

**This section provides all the information you should need to prepare for your visit with us.**

Whilst much of this is self-explanatory, this section highlights areas in which the department can help visitors in their preparations, and those responsibilities that visitors **MUST** fulfil themselves before starting their visit. If you have any questions or concerns now answered below, please email your query to the [Visiting Scholar Coordinator](#).

### **How to Apply to be a Land Economy Visiting Scholar**

The application form is the same for both Visiting Academic Researchers and PhD Students. To complete the form download it from [HERE](#) and email it to: [visitors@landecon.cam.ac.uk](mailto:visitors@landecon.cam.ac.uk)

All applicants **MUST** submit the following support documents (scanned pdf file attachments):

- A copy of your current CV (Resume)
- Your research proposal
- Confirmation of support from your Cambridge Supervisor (the academic who has agreed to host your visit) - an email is acceptable
- A letter (on headed paper) from your home institution supervisor/head of department authorising your visit and confirming funding (if applicable)
- A copy of the photo pages of your current passport
- A copy of your highest academic qualifications (BA/BSc and/or MA/MPhil)
- Confirmation of funding – if you will be receiving institutional/other non-personal sponsorship funding for your visit to cover your bench fees, you must provide either:
  - i. a copy of your funding confirmation (E.g. China Sponsorship Council or Erasmus+)
  - ii. a letter (on headed paper) from your home institution confirming funding

PhD student applicants **MUST** also provide:

- A copy of your PhD degree matriculation certificate
  - Proof of English Language Proficiency (TOEFL/IELTS assessment certificate)
- For further guidance on our language proficiency requirements please see [FAQ3](#)**

### **What happens next?**

Your application form and support documents will be forwarded to the department's Director of International Relations for consideration and approval. If approved, you will be sent an Invitation Letter (issued by the Head of Department) for signing and return.

This letter is essentially the contract between you (the Visiting Scholar) and the Department used as a record of your visit, including the start/end dates and "bench fee" fee payment details.

You must sign the letter yourself and get it signed by your home institution supervisor and return it to the [Visiting Scholar Coordinator](#).

If you are living overseas and intend to visit the department in-person, this letter becomes part of the application pack submitted to either the University's Visa and Immigration Compliance Team (for Academic Researchers) or the International Student Office (for PhD Students), as they make the decision about how/when you will enter/leave the UK.

Approval is either by issue of a Certificate of Sponsorship (CoS) for Academic Researchers or a Confirmation of Acceptance for Studies (CAS) for PhD students. In both cases this document is what you use to apply for your visa and/or British Residency Permit to enter the UK.

**Full details about the visa/immigration process can be found in FAQ2**

## **FREQUENTLY ASKED QUESTIONS**

### **1) What is the Visiting Scholar 'bench fee' and how much do you have to pay and when?**

All visiting scholars are required to pay a 'bench fee' to cover the departmental costs of the visit, including provision of IT services, use of shared workspace and common room in the department building, access to libraries (e.g. the [Land Economy Collection at the Seeley Historical Library](#) , the [University Library](#)) and other facilities, as well as participation in departmental seminars and other events.

Not included in the 'bench fee' are accommodation costs (including local council tax), travel or other expenses incurred during activities run by the Department/University, costs incurred on any other consumables.

*NOTE: if you will be receiving institutional/other non-personal sponsorship funding for your visit to cover your bench fees, you must provide either:*

- i. a copy of your funding confirmation (E.g. China Sponsorship Council or Erasmus+)*
- ii. a letter (on headed paper) from your home institution confirming funding*

#### Academic Researcher

£250 (+VAT) = £300 per month without an LE department workspace/remotely from home country

£300 (+VAT) = £360 per month with a shared LE department office and WIFI

£275 (+VAT) = £330 per month hot-desking at the David Attenborough Building (DAB)

(For this option, please confirm that your Cambridge supervisor has authorised this first)

#### PhD Student

£200 (no VAT) per month without an LE department workspace/remotely from home country

£250 (no VAT) per month with a shared LE department office and WIFI

£275 (no VAT) per month hot-desking at the David Attenborough Building (DAB)

(For this option, please confirm that your Cambridge supervisor has authorised this first)

#### Fee Payment

As standard our departmental Finance Administrator will invoice you for the fee within the first few weeks of your start date and will agree payment terms with you, i.e. if you need to pay at a particular time or need your invoice amended and sent to a different recipient/ address for funding purposes.

