid engagement category

- intend to undertake a course of study
- be a child under the age of 18
- intend to marry or form a civil partnership
- intend to give notice of a marriage or civil partnership
- intend to receive private medical treatment
- be in transit to a country outside the common travel area.

For more information on the different types of permitted paid engagements see the link on left: Specific types of permitted paid engagements.

#### Requirements for an extension

As this is a short term route for a pre-arranged activity there is no provision in the Immigration Rules for an extension in the UK.

# Visitors undertaking permitted paid engagements

# Specific types of permitted paid engagements

About this guidance Key facts Entry requirements	This section tells you about the requirements for specific types of visitors undertaking permitted paid engagements.	In this section Visiting examiners or assessors
Specific types of permitted paid	The permitted paid engagement category allows the following people to enter the UK as visitors to do specific activities:	<u>Visiting lecturers</u>
engagements Granting or refusing	<ul> <li>visiting examiners or assessors</li> <li>visiting lecturers</li> </ul>	Designated air pilot examiners
	<ul> <li>designated air pilot examiners</li> <li>qualified lawyers</li> <li>arts, entertainment or sporting professionals.</li> </ul>	Qualified lawyers
	For more information, see links in this section.	Arts, entertainment or sporting professionals
		Links to staff intranet removed

### Visitors undertaking permitted paid engagements

### Visiting examiners or assessors

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This page tells you the requirements for visiting examiners or assessors applying in the visitors undertaking permitted paid employment (PPE) category.

Visiting examiners or assessors can stay in the UK for up to one month.

If they are coming to the UK to act as an examiner or assessor they must be:

- an academic or expert who is highly qualified within their own field of expertise
- invited by a UK higher education institution (HEI), research organisation or arts organisation to examine UK students, which includes:
  - o marking papers
  - moderating marking
  - o attending exam boards
  - drafting reports
  - o attending clinical skills examinations or vivas, and/or
  - o participating in or chairing a selection panel.

They can receive a fee for their engagement and whilst in the UK they can conduct examinations at more than one HEI provided they have invitations from each HEI.

Given the short term nature of this route, experts must be employed outside the UK and intend to return to this employment on completion of their engagement.

#### **Definition of a UK HEI**

A recognised body, or a body that receives public funding as an HEI from the:

- Department for Employment and Learning in Northern Ireland
- Higher Education Funding Council for England
- Higher Education Funding Council for Wales, or

In this section Visiting lecturers

Designated air pilot examiners

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Arts, entertainment or sporting professionals

Scottish Funding Council.

### We also accept:

- Richmond, the American International University in London, as an HEI because it is recognised in statute in the Education (Recognised Awards) (Richmond The American International University in London) Order 2006. For more information see related link: Home Office – sponsoring general students.
- The UK Foundation Programme Office as an HEI for sponsored students undertaking a recognised Foundation Programme for post graduate doctors.
- The Yorkshire and Humber Strategic Health Authority, as an HEI for sponsored students undertaking a recognised Foundation Programme for post graduate dentists.

#### Other recognised organisations

- publicly funded research institutions:
  - research organisations could include independent research organisations and those Research Council Funded Institutes
- museums (this must be the primary purpose of the venue)
- art galleries (where the primary purpose of the venue is to exhibit art as opposed to selling it or any other activity)
- arts centres, arts festivals, theatres and other arts venues.

#### Evidence to be provided by applicants

You must make sure the engagement relates to the applicant's expertise and/or qualifications, and full time profession overseas. In doing this you must consider their employment overseas, which must be in a field relevant to their engagement here.

Applicants must provide a copy of their invitation from an HEI, arts or research organisation as listed above. The invitation must show why the individual has been chosen to carry out the PPE (because of their skills or expertise), and must set out how the engagement links to the venue and how long the engagement is for. Other evidence could include publications by the applicant in their particular field of expertise or a letter from their employer confirming

where they work and area of expertise.

Where an academic is fully retired and carries out one-off examination work, this would not count as their full-time occupation and you must refuse their application. However, an individual who is semi-retired, carrying out regular examination work and earning income from this, will qualify under this route.

Where the proposed activities include examining at a further education establishment, their application must be refused, as they must apply under Tier 2 to do this.

For examples of independent research organisations and Research Council Institutes please see related links. These are not exhaustive lists but an invitation from an organisation on one of these lists will meet the requirements.

