The Danenberg Oberlin-in-London Program
A Handbook for Faculty
2015

The information in this Handbook is current at the time of writing and is provided in good faith. However, Oberlin College takes no legal responsibility for any omissions or errors. This is a living document; please send comments or corrections to london@oberlin.edu. Revised 10/2014.

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About the Program

For decades, the London program has changed the lives of Oberlin faculty and students. Evolving through several distinct structures (see “history” below), the program has stimulated its participants through synergy and inquiry in an exciting urban environment.

The London program contributes to the college in many ways. It helps to internationalize the curriculum, building on over thirty years of experience in sending Oberlin students to study with Oberlin faculty in the center of one of the world’s great cities. It assures students of a Oberlin-taught study-away experience of high quality. It provides an experiential base to the curriculum by emphasizing the centrality of the city as a site for learning. It develops interdisciplinary and collaborative learning by bringing faculty together to team-teach around issues and subjects that demand collaborative and multiple viewpoints.

Oberlin faculty teaching on the program have found this to be a unique, exhilarating, and inspiring experience. The interdisciplinary team-teaching component in the spring semester allows a faculty member to learn from a colleague both in pedagogical and disciplinary methods. Teaching with and amidst the great resources of London has been for many faculty a stimulating experience of field-based and experiential pedagogy. The program, involving a more focused semester for both students and faculty than usual on campus, creates a lasting bond among students and faculty, and a sense of education at its best as an extended and in-depth communal search for knowledge. For many, the experience has led to changes in their pedagogy, increased interdisciplinary and collaborative work, and new developments in their scholarship.

Students find the program to be intense and focused. Studying in London alerts students to the importance of a dialog between knowledge and the world. For many, it is the interdisciplinary aspect that matters most: surrounded by London’s multiplicity, they begin to recognize how crucial it is to sustain a multiple and flexible approach to understanding. It can be a time for students to pursue depth in their major; it also has the effect of helping students see how general education and the pursuit of knowledge beyond their major can be important to the liberal arts education.

History

The first Oberlin-in-London programs were conducted in the 1970s and 80s by the English Department, sending one faculty member in the fall semester only, with about 18 students. These semesters were minimally administered; faculty designed their own budgets; a recent graduate often went along as an administrative assistant; the faculty member found a place to live and a place to teach (sometimes the same).

In 1983, the program was expanded. That expansion was initially funded by a significant gift, but the donor, interested primarily in innovation, insisted that the funds be spent over a limited period rather than endowed. At that point, the college was expanding its interdisciplinary programs, and London was seen as a vital place to create team-teaching partnerships among faculty and to teach students interdisciplinary ways of thinking. The program was named the Danenberg Oberlin-in-London program (DOILP) in honor of
recently deceased Oberlin president Emil Danenberg. For about twenty years, the program ran both semesters: each semester, two Oberlin faculty would normally co-teach one interdisciplinary course, and each would individually teach a second seminar. Each student would enroll in the team-taught course and one of the seminars. The program was housed in various rented facilities and administered by a former Oberlin College Residential Life administrator, Gwyneth Love, who served as Resident Director in London. Neither the facilities nor the administration were shared with other programs; the Oberlin program was self-contained. Generally, enrollments were high—in the 20s—and student and faculty interest were strong. The program ran for two decades until closed down suddenly for budgetary reasons in 2005.

The program was reconfigured (with considerable reduction in the budget) to begin again in fall 2006, now in collaboration with Grinnell College. Grinnell had been running a two-semester London program, but had recently cut back to fall semester only. Meanwhile Grinnell and Oberlin had recently become collaborators on a Mellon-funded faculty career enhancement grant. So it made sense for Oberlin and Grinnell to connect their programs. The Oberlin program moved to Florida State University’s large quarters (centrally located in Bloomsbury and shared by a number of American programs), and hired Donna Vinter, Grinnell’s resident director, as its new Resident Director, following the retirement of Gwyneth Love.

In 2010, the program was again restructured, partly for budgetary reasons, but primarily to provide a clearer focus and definition for the program in order to boost enrollments. The collaboration with Grinnell has been discontinued, and Oberlin now sends students and faculty to London only in the spring semester.

