Visitor (Staff) Affiliation Request Form

NOTE: This form is for staff visitors only and must not be used for students. Please follow the questions below to identify whether your nominated visitor qualifies as a staff 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 salaried member of academic staff at a University, research institute, or other organisation?	Go to question c	They are a student visitor and this form should not be used. Please seek advice from your Faculty / School or department based admissions team or the central Admissions team.
c) Is the visitor coming to the university to undertake study or research which is part of or relevant to a degree course elsewhere?	They are a student visitor, unless (d) applies. Please seek advice from your Faculty / School based admissions team or the central Admissions team.	Go to question (d)
d) Is the visitor a student elsewhere who is coming to the university to undertake a work placement that is either: • funded by an external organisation, or • is an assessed part of a UK degree?	They are a staff visitor	They are a student visitor

For staff visitors, this form should be completed by the nominating individual and submitted along with a CV, passport or national identity card scan. Additional information, including references, may be also be requested. Further sections may be added to the form to meet local requirements but no existing sections may be removed without invalidating the form.

The visit will need be authorised locally by the nominating individual's Head of School, Head of School Operations or Director. For visitors coming from outside the UK, this includes a declaration that ATAS requirements and the University's Export Control Policy have been considered and, if applicable, clearance has been applied for/obtained.

Once local authorisation has been obtained, the form and supporting documentation should be submitted electronically to people.globalmobility@manchester.ac.uk

UoM Research Unit / School / Faculty	Click here to enter text.			
Nominating individual	Click here to enter text.			

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VISITOR DETAILS

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Title	Choose an item.	**Surname**	Click here to enter text.
Nationality	Click here to enter text.	**Forename**	Click here to enter text.
Date of birth	DD-MM-YYYY	**UoM id number (if applicable)**	
Visitor e-mail address	Click here to enter text.	**Visitor home address**	Click here to enter text.
Emergency contact details	Click here to enter text.	**Home institution**	Click here to enter text.

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PURPOSE OF REQUEST

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Type of association	Physical visit	☐	Remote access only	☐	Both ☐

LENGTH OF VISIT

Start date of visit	DD-MM-YYYY	**End date of visit (NB. Max 12 months from start date)**	DD-MM-YYYY

Aim of visit (please provide full details, including whether the visitor will be carrying out independent research only or will be working in collaboration with UoM staff)

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 you expect the visitor to make?

Click here to enter text.

ACADEMIC TECHNOLOGY APPROVAL SCHEME (ATAS)
What is the CAH3 code for the subject area of the visitor's proposed activity at the University? CAH3 Code: Is an ATAS certificate required? **YES/NO (delete as applicable)** If "YES", has the visitor been advised of the requirement for ATAS and been provided with the CAH3 code for their ATAS application? **YES/NO (delete as applicable)**
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.

STAFF VISITOR VISA REQUIREMENTS
☐ UK or Republic of Ireland (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) ☐ Temporary Work-Government Authorised Exchange for Visitors undertaking collaborative research (TW-GAE Visa: Max 24 months – please see the Visitors page for guidance.

STAFF VISITOR FUNDING	
☐ Staff visitor has funding	Fee (if applicable)
☐ Staff visitor does not have funding	Account Code (if applicable)
Authorised finance name and signature:	Bench fee to be applied (if applicable) £

AUTHORISATION	
Nominating Individual's declaration: ☐ I confirm that I have assessed that the visitor is a staff and <u>not</u> a student visitor ☐ I confirm that I have considered whether ATAS applies and instructed the visitor to apply for an ATAS certificate, if required ☐ I confirm that I have considered the Export Control Policy and Export Control clearance has been obtained, if required	
Nominating individual name:	
Nominating individual signature:	
Date of Nomination:	

Authoriser's declaration (for completion by Head of School, Head of School Operations or Director):	
☐ I confirm that, from the information submitted, the visitor has been correctly identified as a staff and <u>not</u> a student visitor ☐ I confirm that I have considered whether ATAS applies and the visitor has been instructed to apply for an ATAS certificate, if required ☐ I confirm that the Export Control Policy has been considered and Export Control clearance has been obtained, if required	
Authoriser name:	
Authoriser signature:	
Date of Authorisation:	
Ultimate Approval	
Dean signature (for Visiting Professor) name:	
Date approved by Dean:	

Normally, a decision will be made on a visitor request within two weeks of People & OD Operations receiving the application, although the process may be longer if further information/documentation is required. A key criteria for acceptance will be the contribution the visitor is likely to make to the School.

If a visitor request is authorised, People & OD Operations will make the necessary arrangements for a visitor appointment and to provide the visitor with an access card and email address.

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

CV: ☐

This form: ☐

Passport / National ID scanned copy: ☐

Visa (if applicable and currently in the UK): ☐

TW-GAE documentation (if applicable): ☐