Ideally, visitors are requested to pay the bench fee in full on arrival. However, we understand that due to the nature of sponsorship and the way funds are released that it's not always possible for visitors to pay the full amount in one go. In these circumstances payments may be broken down into instalments in line with the programme of sponsored funds. Visitors who find it necessary to pay the bench fee in instalments should contact the Financial Administrator for agreement as soon as possible before the start date of the visit via [accounts@landecon.cam.ac.uk](mailto:accounts@landecon.cam.ac.uk)

However, where necessary it is possible to pay the fees by bank transfer (BACS). If payment is to be made by transfer visitors should ensure that all bank charges are covered and that the full bench fee is received by the Department. The appropriate account details for making a bank transfer will be provided upon request.

Please note that payment may NOT be made in cash.

The preferred method of payment is by BACS or cheque. Cheques should be made payable to 'University of Cambridge' and posted to Finance Administrator, Department of Land Economy, University of Cambridge, 19 Silver Street, Cambridge CB3 9EP, United Kingdom

### **The cost of living in Cambridge**

It is important that visiting scholars are fully aware of the costs involved in living in Cambridge and in doing so, that they ensure they have enough funds to cover the period of their visit.

Cambridge is an expensive place to live, and visitors from overseas especially need to budget efficiently so they have adequate funds to cover the cost of accommodation (including payment of local Council Tax), travel and food/consumables etc.

### **2) What kind of visa do I need to enter the UK as a Visiting Scholar?**

#### **Overseas Visiting Scholars MUST have the correct visa to enter the UK**

We recommend that where appropriate visitors contact their 'local' British Embassy as soon as possible after acceptance to the department to ensure that they have adequate time to complete any necessary visa or work permit applications.

#### **Academic Researcher – GAE (T5) visa and BRP status**

A visiting academic researcher should be eligible to apply for either a Temporary Worker – Government Authorised Exchange (T5) visa and British Residency Permit (aka BRP) or a Standard Visitor visa (Academic Visitor category) to enter the UK, depending on the length of their visit.

Ordinarily for a GAE (T5) visa and British Residency Permit (aka BRP), the research will be carried out under the direction of a Cambridge Supervisor. Also, the individual must be in receipt of at least the UK National Minimum Wage for the period they are in Cambridge (if here in-person). Working hours are usually agreed between 30 and 37 hours per week. Funding can come from any source (e.g. home institution sponsorship or in-country-funding such as China Scholarship Council (CSC) BUT not personal/family savings.

The Academic Researcher application process is in three stages:

i) You MUST first be issued with a Certificate of Sponsorship (CoS) by the University's [Visas and Immigration Compliance Team](#).

Application for the CoS is completed by the LE Visiting Scholar Coordinator on behalf of the visiting scholar (visitors do not deal with the Compliance Team directly). Various support documents as requested at the visit application stage are required.

*Note: it may take some time for the CoS to be issued due to workload and the fact that a CoS cannot be issued more than a month before the start date of the visit.*

The CoS will be emailed to you by the Visiting Scholar Coordinator. It will be accompanied by a Letter for Sponsorship that you need to sign and return to [visitors@landecon.cam.ac.uk](mailto:visitors@landecon.cam.ac.uk) and a [FAQ document about the GAE visa](#).

ii) Once the CoS has been issued it is the responsibility of the visiting scholar to apply and pay for a British Residency Permit themselves. When you receive your vis and/or BRP you must provide the access code for your "Right to Work Check" on GOV.UK. The Visiting Scholar Coordinator will check and verify your right to work online and forward the verification evidence to the University's Compliance Team.

iii) On arrival in Cambridge you should make an appointment to meet the Visiting Scholar Coordinator as soon as possible, as they will need to take a copy of your passport/BRP and verify it for the Compliance Team.

Full details about the Tier 5 visa and the application process for requesting a CoS can be found on the University's Visas and Immigration [Tier 5 GAE webpage](#)

Full details about the visa process can be found here:

<https://www.gov.uk/government/organisations/uk-visas-and-immigration>

<https://www.gov.uk/prove-right-to-work>

### **Academic Researcher – Academic Visitor status**

To be eligible to come to the UK as an academic visitor, via the Standard Visitor Visa route, the individual would need to be highly qualified in their field of expertise and working/researching in that field in an overseas institution. Also, the research would ordinarily be classed as their own private research which would be directed by themselves and not by a supervisor at Cambridge.