### Visitors undertaking permitted paid engagements

### **Visiting lecturers**

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This page tells you about the requirements for visiting lecturers applying in the visitors undertaking permitted paid engagements category.

To qualify as a visiting lecturer, the applicant must be an overseas based expert who has been invited by a UK higher education institute (HEI) or UK based research or arts organisation for one or a series of pre-arranged lectures in their particular field of expertise, provided this is not in a formal teaching role.

Given the short term nature of this route, experts must be employed outside the UK (this does not have to be as a full time lecturer) and intend to return to this employment on completion of their engagement. Where an expert is fully retired and carries out a one-off lecture, this will not count as their full-time occupation and you must refuse their application. However, an individual who is semi-retired, carrying out regular lectures and earning income from this, will qualify under this route.

### Evidence to be provided by applicants

You must make sure the engagement relates to the applicant's expertise and/or qualifications, and full time profession overseas. In doing this you must consider their employment overseas which must be in a field relevant to their engagement here.

Applicants must provide a copy of their invitation from an HEI, arts or research organisation (as listed below).

Other evidence can include:

- publications by the applicant in a particular field
- · evidence of previous lectures given in that field of expertise, or
- a letter from their employer confirming where they work and area of expertise.

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Arts, entertainment or sporting professionals

If an individual is invited to give a lecture at an HEI as part of a course this is acceptable, providing they are not replacing the formal role of the teacher of the course at the HEI.

Visiting lecturers are not permitted to give lectures which would mean they undertake a formal teaching role. Where this is the case applicants must apply under the relevant tier of the points-based system.

The nature of their lecture will, in the majority of cases, directly relate to the area in which they are employed overseas. In cases where they are coming to the UK to lecture on an unrelated area you must take care to verify the applicant's qualifications in this area, such as:

- any previous employment or posts held in this area
- publications on the subject, or
- other recognised qualifications.

#### **Definition of a UK HEI**

A recognised body, or a body that receives public funding as an HEI from the:

- Department for Employment and Learning in Northern Ireland
- Higher Education Funding Council for England
- Higher Education Funding Council for Wales, or
- Scottish Funding Council.

#### We also accept:

- Richmond, the American International University in London, as an HEI because it is recognised in statute in the Education (Recognised Awards) (Richmond The American International University in London) Order 2006. For more information see related link: Tier 4 (General) visa.
- The UK Foundation Programme Office as an HEI for sponsored students undertaking a recognised Foundation Programme for post graduate doctors.

• The Yorkshire and Humber Strategic Health Authority, as an HEI for sponsored students undertaking a recognised Foundation Programme for post graduate dentists.

### Other recognised organisations

- publicly funded research institutions
  - research organisations could include Independent research organisations and those Research Council Funded Institutes
- museums (this must be the primary purpose of the venue)
- art galleries(where the primary purpose of the venue is to exhibit art as opposed to selling it or any other activity)
- arts centres, arts festivals, theatres and other arts venues.

### Visitors undertaking permitted paid engagements

### Designated air pilot examiner

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This page tells you about the requirements for designated air pilot examiners applying in the visitors undertaking permitted paid engagements category.

To qualify as an overseas designated pilot examiner, the applicant must show they have been invited by an approved training organisation based in the UK to carry out check flights on UK based pilots intending to fly overseas.

They must be invited to assess UK based pilots at an approved UK training organisation regulated by the UK Civil Aviation Authority (CAA) to assess if UK pilots meet the requirements for the national aviation regulatory requirements in the country where they intend on flying.

In support of their application they must provide an invitation from an approved UK based training organisation which is regulated by the CAA and evidence they are designated to carry out such examinations on pilots who need to meet aviation requirements of that country. To make sure a training organisation is regulated by the CAA see related link: Civil Aviation Authority.

If you are unsure about the training organisation status, you must contact the Civil Aviation Authority to confirm they are an approved facility for providing flight training.

You must make sure the engagement relates to the applicant's expertise and/or qualifications, and full time profession overseas. Given the nature of this engagement the applicant must be employed overseas as a member of that country's national aviation authority, for example the Federal Aviation Authority in the USA.

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**Visiting lecturers** 

**Qualified lawyers** 

Arts, entertainment or sporting professionals

### Visitors undertaking permitted paid engagements

### **Qualified lawyers**

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This page tells you about the requirements for qualified lawyers applying as a visitor undertaking permitted paid engagement.