A list of the Oberlin faculty who have taught on DOILP since 1983, and the titles of courses they offered, can be found on the program website under “Previous Courses,” and is recommended for faculty starting to think about a possible London program.

Curriculum

In the spring semester Oberlin sends two faculty members. In one model, the two faculty co-teach a six-credit course (the equivalent of 1½ full courses) which all students take. They also each teach separate six-credit seminar courses, of which students elect one at the time of applying. In the alternative model, the two faculty each individually offer two 6-credit courses (totaling 3 full courses).

Students also elect one full course taught by our regular London faculty, either The London Stage, taught by Donna Vinter, or A History of London, taught by Katy Layton-Jones. Donna Vinter holds a Ph.D. in English from Harvard, and is also the Resident Director of the program; Katy Layton-Jones, who began teaching for Oberlin in 2011, earned her Ph.D. in History from Cambridge.

The scheduling of courses is limited by classroom availability and the pre-arranged schedules of adjunct London faculty. Oberlin faculty should take this scheduling into account when planning field trips and other activities outside the classroom. Coordination with Donna Vinter and other faculty is necessary when planning longer field trips which, because of the full schedule of classes Monday to Thursday, can only take place on
Fridays and at weekends (see the section “Field Trips, Theatre, and other Programming” below).

The course schedule for the spring semester typically looks as follows:

- Monday & Wednesday mornings: History of London (1 ½ hours each meeting)
- Tuesday & Thursday mornings: The London Stage (1 ½ hours each meeting)
- Monday & Wednesday afternoons: the Oberlin team-taught course (2-3 hour meetings, at faculty discretion)
- Tuesday & Thursday afternoons: Oberlin faculty individual courses, normally 2 hours each meeting; e.g. one course meets 1-3 pm; the other 3-5 pm)

Support for Faculty

Oberlin faculty teaching in London receive their regular Oberlin salary, and are also reimbursed for certain additional expenses:

- Roundtrip coach airfare for the faculty member within reasonable limits (that is, shop early and carefully for the best fares)
- Reimbursement up to $200 per faculty member for the cost of shipping books or other material, or extra baggage charges if relevant (the limit is a total for the semester, not for each way)
- Reimbursement for the cost of applying for a Tier 2 visa for the faculty member (family members will not normally need a visa)
- Reasonable ground transportation for faculty and family from airport to flat and back (one round-trip)
- Housing in London in a two-bedroom flat that is reasonably centrally located, beginning two weeks before the program begins, and extending a week after (16 weeks total), to a maximum of £600/week.
- Reimbursement for the cost of broadband internet in their flat
- Zone 1 & 2 weekly or monthly Travelcards for the duration of the program (16 weeks)

Airfare for family members traveling with the faculty member is not reimbursed by the program. Admission costs for family members participating in program activities must also be paid for by the faculty member.

Faculty who have taught on the program in recent years are good resources for information about flats (and much more!): at least one flat has been fairly continuously (and successfully) occupied by Oberlin faculty in recent years. Also see “Medical Insurance for Faculty,” below.

Planning & Proposing

The selection of faculty to teach on the London program is made by the Dean and Council on the basis of recommendation from the London committee. The selection process works two years in advance: that is, in 2014 the committee is considering
proposals for Spring 2017. The committee requests a preliminary proposal in the fall, and a fuller proposal with course details sometime later.

A number of factors go together to create a successful proposal, including:

- **Exciting courses, with clear and appropriate goals outlined.** While the committee does not expect syllabi, we appreciate detailed information about the content and pedagogy.

- **Ideas about how the coursework will use London as a basis for learning.** While we realize that some faculty may not know London in detail, we need to know how the experience will be linked to being in London and the UK.

- **Overview of how the proposed curriculum will appeal to students.** We need courses that will attract students and serve their curricular needs, such as major requirements, and distribution requirements for graduation. It is important that prerequisites be clear and accessible for enough students to fill the program (a target of 25 students). Keep in mind, too, that most students will be applying in the fall of their first or second year, before most have declared a major, so courses should be geared to the sophomore/junior level.

- **A sense of the semester as a whole.** The Oberlin-taught courses should relate to each other in some way; we are looking for how the program amounts to more than the sum of its parts. If the faculty elect to teach two separate programs in tandem, then each program needs to be coherent and well-structured.