As an Academic Visitor you are NOT permitted to receive any funds from a UK source (except for reasonable expenses).

Details about the Standard Visitor visa can be found at:

<https://www.hr.admin.cam.ac.uk/hr-services/visas-immigration/visiting-uk/uk-visitor-visa>

### **PhD Student**

Those PhD students based at overseas institutions wishing to visit Land Economy in-person for less than six-months should be able to do so on a standard passport accompanied by a visa letter from the Land Economy Department. Applicants MUST check their eligibility for this status with the Visiting Scholar Coordinator before applying. PhD students wishing to visit for six-months or more are eligible to enter the UK on a student visa.

Further details can be found here:

<https://www.internationalstudents.cam.ac.uk/immigration/short-period-study>

The Visiting Scholar PhD student application process (for periods longer than six months) is in three stages:

i) You **MUST** first be issued with a Confirmation of Acceptance for Studies (CAS) by the University's International Student Office (ISO). Application for the CAS is completed by the LE Visiting Scholar Coordinator on behalf of the visiting scholar (visitors do not deal with the ISO directly). Various support documents as requested at the visit application stage are required.

*Note: You **MUST** provide English Language proficiency as part of your CAS application.*

**For further information about English Language proficiency requirements please see FAQ 3**

ii) The CAS will be emailed to you directly by the ISO. Once the CAS has been issued it is the responsibility of the visiting scholar to apply and pay for a student visa themselves.

iii) On arrival in Cambridge you should make an appointment to meet the Visiting Scholar Coordinator as soon as possible, as they will need to take a copy of your passport and student visa and verify it for the Compliance Team. During your visit the ISO will monitor and record your academic engagement.

Full details about the student visa process can be found here:

International Student Office

<https://www.internationalstudents.cam.ac.uk/immigration/short-period-study>

UK Government Visas and Immigration

### **3) Do I need to provide English Language proficiency to be a visiting scholar?**

There are specific University requirements for English language proficiency. Visiting Scholars (especially PhD Students) are expected to be able to communicate so they can integrate into the Land Economy Department at postgraduate research level and make effective use of their time here.

**Academic Researchers** are not required to provide copies of English Language proficiency (e.g. TOFEL/IELTS certification) unless you wish to do so. Alternatively, you should prove you have the necessary English Language proficiency to conduct your visit and research in the UK, when you seek support from your Land Economy supervisor at the initial application stage.

Occasionally, we might request a reference from your home institution supervisor/line manager to confirm your language ability is sufficient for you to successfully complete your visit.

**PhD students** visiting on a short-term visitor visa (i.e for less than six-months) are not required to provide evidence of language proficiency.

**Those PhD students visiting for six-months or longer (via the CAS student visa route) MUST provide evidence of English Language proficiency** as part of their CAS application (based on what is required to apply to do a PhD in Land Economy - see below.

## What are the minimum scores accepted in the language test?

The minimum score requirement will vary by course. Please check the specific [course webpage](#) for your course to find the minimum language scores you are required to meet. It is not possible to combine scores from different language test certificates; you must meet the minimum requirements for all elements in the same sitting.

## What score will I need?

Search for your course here:

### IELTS (Academic)

Element	Score
Listening	7.0
Writing	7.0
Reading	7.0
Speaking	7.0
Total	7.5

### TOEFL Internet Score

Element	Score
Listening	25
Writing	25
Reading	25
Speaking	25
Total	110

### CAE

**Score:** Grade A or B (with at least 193 in each individual element) plus a language centre assessment.

### CPE

**Score:** Grade A, B, or C (with at least 200 in each individual element).

It is not possible to combine scores from different language test certificates; you must meet the minimum requirements for all elements in the same sitting.

If you do not meet the minimum scores required, the ISO will refer you to the University's [Language Assessment Centre](#) to sit an additional test. You must cover the charge for the assessment (£90) yourself, it's not paid for by the Land Economy department. The Assessment Centre will then confirm to the ISO and LE Visiting Scholar Coordinator if you have passed the assessment or not. If not, they may recommend that you enrol on their [ADTIS course](#) during your visit.