Qualified lawyer covers:

- counsel
- advocates
- attorneys
- · barristers, and
- solicitors.

They must be coming to the UK at the invitation of a UK based legal client or overseas based client in order to provide advocacy in a particular area of law at:

- a court or tribunal hearing
- arbitration, or
- other form of alternative dispute resolution, such as mediation.

In addition to advocacy work, lawyers entering under these provisions are permitted to take an active role in the preparation of a hearing which may need one or more preparatory visits.

Where it is clear from the invitation or other information the case is likely to last longer than one month, you must find out if the applicant's involvement will be required for the entire duration. If it is, you must refuse the application on the basis that they are not genuinely seeking entry for a period no longer than one month.

If the qualified lawyer is representing an overseas based client, the engagement must still relate to a UK based hearing. Rights of audience are not required for:

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- arbitration
- other alternative dispute resolution hearings, or
- certain tribunal hearings.

Evidence that can be provided is confirmation of the lawyer's right of audience (or 'temporary call') which would allow an overseas lawyer to represent a client in a UK court.

Lawyers can be expected to demonstrate their qualifications. It is common to show a practising certificate or certificate of good standing. This document will vary depending on the regulatory body involved.

Where the activity relates to other non-contentious work (and not dispute resolution work), they must be refused. This route is for legal work specifically relating to resolving disputes.

### Visitors undertaking permitted paid engagements

### Arts, entertainment or sporting professionals

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This page tells you about the requirements for full-time arts, entertainment or sporting professionals applying in the visitor undertaking a permitted paid engagement category.

To qualify as a professional in an arts, entertainment or sporting profession, the applicant must meet all the requirements of this category. They must be taking on an engagement within the creative or sporting sectors at the invitation of a UK based:

- arts organisation
- · sports organisation, or
- broadcaster.

An arts organisation includes all organisations involved in artistic activities such as galleries, arts faculties or departments in universities, schools and venues involved in producing or staging of events.

A sports organisation includes any organisation involved in organising or staging sporting events or matches.

To qualify, applicants must be able to demonstrate this is their full time profession. In assessing this you must consider factors such as:

- standing
- reputation
- earnings, recognising that some artists may earn lower salaries in certain countries, and
- existing work commitments outside of the UK.

An arts professional can include fields across the performing and creative arts, for example:

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**Qualified lawyers** 

- musicians
- visual artists
- writers
- circus practitioners
- film makers
- dancers
- choreographers, or
- photographers where this is being done for an artistic rather than commercial (such as media work or studio portraits) purpose.

Artists may be taking part in activities such as:

- judging panels
- giving lectures
- talking about, presenting or launching their work to other professionals or the public
- taking part in panel debates
- professional conferences.

For more information on up and coming writers, see related links.

Fashion models who are coming to the UK to undertake a specific engagement can use this route, providing they do not intend to base themselves in the UK long term.

### Evidence to be provided by the applicant

Applicants must be able to provide documentation showing they have been invited by one of the above bodies in the UK, to undertake an engagement for no longer than one month. If it is likely their engagement will exceed this, the application must be refused. They must also provide documents to show they are an established arts, entertainment or sporting professional, this can be in the form of documents such as:

- publications
- publicity material for performances, screenings concerts, talks, readings and

exhibitions  e evidence of awards  media coverage and reviews, or  proof of recent performances.	

# Visitors undertaking permitted paid engagements

# **Granting or refusing**

About this guidance Key facts	This section tells you how to grant or refuse entry or extension in the visitor undertaking a permitted paid engagement category.	In this section Grant or refuse entry clearance
Entry requirements Specific types of permitted paid engagements Granting or refusing	For more information, see links in this section:  Grant or refuse entry clearance Grant or refuse entry at UK port	Grant or refuse entry at UK port  Grant or refuse
<u> </u>	Grant or refuse extension of stay in UK.	extension of stay in UK

### Visitors undertaking permitted paid engagements

### **Grant or refuse entry clearance**

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This page tells you how to grant or refuse an application for entry clearance in the visitor undertaking permitted paid engagements (PPE) category.

### **Grant entry clearance**

You must grant entry clearance if:

- the applicant meets all the requirements of paragraph 56X of the Immigration Rules, and
- none of the general grounds for refusal in paragraph 320 apply.