The following statement about the program was approved by the London Committee and EPPC in 2009:

> Given the challenge of recruiting students for the London program in recent years, we believe our highest priority must be to offer a curriculum and faculty team that will have broad appeal among Oberlin students. In order to attract the strongest possible applicant pool, the program needs to have a strong and consistent curricular identity; students must be given a clear curricular reason for choosing this program instead of the myriad other programs abroad. Therefore, in selecting faculty for the program, the committee will give priority to curricular proposals that are centered in the study of British culture, history, politics, and society, and which are likely to appeal to a large number of students. Equally important, the curriculum of the program needs to be genuinely site-specific, making extensive use of the particular but highly diverse resources of London, in order to give students clear incentives for studying there.

Faculty should be aware from the outset that Oberlin students enter the UK with the status of “Student Visitors.” This status stipulates that they have no entitlement to work while they are there. “Work” includes unpaid work, and therefore unpaid internships. The program is not currently licensed as a Tier 4 (General Student) Sponsor on the Home Office ‘Register of Sponsors’; possession of a Tier 4 Student visa is the only legal route to internships. Thus, sadly, including internships as part of the curriculum is not an option.
No proposal springs full-blown from the heads of the inventors. We encourage faculty to contact the committee early in the process to discuss options. We would also recommend that faculty interested in putting proposals together contact other faculty who have submitted successful proposals to discuss their ideas.

**Recruiting students**

Recruitment starts with faculty planning a program with broad appeal both to their department’s majors and also to students generally. Indeed, the capacity to fill the program is a major criterion by which the DOILP Committee evaluates proposals from faculty. As faculty, you need to work actively with the DOILP Committee and the Study Away Office during the period of recruiting, which begins in the fall a year and half in advance of the program. The goal is 25 students; we want to have a significantly larger application pool in order to be selective and to anticipate attrition.

During the spring a year before the program, the program is actively publicized, applications are distributed and accepted, and the list of accepted students is created. Students have to put down a non-refundable deposit of $500 to secure their place.

Recruitment entails getting students interested, attending the study away fair, running informational meetings, visiting key classes in your discipline to interest those who will be sophomores and juniors during your program. We count on you as faculty to help prospective students understand the nature of the program, its relationship to their majors and their education, and the process of application.

**Student Logistics, Finances, and Housing**

It is helpful for faculty to become familiar with at least the basic outlines of the administrative impact of the program on students. More details are available on the website, and faculty should familiarize themselves with it.

Accepted students are given ENR status (Enrolled, Not in Residence). This differs from ALOA (Academic Leave of Absence) status which is used for non-Oberlin study-away programs. ENR means that they register for courses and interact with the college in much the same way that they would if studying on campus. It also means that courses they take in London are reported on their transcripts with grades, unlike courses transferred from other study away programs.

Students are charged regular Oberlin tuition and student activity fees for the semester. They are not charged the normal room and board fees. If they are receiving financial aid, this is continued: the financial aid office also works to reconfigure their package to take account of higher living costs in London and the fact that work-study is not available there. Through recent gifts to the program endowment, high-need students are awarded grants to help with the costs, in addition to the financial aid they would normally receive.

The website gives estimates of how much a semester will end up costing a student. Since Oberlin now charges all students studying off campus Oberlin’s own tuition rate for any approved academic leave of absence (ALOA) semester, there is no longer the financial disincentive that there previously was for choosing the London Program. And there are
distinct advantages to being on ENR: students are taught by Oberlin faculty; the credits earned are Oberlin credits, not transfer credits, and so they appear on transcripts as graded credits, which transfer credits do not; students do not need to apply for ALOA status and essentially leave the college for a semester.

After a period of allowing students to find their own flats in London, it became apparent that this was unproductive and stressful, especially in the spring semester when the best choices are already occupied by full-year students. The program now requires students to secure pre-arranged housing through an agent, Euracom, except in unusual circumstances.

The Student Handbook (on the program website) contains much helpful information about the program and about life in London. Faculty should refer students to this handbook if they have questions or concerns. It also contains practical information that faculty will find useful.