Full details about English language competence can be found on the University webpage: <https://www.postgraduate.study.cam.ac.uk/international/competence-english>

## 4) Is accommodation provided for visiting scholars in Cambridge?

**The Department of Land Economy does NOT supply or take responsibility for finding accommodation for Visiting Scholars** and where possible, we strongly urge that you make arrangements before you arrive in the UK.

The University has its own accommodation service who hold a list of available properties and can give advice on current rents [www.accommodation.cam.ac.uk](http://www.accommodation.cam.ac.uk)

Other accommodation information can be found on the following websites:

Cambridge Rooms in Colleges: <http://www.universityrooms.com/en/city/cambridge/home>

Visit Cambridge: <https://www.visitcambridge.org/place-categories/accommodation/>

The type and standard of accommodation available in Cambridge is varied and can be expensive so it's important that visitors take into consideration all the costs involved of living in the UK (including payment of local Council Tax).

**Please note that visiting scholars (both academics and students) are NOT exempt from paying UK Local Council Tax related to residential accommodation.** Specifically, PhD students visiting for six-months or longer are not registered as full-time postgraduate students on a university course (even though you are recorded as a full-time visiting PhD scholar with the department on your CAS), and so are not exempt from paying Council Tax on Cambridge accommodation.

#### **5) Can I apply to be a member of a Cambridge College during my visit?**

If you are visiting for six months or longer it is possible to apply to be a member of a college. The main Cambridge college that will consider accepting visiting scholars is [Darwin College](#) and several of our current scholars are members of the College. However, the Land Economy Department is not involved in college membership applications, they must be made directly to the College.

#### **6) What IT Computing and Printing/Copying Facilities are available in the department?**

On arrival in the department (in-person or virtually) visiting scholars are set-up with a University IT account and email address/password (known as Raven). The Department's IT Officer will set this up and provide support. Once you have received your Cambridge email address you are requested to provide it to the Visiting Scholar Coordinator to enable further communication.

Please note there are no IT facilities available to visiting scholars in the department. i.e. no networked PCs, or access to printers, scanners or photocopiers. You will need to bring your own laptop (and charger) with you to work on.

**WIFI is available using Eduroam:** <https://help.uis.cam.ac.uk/service/wi-fi>

#### **7) Can I become a member of the University Library during my visit?**

Visiting Scholars (both visiting in-person or remotely) can have access and membership to many of the University's Libraries. However, due to ongoing COVID health and safety restrictions, access and opening hours are limited. Check the webpage of each individual library for the latest information.

#### **The Land Economy Library**

The [Land Economy Collection at the Seeley Historical Library](#) is physically located at the Faculty of History building in West Road, Cambridge, CB3 9EF, about a 15-minute walk from the LE Department. However, many of the library's resources can be accessed online.

#### **The University Library**

The main [University Library](#) is also situated in West Road  
Visiting Scholars can apply for membership in person or online [HERE](#)

**Other libraries that you may want to use are:**

The Judge Business School Library

The Squire Law Library

The Marshall Library at the Faculty of Economics

**8) Can I attend Land Economy Lectures and Seminars?**

Yes, details of all activities, lectures and seminars etc to be given in the University are published once a term in the University's journal – The Reporter

Visiting scholars can request access (via their Raven account) to "Moodle" the University's online teaching platform that contains all current and previous course details. Visitors are welcome to attend any lectures which are of interest to them. However, as a matter of courtesy they are requested to make themselves known to the lecturer prior to the commencement of the lecture. To request access to any specific teaching sessions please contact the Visiting Scholar Coordinator

The Department also runs its own research seminar series during term time. These are usually held on a weekly basis and details circulated by email.

Most other Departments/Faculties advertise their seminars on their own websites. Updated seminar lists are often circulated to members of Land Economy. By providing the Department with their Cambridge email address visitors can ensure that they also receive these notices.

**9) How do I make contact with other visiting scholars in the department/university?**

See FAQ8. Also, the Department also organises regular staff/student networking events and Visiting Scholars are encouraged to attend these to help integrate into the department. Details are emailed to visitors by the Visiting Scholar Coordinator.

Newcomers & Visiting Scholars is a university volunteer-run group which runs regular activities, groups and events aiming to "make your time with the University of Cambridge the best it can be." Events for visitors and their families include weekly coffee mornings, practical advice on a variety of matters from local services to language courses.

The University's website has lots of useful information for those visiting Cambridge  
Plus <https://www.cam.ac.uk/about-the-university>