For more information, see related links:

- Entry requirements
- General grounds for refusal.

#### Length of leave

• Up to one month.

The endorsement is:

D: VISIT: PPE: CODE 4
 For employment as (insert engagement) for (insert name of inviting organisation).

 No study.

The endorsement must be valid from the date the applicant intends to travel to the UK.

#### Refusing entry clearance

You must refuse entry clearance if:

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Grant or refuse entry at UK port

Grant or refuse extension of stay in UK

the applicant has not provided the required evidence that they meet all the requirements of paragraph 56X, or
any of the general grounds for refusal in paragraph 320 apply.

This guidance is based on the Immigration Rules.

### Visitors undertaking permitted paid engagements

### **Grant or refuse entry at UK port**

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This page tells you how to grant or refuse an application for entry at a UK port in the visitors undertaking permitted paid engagements (PPE) category.

#### **Granting leave to enter**

Before you grant leave to enter, you must be satisfied:

- the applicant meets all the requirements of paragraph 56X of the Immigration Rules, and
- none of the general grounds for refusal in paragraphs 320 to 321 apply.

For more information, see related links:

- Entry requirements
- General grounds for refusal.

For visa nationals, you must also be satisfied:

- the applicant has a valid entry clearance, and
- there are no reasons to believe the applicant gave false information to obtain the entry clearance or that circumstances have changed since it was issued.

For more information on UK visa requirements, see related link: Immigration Rules: Appendix 1.

#### Non visa nationals

If you are satisfied the person meets all the requirements you must grant leave to enter for up to one month code 4 (Statistical code PPE visitor) specifying they are only allowed to work for the organisation who invited them.

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Grant or refuse entry clearance

Grant or refuse extension of stay in UK

Where the applicant is undertaking engagements with more than one inviting organisation, such as a lecturer coming to lecture at more than one university, it may be appropriate to list the inviting organisation as the umbrella term 'HEI'.

#### Visa nationals

If you are satisfied the person meets all the requirements, endorse the entry clearance with an open date stamp and record the appropriate statistical code (PPE Visitor) on the landing card. The visa will be a single-entry visa for the one month period.

• VISIT - PPE

### Refusing leave to enter

You must refuse leave to enter as a visitor undertaking permitted paid employment if:

- the applicant has not provided the required evidence that they meet all the requirements of paragraph 56X of the Immigration Rules, or
- any of the general grounds for refusal in paragraphs 320 to 321 apply.

### Visitors undertaking permitted paid engagements

### Grant or refuse extension of stay in UK

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This page tells you when to grant an application for an extension in the visitors undertaking permitted paid engagements category.

#### Refuse extension

There is no provision in the Immigration Rules for a visitor undertaking permitted paid engagements to extend their leave in the UK. Where an application is submitted for an extension you must refuse it under paragraph 322 (1).

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Grant or refuse entry clearance

Grant or refuse entry at UK port

### Visitors undertaking permitted paid engagements

### **Contact**

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This page tells you who to contact for more help with a specific case in the visitors undertaking permitted paid engagements category.

If you have read paragraphs 56X-56Z of the Immigration Rules as well as this guidance and still need more help with this category, you must first ask your senior caseworker or line manager.

If the question cannot be answered at that level, you may email:

- Study and visit operational policy team, for guidance on policy, see related link.
- For Border Force officers: email BF OAS enquiries, see related link.

Changes to this guidance can only be made by the modernised guidance team (MGT). If you think the policy content needs amending you must contact the study and visit operational policy team, who will ask the MGT to update the guidance, if appropriate.

The MGT will accept direct feedback on broken links, missing information or the format, style and navigability of this guidance. You can send these using the link: Email: Modernised guidance team.

#### **Related links**

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<u>Information owner</u>

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This page tells you about this version of the 'Visitors undertaking permitted paid engagements' guidance and who owns it.

Version	8.0
Valid from date	18 March 2014
Policy owner	Study and visit operational policy team
Cleared by director	Naomi Hatton
Director's role	Director, operational policy and rules
Clearance date	13 December 2013
This version approved for	Richard Short
publication by	
Approver's role	Grade 7, modernised guidance team
Approval date	18 March 2014

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#### **Related links**

Changes to this guidance

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