**Field Trips, Theater, and Other Programming**

Support for field trips and other academically related expenses for students and faculty in the program is part of the London program budget. To the degree possible within the budget, the program will support the use of London and areas beyond as part of the learning experience. This includes, when relevant, coach trips to sites beyond London, entrance fees to museums, tickets to concerts or theater events, and honoraria for visiting lecturers. The specifics are discussed between the faculty and the DOILP Committee chair as part of the overall planning for the semester. Additionally, faculty will regularly consult with Donna Vinter, who is responsible for keeping track of the program budget and handles most of the details of booking trips and events.

While the program does its best to make the programming possible that will support the education of the students, not everything can be supported on a limited budget. The budgeted amounts for each semester, moreover, need to cover a number of types of programming, not just those for the courses taught by the Oberlin faculty.

The chair of the London Committee will discuss the budget for programming with faculty during planning times, and has some recent ball-park figures to give faculty a sense of how much various events might cost.

The programming of field trips and other activities needs to be worked out in consultation with the Resident Director in order to budget for course needs as well as the expenses of orientation, the courses taught by adjuncts, and other programming needs.

Faculty are encouraged to contact the Resident Director before the program starts, for planning programmatic events, to suggest trips or events, or to consult on logistics, expenses, and feasibility in general. However, detailed planning of co-curricular activities may be best left until after faculty have arrived in London and can speak in person with the Resident Director.
Office, Classroom, and Other Facilities

The program rents classroom and office space in the Florida State University (FSU) Centre in Bloomsbury, a block from the British Museum (99-103 Great Russell Street, London WC1B 3LA). The building comprises a series of late 17th-century houses that have been converted for academic use, linked together by a basement-level corridor. The website for the FSU Centre is http://international.fsu.edu/london/campus.html.

The program office, Room 29, has two desks, two Mac computers networked to a printer, and a photocopier. One of these desks is for the use of the Resident Director and one for the visiting Oberlin faculty. Faculty can use this office for course preparation activities, for internet access, and for meeting both with students and with one another. Office spatial arrangements are conveniently flexible. The Grinnell office is immediately adjacent to the Oberlin office; if necessary for privacy or convenience, Donna Vinter can work in the Grinnell office. There is also a fax machine in the Grinnell office available for Oberlin faculty use.

The building has a number of classrooms of various sizes. Oberlin typically hires one classroom for our scheduled teaching days during the term. Billing is for either half-day (9-1; 1-5) or full-day use. Classrooms have whiteboards, TVs, and DVD/VCR machines; many also have built-in digital projectors. For those that do not have this latter facility, faculty can request that a digital projector be made available in the classroom for a particular class. They should make these requests to staff at the Reception desk of the building. Projectors have to be shared among faculty in the building, so it is advisable to put one’s request in early. There is wireless access in all classrooms, and throughout the building.

Students and faculty have access to a library and two computer labs in the building. These facilities are shared by all programs that rent FSU space. The library is small, but with holdings that are well targeted to the sorts of courses that tend to be taught on study-abroad programs. Its stock includes academic books (about 8500 books) and travel books; a good selection of classical music CDs (about 250), as well as some sheet music; and about 1000 DVDs and VHS (including many useful for teaching). It subscribes to The Economist, and receives a selection of daily British newspapers. The library also operates reserve shelves for courses requiring books to be kept on reserve. The FSU Study Centre library catalogue is currently only available online via intranet at http://library/. That is, one can only view it on an FSU Study Centre computer lab terminal or when attached to the local wireless network. But the Supervising Librarian, David Parkes, is happy to answer any inquiries that faculty may have about library holdings. He may be contacted at DParkes@admin.fsu.edu.

The library is open 9.30 am to 9 pm Monday to Thursday; 9.30 am to 4 pm Friday; 3 pm to 9 pm Sunday. It is closed on Saturday. However, the two computer labs are open 24 hours a day, seven days a week.

