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**Request for Visitor (Staff) Affiliation**

This form should be completed by the nominating individual and submitted along with a copy of the nominated visitor’s CV and passport or national identity card scan. Additional information, including references, may be requested to enable appropriate consideration. Further sections may be added to the form to meet local requirements but no existing sections may be removed without invalidating the form.

This form is not appropriate for use by visitors who are students of another institution. Visiting students who will have visiting status with the University for more than one week must be recorded on the University’s student record system, Campus Solutions. If a student visitor will have visiting status for less than one week, but will require IT and / or swipe card building access, they will also need to be recorded in the student record system. Visiting research students must be recorded in the student record system even when they are not taking any taught course.

Please follow the questions below to identify whether to register as a staff visitor or a student visitor:

|  |  |  |
| --- | --- | --- |
| **Question**  | **Yes** | **No** |
| a) Is the visitor a current taught or research student at an overseas institution or other UK institution?  | Go to question b | They are a staff visitor |
| b) Is the visitor also a member of staff at a University, research institute, or other organisation? | Go to question c | They are a student visitor |
| c) Is the visitor coming to the University of Manchester to undertake study or research which is part of or relevant to their degree course elsewhere? | They are a student visitor | They are a staff visitor.   |

If you have identified your visitor to be a student visitor, advice can be sought from your Faculty / School based admissions team, the central Admissions team, and the Student Records Team. If you have identified your visitor to be a staff visitor, please complete the details requested below before submitting the form and required supporting documents to HRServices@manchester.ac.uk:

|  |  |
| --- | --- |
| **Research Unit / School / Faculty**  | Click here to enter text. |
| **Nominating individual**  | Click here to enter text. |
|  **VISITOR DETAILS** |
| **Title** | Choose an item. | **Surname** | Click here to enter text. |
| **Nationality** | Click here to enter text. | **Forename** | Click here to enter text. |
| **Visitor e-mail address** | Click here to enter text. | **Visitor home address** | Click here to enter text. |
| **Date of birth** | DD-MM-YYYY | **Emergency contact details** | Click here to enter text. |
| **Home institution**  | Click here to enter text.  |
| **PURPOSE OF REQUEST** |
| **Type of association** | Physical visit  |[ ]  Remote access only |[ ]  Both [ ]  |
| **Start date of visiting researcher affiliation** | DD-MM-YYYY | **End date of visiting researcher affiliation (NB. Max 12 months from start date)** | DD-MM-YYYY |
| **Aim of visit (please clearly state overall purpose and aims of the visit, e.g. to carry out own independent research, undertake collaborative research etc.)**  |
| Click here to enter text. |
| **Provide a brief CASE FOR SUPPORT including an explanation of why the School/Institute will benefit from hosting the visitor and what contribution do you expect the visitor to make?** |
| Click here to enter text. |
| **Please indicate which category of visiting position the visitor will occupy:**[ ] Visiting Research Associate [ ] Visiting Research Fellow [ ]  Visiting Lecturer [ ]  Visiting Professor - requires an extensive case to be made by the School to the Dean[ ] Other (please specify) Click here to enter text. |

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| STAFF VISITOR VISA REQUIREMENTS |
| [ ] UK/EU/EEA (Visiting Academic – no entry clearance needed)[ ]  International Academic Visitor (Standard Academic Visit Visa: Max 12 months) (Please check Visitors Policy and Procedure for visa restrictions)[ ]  Tier 5 Temporary Worker for Visitors undertaking collaborative research (Tier 5 Visa: Max 24 months – please see Appendices 4 and 5 for additional required documentation and the [Visitors page](https://www.staffnet.manchester.ac.uk/human-resources/visitors/) for guidance. |
| STAFF VISITOR FUNDING |
| [ ]  Staff visitor has funding | Fee (if applicable) |
| [ ]  Staff visitor does not have funding  | Account Code  |
| Authorised finance name and signature:  | Bench fee to be applied (if applicable) £ |
| AUTHORISATION  |
| Nominating individual, name and signature:  | Confirmation by nominating individual that appropriate assessment has been made to confirm that (1) the visitor is a staff and not a student visitor and that (2) for non-EU visitors the Export Control Policy has been considered and any Export Control implications have been addressed: [ ]  |
| Authoriser name and signature Head of School Operations, Head of School or Director: | Confirmation that from the information submitted (1) the visitor has been correctly identified as a staff and not a student visitor and that (2) for non-EU visitors the Export Control Policy has been considered and any Export Control implications have been addressed: [ ]  |
| VP/ Dean signature (for Visiting Professor): |  |

The authoriser will make a decision within two weeks of receiving the application. The criteria for acceptance should be based on the contribution the prospective visitor is likely to make to the School.

If the authoriser decides the case is acceptable they will allocate a title to the prospective visitor (Visiting Professor/Fellow/Research Fellow) and make the necessary arrangements with HR Services to provide a visiting appointment and secure an access card and email address to the individual.

I enclose the following supporting documents to be included in the submission

CV: [ ]

This form: [ ]

Passport / National ID scanned copy: [ ]

Visa (if applicable): [ ]

Visitor Invitation letter: [ ]

Tier 5 documentation (if applicable): [ ]

Please send the completed Visiting Academic application form and supporting documents electronically to gillian.whitworth@manchester.ac.uk