SAMPLE LETTER to submit with the application:

Dear UKBA,

Our university [Please insert the name of the Company] is a member of the UK Knowledge Pathway Scheme. [Please insert the name of the applicant and position within the university] is going to the UK for a Business trip for [please insert the purpose of travel i.e. meeting, seminar etc]. It is anticipated that he/she will be in the UK for [please insert length of stay].

Please consider his application for business visit visa for [please insert the length of visa applied for].

Regards,

[Name and signature of the authorised person indicated on the registration form]