A core collection of books owned by the Danenberg Oberlin-in-London Program, many associated with courses that have been taught in the past, is kept in the program’s office.

http://www.oberlin.edu/london
Administration

In Oberlin, the program is administered by the Danenberg Oberlin-in-London Program Committee, the A&S Dean’s Office, and the Office of Study Away. The London Committee, a CF Committee with Conservatory representation, is responsible for setting policy, curriculum, and budget, and recruiting faculty and students. The dean’s office is responsible for general administration and budgetary oversight, as well as support for faculty teaching on the program. The Study Away office, in combination with faculty teaching on the program, helps in recruiting students and preparing them for the semester abroad. Karen Barnes, who also serves the Classics and Philosophy Departments, provides administrative assistant support for the program (King 105).

In London, the program is administered by Donna Vinter, Resident Director of the program (who also teaches courses in literature and theater for the program). Donna works both for Grinnell College and for Oberlin as administrator (at 3/5 time) and faculty member. Among many other things, she runs orientation, manages the finances of the program, schedules classes and facilities, and handles student life issues.

The program is also a “company” and a registered UK charity, with its own Board of Directors/Trustees in London. That board includes college representatives as well as persons in London not formally associated with the college (though with various affinities to Oberlin). The board takes an active interest in the program, approving budgets and policies. It has legal responsibility for directing the affairs of the charity and ensuring that it is solvent, well-run, and delivering the charitable outcome for the benefit of the public for which it has been set up. Members of the board also take an interest in the actual semester programs, occasionally meeting with students and faculty and sometimes able to make academically helpful opportunities available to students. The board currently comprises alumni Anita Avramides, Nicholas Baumgartner, Tracy Chevalier, Margaret Nelson, Karl Spielmann, and Barbara Vesey, as well as David Walker and Marc Blecher.

Normally, Oberlin College faculty teaching on the program are expected to attend one board meeting while they are in London and give the trustees a brief report about the semester so far.

Student Welfare

Donna Vinter has primary responsibility for student welfare and crisis management. However, visiting Oberlin faculty are expected to support her in this function as necessary. If she is out of town, for example over a weekend, the Oberlin faculty become primarily responsible for handling any crises that may arise. Donna Vinter will provide faculty with a copy of the Oberlin-in-London Crisis Management Plan as well as confidential health and emergency contact information for each student.
Immigration and Visas for Faculty

Please read through ALL of the advice below well in advance of making your visa application so that you can be sure that you are prepared to supply all the required information.

The UK rules for visitors, especially working visitors, have become very stringent. There is lots of red tape, which can be managed with careful attention to detail and considerable advance initiative from the faculty. This takes considerable advance work, some **three months** before the time you need to enter the UK.

Faculty teaching on the London program need to enter under as Tier 2 (Intra-Company Transfer – Short-term staff) migrants. Note that you are in the “Short-term staff” category, because you will be working in the UK for less than 12 months. You will be sponsored by the Danenberg Oberlin-in-London Program, which is registered as a Tier 2 Sponsor on the UK Visas and Immigration Register of Sponsors. Our official sponsor name is: Danenberg Oberlin-in-London Program. The Danenberg Oberlin-in-London Sponsor licence number is: HHGMA7FM7. The Sponsor address is: 99-103 Great Russell Street, Office 29, London WC1B 3LA.

Full information about eligibility requirements and application process can be found at: [www.gov.uk/tier-2-intracompany-transfer-worker-visa](http://www.gov.uk/tier-2-intracompany-transfer-worker-visa)


1. **Application for Certificate of Sponsorship**

The Resident Director (Donna Vinter) will make an initial online Tier 2 (Intra-Company Transfer – Short-term Staff) application for a **Certificate of Sponsorship** on your behalf. In order to do this she will require information from you (see below). Please get this to her at the latest by November 1st of the academic year you are teaching in London (send to: d.vinter@imperial.ac.uk). Note that this applies only to the faculty member, not to family.

**Certificate of Sponsorship application: Information required:**

1. FULL name, as it appears on passport
2. Date of birth: day/month/year format
3. Place of birth (City, State)
4. Nationality
5. Passport number
6. Passport issue date
7. Passport expiry date
8. Place of issue of passport – e.g. New Orleans (note: your passport may not include this information – if not, just list “US Dept of State”)
9. Home address
10. “Work start” and “work end” dates for your employment in the UK
11. Job title: e.g. Professor of English
12. Current yearly salary before deductions, in dollars
13. Allowances, in GB pounds:
   • Housing allowance to be paid by the college
   • Travel subsidy in London to be paid

_All information will be treated in strict confidence._

Assuming nothing goes wrong, that application will immediately generate an online Certificate of Sponsorship, i.e. a sponsorship number, that Donna Vinter will communicate to you and that you will need to use when you make the required application for prior entry clearance.

