**Application to host an Academic Visitor**

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| --- | --- | --- |
| ***Host Name:*** |  | **Attach** copy of Visitor’s Passport personal details page and any visa(s) ***1***. Please circle appropriate answer below: |
| ***Visitor’s Title/Full name*** |  |
| ***Nationality:*** |  | ***Visa 2:*** | **Non-Visa National** | **Visa National** |
| ***Institution:*** |  | ***Visa type:*** | **None** | **AVL** | **Tier 5-SR** |
| ***Institution Address:*** |  | ***Status:*** | **Postdoc** | **Postgrad** | **PG student *3*** | **Undergrad** |
|  | ***Gender:*** | **Male** | **Female** |
|  | ***Tel:*** |  |
|  | ***e-mail:*** |  |

**Visit :**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Dates of proposed visit:*** | ***Start:*** |  | ***End:*** |  | ***No. of weeks:*** |  |
| ***Documents attached: 4*** | ***CV:*** | **Yes** | **No** | ***Attach two references*** | **Yes** | **No** | ***If not, why:*** |  |
| ***Reason for visit:******(subject of research, meetings, discussions, etc.)*** |  |
| ***Is accommodation assigned in your group’s lab/office space?*** | **Yes** | **No** | ***If not, where:*** |  |
| ***Is your visitor undertaking only his/her own research? (Bench fees attract VAT)*** | **Yes** | **No** | ***Is your visitor being taught and/or learning new techniques? (No VAT on bench fees)*** | **Yes** | **No** |
| ***What dept. facilities are to be used?*** |  |
| ***Could the visitor give a colloquium?*** | **Yes** | **No** | ***Has residential accommodation been arranged?*** | **Yes** | **No** |

**Funding :**

|  |  |
| --- | --- |
| ***Does the visitor have adequate funding? 5*** |  |
| ***Is funding payable from your grant?*** | **Yes** | **No** | ***If yes, Grant Code:*** |  |
| ***Level of Bench fees 6 due?*** | **£** | ***Date Administrator consulted:*** |  |
| ***Invoice Address:******Name of contact, position, company/ institution, and full address*** |  |
| ***If bench fees are to be waived, please state case in favour of waiver:*** |  |

***Please complete the following section only IF:***

1. *the visitor’s subsistence payments are to be received via Oxford University offices and then to be paid out to the visitor;*
2. *if bench fees apply; or,*
3. *if required for internal and/or Inland Revenue purposes.*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Reason for visit (e.g. research only or research and teaching):*** |  | ***Other (please specify):*** |  |
| ***Will the visitor be returning to their home institution after the visit?*** | **Yes** | **No** | ***Subsistence(per month):*** | **£** |
| ***Is the visit in the public interest (e.g. not for commercial purposes)?*** | **Yes** | **No** | ***Funding body:******(Please attach a copy of funding documents relating to the grant.)*** |  |
| ***Is there a contract of employment with the University?*** | **Yes** | **No** |
| ***Will the visitor be providing services to the University?*** | **Yes** | **No** | ***Country in which funds are held?*** |  |

**Authorisation of Visit:**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Signed by Host::*** |  | ***Date:*** |  |
| ***Approved by HoD:*** |  | ***Date:*** |  |

***Notes***

***1. Passports:*** *Under UK Border Agency regulations we have to be able to prove that* ***ALL*** *academic visitors are legally “working” in our Department. If an academic visitor does not have a passport, we will require another proof of identity, such as a copy birth certificate or National Insurance card, etc.*

***2. Certificate of Sponsorship:*** *Additional information and documentation to that requested in this Application will be needed if a visitor requires a Certificate of Sponsorship. Please complete the “Certificate of Sponsorship Initial Application – Tier 5” form available from our website.*

***3.******Postgraduate Students:*** *If your visitor is a postgraduate student, please consider the Recognised Student route by consulting Graduate Studies Secretary Mrs Marion Beckett (marion.beckett@materials.ox.ac.uk or 83226).*

***4.******CV and References: All pr****ospective visitors should be asked for a CV and* ***at least*** *two references,* ***unless*** *there is good reason not to request them (such as eminent scientists in their field, previous members of staff or students of the Department/ University).*

***5. Funding:*** *The department has no funds to support visitors. It is expected that they will be self-supporting, funded by their own institution or by a grant held by the host. See “Academic Visitors - Notes on Funding” available on our website.*

***6. Bench Fees:*** *If “None”, please state why you think the fee should be waived. Bench fees and charges are reviewed annually. Visitors should expect to pay pro rata. The bench fee might be liable for VAT at the rate in force at the time (currently 20%), depending on various factors; some visitor exchange schemes specifically exclude bench fees. If your visitor is in this category, please consult the department’s Administrator, Ms Alana Davies.*