

## Classics Faculty Guide for Academic Visitors

The Faculty of Classics of the University of Oxford, which is cosmopolitan in its membership and in the student body for which it is responsible, is proud of its resources and eager to share them widely with the academic world.

Colleagues and PhD students of the Classical subjects from all over the world will wish to come to Oxford to use the University's Libraries and Museums, especially the Bodleian and Sackler Libraries and the Ashmolean Museum; to meet members of the Faculty or students in these areas; to give lectures, or participate in seminars, workshops or conferences; and to confer with the researchers of the Faculty's Research Centres, Archives and Projects (a list of which will be found on the Faculty website, <https://www.classics.ox.ac.uk/research>).

### Academic Visitors: Categories 'A', 'B', 'C'

#### Benefits

Both Academic Visitor categories have rights to the following benefits:

- Oxford IT account giving access to all available electronic databases
- Oxford University email address
- 'Blue' University card for access to the Bodleian Libraries, including the Sackler Library
- Access to the Ioannou Centre for Classical and Byzantine Studies, at 66 St Giles', Oxford, and use of the facilities, including computer terminals, kitchen and common room, during opening hours, usually 08:00 – 22:00, daily (the Faculty Office/staff are available Monday – Friday, 09:00 – 17:00)
- Opportunity to attend public seminars and lectures and to meet colleagues and students
- Subscription to email list [classics-visitors] for information about events
- Letters of invitation, certificates and forms providing official recognition of the visit

Please note that Academic Visitor status does not offer any guarantee of any specific academic supervision, or of administrative or IT assistance beyond what is needed to provide the access for Academic Visitors listed above.

#### Category A Fees

This is the main category of Academic Visitor. There is an annual £100 set up fee plus £75 per month, (*minimum 1 month*) for a maximum of 12 months.

#### Category B Fees

Category 'B' status is only available for PhD students only in full-time education at another university, or for unwaged applicants. There is an annual £100 set up fee plus £40 per month, (*minimum 1 month*), for a maximum of 12 months.

#### Category C Fees

Category 'C' status is only available for retired staff from other Higher Education Institutions. There is an annual fee £250 for 12 month Academic Visitor membership.

## How To Pay

Once you have submitted your application form either electronically or in hard copy, and it has been approved (see 'What Happens Next' on page 6), please visit our [online store](#) at:

<http://www.oxforduniversitystores.co.uk/browse/category.asp?compid=1&modid=1&catid=1677>

Select either Category A or Category B from the box at the bottom, both of which are 0-12 months. Then enter the cost of the membership based on the number of months of your visit into the free text Amount (£) box: e.g. if you are a Category A visitor for 3 months enter £325, for Category B it would be £220. If you are Category C, please select the Category B box and enter 250 into the Amount (£) box. Simply "add to basket" and then "proceed to checkout". You will need to register if you are a new customer, (if not, simply enter your email address and password to continue to pay). The site will ask you for your contact information, and then will ask you to pay by card. If you have any problems, please email: [visitors@classics.ox.ac.uk](mailto:visitors@classics.ox.ac.uk)

## Immigration Status Check

There are visa requirements for those **non-EEA visitors who do NOT already hold a visa giving them an unrestricted right to work in the UK**, and for some an immigration status check is required. If you are a non-EEA visitor who does not already hold a visa giving you an unrestricted right to work in the UK, please view "UK visa requirements for overseas visitors": [http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/personnel/documents/workpermits/Overseas\\_visitor\\_communication\\_leaflet.pdf](http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/personnel/documents/workpermits/Overseas_visitor_communication_leaflet.pdf) If an immigration status check is required for the type of activity in which you will be involved (paid or unpaid), please present original immigration status documents to be verified and checked on your first day at the Ioannou Centre before your University card is issued.

## Bodleian Libraries, Special Collections

You are advised to contact the relevant Librarians before your visit if you wish to consult Special Collections, i.e. manuscript and archival material of any date, ephemera, material published before 1801, material in the named collections, or other rare material. For contact details, see the links available from <http://www.bodleian.ox.ac.uk/libraries/collections>.

## When to apply

Please return the Faculty of Classics Academic Visitor Application Form (above) **at least two months** before the proposed start of your Academic Visitor status. If UK immigration formalities are likely to be complex in your case, you are strongly advised to make these arrangements at least six months before the proposed start of your visit.

## Renewing your Academic Visitor University card

Academic Visitor cards can only be issued for a maximum of one year at a time. To renew your University card, please complete the Faculty of Classics Academic Visitor Application Form to provide information and a signature for the new dates. You will not be asked to complete another University Card Application Form or to send another photograph. Subject to approval from the Chair of the Faculty and payment of the relevant fee, a new University card will then be ordered for you by email.