You must apply _within three months_ from the date your Certificate of Sponsorship was issued. You must also apply _no more than three months_ before the “work start” date on your Certificate of Sponsorship. The date of application is taken to be the date that the visa fee is paid, i.e. the date shown on your payment receipt.

Thus it will be important for Donna to know your expected date of entry to the UK well in advance. There will be an official “work start” day, which all the documents should refer to and be consistent about. However, according to above website, you should be able to enter the UK up to 14 days before that date. N.B.: There is important further guidance below about rules for arrival and departure dates.

There is some flexibility about what “work start” date you choose, as it is assumed you will want to enter the UK before the program officially begins in order to do course planning. Likewise, you may need to stay in the UK after the official last day of the program in order to finish up the semester’s work. Consult with Donna Vinter about the “work start” and “work end” dates, if you are in any doubt about what dates to give.

2. Application for Visa

Once you have the Certificate of Sponsorship number, you can begin your application for a visa with the online part of the application. You are recommended to begin this process as soon as possible after receiving your Certificate of Sponsorship, to allow for time in case you should encounter problems.

To begin, go to: _https://www.visa4uk.fco.gov.uk/_ From here, click on “Register an Account” and enter your details to create an account. You will be emailed a link to confirm your account. Once account is confirmed, you’ll be directed to select a visa type. Under “Reason to Visit,” select “Work”; for “Visa Type,” select “Tier 2 Intra-Company Transfer (ICT)”; for Visa Sub Type, select “Tier 2 ICT Short Term Staff Migrant.”

**Questions that might be confusing, under EMPLOYMENT:**

- How much will you earn per year? It is expected that you will include the housing allowance in this figure, so should give the same gross figure as is stated on your CoS.
- Is your contract for less than one year? Yes.
- How much will you earn in GBP? Put same figure as above.
• Is the job on the Agency’s list of shortage occupations at the time this CoS was issued? No.
• Has your Sponsor completed a Resident Market Labour Test? No.
• Have you taken more than one month’s leave in the last year? Note that the intent of this question is to pick up people who have had actual career breaks from their employment. It is not intended to pick up on ‘leave’ as understood in an academic context, e.g. a sabbatical. As long as you were being paid by Oberlin College throughout the last year, you were not taking leave in the sense that this question intends. So the correct answer would be No.

Completing the MAINTENANCE section of your online visa application:
You will be asked the question: “Under which area of the maintenance requirement are you applying?” There is a drop-down box, from which you should choose “Maintenance certified by sponsor.” Because your employer has certified maintenance on your CoS, you will not need to provide bank statements. Instead you will submit a letter from your official Sponsor certifying that the Sponsor undertakes to maintain and accommodate you and your dependents, if necessary, during the first month of your employment in the UK.

3. Submitting biometric details
As part of the online application, you will be asked to pay the visa fee and to book an appointment at your nearest visa application centre to have your biometric information taken. You must bring with you to this appointment: a) a signed and dated printout of your online application form; b) your printed biometric appointment confirmation and receipt; and c) your original valid passport. Be sure that you take these documents with you to the visa application centre to be stamped! They will need to be submitted along with the other paper documents that you send to the British Consulate General, New York.

If your family members are applying for dependants’ visas, note that you will need to set up a separate appointment for each member of the family. Advice from faculty who have recently gone through the process is that it will be likely that the whole family can be fitted into one appointment, but that you are advised to take an appointment slot early in the day if you wish this to be the case.

The current cost (2014) of applying for the Tier 2 Visa is £428. The fee will be charged when you complete the online application and go to set up your biometrics appointment. You’ll need to use your debit or credit card to pay the fee. Faculty who have recently been through the process advise using a debit card, because the credit card company records this payment as a ‘cash advance’ and charges a significant fee.

4. Submitting the final application
The documents that you will have to send with your final application include:
  • A printed copy of your online visa application form.
• Your current passport (with should have ample validity, i.e. it must not expire until at least 6 months after your stay in the UK).

• Your most recent previous, expired passport.

• A passport-size colour photograph. Guidance about the photograph can be found at https://www.gov.uk/photos-for-passports.

• Your stamped biometric appointment confirmation from the centre you attended to give biometric your biometric information.

• A letter, supplied by your Sponsor – the Danenberg Oberlin-in-London Program – confirming that the Sponsor will maintain and accommodate you and your dependants during your first month in the United Kingdom.

• A self-addressed, prepaid shipping envelope (USPS, FedEx, or UPS) for the return of your materials after processing. (Be sure that you will actually be at this address in order to receive your returned passport!)

As supporting evidence for the main Tier 2 applicant you should also send:

• A letter from the Dean of Oberlin College. That letter should confirm your title, that you have continuous tenure, and that you have been on the Oberlin College faculty since the date when your employment with Oberlin College began. It should also state that you are going to be teaching on the Danenberg Oberlin-in-London Program for the relevant Spring semester, and that you will be paid your full salary and related benefits by Oberlin College, including medical, life and disability insurance coverage while you are teaching on the Danenberg Oberlin-in-London Program. If dates of employment in London are given, they should match your official “work start” and “work end” dates, as given on the CoS.

• **Original printed payslips, or copies of online payslips from Oberlin College for the previous 12 months**, to satisfy the requirement to provide evidence that you have worked for your sponsor for sufficiently long to qualify as an intra-company transfer. The most recent payslip must be dated no earlier than one calendar month before the date of application. If you supply printouts of online payslips, you must include a letter from Donna Vinter vouching for the authenticity of your payslips.


5. **Applying for visas for dependants**

The online application asks you to list spouse/partner and dependant children. If your spouse and/or children are accompanying you for the semester or part of the semester, they will not need to apply for dependants’ visas IF a) they are US nationals; b) the spouse will not be working; and c) the children will be home-schooled. In that case, they should be able to apply for general visitor visas at the point of entry, good for 6 months.
However, if you wish to try to enroll a child in a UK state school, the child must have entered the UK as an official visa dependant of a Tier 2 migrant. Legal advice is that children in full-time education in the private sector should also apply as the visa dependant of a Tier 2 migrant. You will need to make a separate online visa application for each dependant. Note that you should make a consistent decision for your spouse/partner and children: i.e., either all of them or none of them are your visa dependants.

For dependants’ visas, apply at https://www.visa4uk.fco.gov.uk/

Follow the instructions provided on this sheet for the main applicant, except under ‘Visa sub-type’ select “Short-term staff partner, up to 1 year” or “Short-term staff child, up to 1 year.’’

This link will take you to official policy guidance for Tier 2 dependant visas:

**Questions that might be confusing, under MAINTENANCE:**

- Which area of the maintenance requirement are you applying under? Select Tier 2 skilled worker with A-rated sponsor.
- What official sponsor letter has been supplied as evidence?
  Write: Letter from Dr. Donna Vinter, Danenberg Oberlin-in-London Program.

Note: you will need the COS number of the main applicant whose dependants these are.

The current cost (2014) of applying for a visa for a Tier 2 dependant is £428.

**Documents for visa dependants’ applications that you must provide to UKVI**

See section 4. You should supply these documents for dependants’ visa applications as well. Remember that all documents must be *originals* and not photocopies unless specified. Additional documents that will need to be supplied for dependants’ visa applications include:

**Partner of main Tier 2 applicant:** Marriage or civil partnership certificate

**Children of main Tier 2 applicant:** Birth certificates

**6. Receiving the visa**

You should get a decision on your visa(s) within three weeks. When you receive your visa:
• Be sure to check that the dates given on the visa are correct! If there are any errors you should take immediate steps to correct them.

• Please immediately notify Donna Vinter that you have successfully received your visa(s).

7. Final step

Please compile the following documents, which must be kept on file in the Danenberg Oberlin-in-London Program office. Please either bring them with you to London, or scan and send them electronically:

• Copies of the 12 months payslips submitted with your visa application
• Print-out of your online visa application, and applications for visa dependants, if applicable
• Photocopy of your passport, and passports of visa dependants, if applicable
• Photocopy of Tier 2 (Intra-Company Transfer) Visa, and visas for dependants, if applicable
• Photocopy of previous passport, and previous passports for visa dependants, if applicable
• Letter from the Dean (an original)
• A copy of your curriculum vitae

Important note on Arrival and Departure dates

For information about how long you can stay in the UK, see: https://www.gov.uk/tier-2-intracompany-transfer-worker-visa.

Here you will find the following statement about how long you can stay, as the holder of a “Short term” Intra-Company Transfer visa:

The period given on your certificate of sponsorship plus 1 month (beginning no more than 14 days before the start date given on your certificate of sponsorship).

This means the following:

• You can stay up to a month in addition to the period for which you are sponsored, i.e. the period between your “work start” and your “work end” date.

• If you plan to arrive in the UK before your “work start” date, you may do so up to 14 days before that date. You will be asked to declare on your visa application the date on which you plan to travel to the UK. This must therefore not be earlier than 14 days before your “work start” date. The date from which your visa is valid will reflect the date you have given on your application for travel to the UK.
• The amount of time you are allowed to remain in the UK after your “work end” date will be one month minus whatever number of days you have entered the UK before your “work start” date. This too will be reflected in the date your visa terminates.

• You must not plan to come to the UK before the date on which your visa is valid.

• You must finally leave the UK on or before the date on which your visa terminates.

It is very important to check the dates of validity of your visa as soon as you receive it. If a mistake has been made, contact the NY Consulate immediately. If no mistake has been made, be sure to double-check that your travel plans fall within the validity dates of your visa.
Reimbursement

Oberlin requires itemized receipts for reimbursement. Any receipts for reimbursable expenses before leaving for London (e.g., airfare, visa application fees, etc.) should be submitted to Karen Barnes. Receipts for expenses en route to or after arrival in London should be submitted to Donna Vinter.

Income Tax Implications for Faculty

London is an expensive city in which to live for four months. But there’s a tax benefit that helps offset part of the expense: the entire period in which faculty are teaching in London is considered a business trip by the IRS: [http://www.irs.gov/taxtopics/tc511.html](http://www.irs.gov/taxtopics/tc511.html)

Since transportation and housing are covered by the program, they are not tax-deductible expenses. But expenses for meals and other incidental living expenses (dry cleaning, etc.) are. The easiest way of claiming this expense on your tax return is by using the State Department’s Meals and Incidental Expenses (“M&IE”) rate for London in the period in which you’re there, which at this writing (October 2014) is $181 per day. (The current rate can be found on the Department of State website: [http://aoprals.state.gov/web920/per_diem_action.asp?MenuHide=1&CountryCode=1114](http://aoprals.state.gov/web920/per_diem_action.asp?MenuHide=1&CountryCode=1114))

The deduction is limited to 50% of this figure per day (see instructions on the tax form); still, a tax deduction of $10,136 ($181 x 50% x 7 days x 16 weeks) is worth taking!

The deduction applies only to the faculty member, not to spouses or dependents.

Medical Insurance for Faculty

The following ruling has been made by HR:

Oberlin College, by way of the health plan, will pay medical claims for faculty teaching on the London program as **in-network**. Faculty will need to pay for any medical claims when they receive service. It is best if they use a credit card so that the amounts paid will be converted to US funds. The faculty member will need to get copies of all billing and detailed treatment information from their treating doctor(s) so that CIGNA can see what the treatment was for.

If there is limited information provided to CIGNA, the faculty member runs the risk of not getting the in-network benefits. If the treatment or service is not a covered service by the health plan here in the United States, the service would not be covered in London.

With the information from the doctor, a copy of the amount paid (credit card statement), and a completed medical claim, the faculty member would be reimbursed from CIGNA at the in-network rate. The faculty member would still have co-pays and plan deductible that they will need to pay.

The faculty member would need to get all meds filled in the US because the law does not allow drugs to be sent outside the United States.

The IRS does not allow the use of Flex Spending money to be used on medical services received outside the United States. The faculty member will want to
make sure not to place more money in their Flex account than they can use for the part of year they will be gone.

Contacts

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