**Academic Visitor Pro Forma**

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| * Complete this form to request a Visiting Title. |
| * **Visitors from outside the UK/Ireland**: An academic visitor visa is not necessarily appropriate – please check [our visitor guidance document](https://hr.leeds.ac.uk/download/downloads/id/881/visitors_to_the_university_-_immigration_considerations) and contact Faculty HR before they apply for a visa. |
| * **Faculty of Medicine & Health**: If an NHS honorary contract is required, please contact Faculty HR. |

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| **School/Service/Institute** |  |

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| 1. **Staff or student?** | | | | |
| 1. Is the visitor a current student at another institution? |  | Yes – go to **question b** |  | No – visitor is **staff** |
| 1. Is the visitor also a member of staff at their home university? |  | Yes – go to **question c** |  | No – visitor is **student** |
| 1. Will the activities contribute to the course on which the visitor’s registered elsewhere? |  | Yes – visitor is **student** |  | No – visitor is **staff** |

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| 1. **Will the visitor be coming onto campus?** | | | |
|  | Yes  (**original ID and proof of right to work must be presented before activities are begun**) |  | No  (**copy of ID may be provided and verified via video call**) |

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| 1. **Academic Technology Approval Scheme** | | | |
| **Please complete** [**this questionnaire**](https://forms.office.com/Pages/ResponsePage.aspx?id=qO3qvR3IzkWGPlIypTW3y8f1fKptRfJIqc2hJrwm1cJUN0tPNk02RjBSMUpMTUQwNDBVRDRDVFlKUy4u) **to check if your visitor needs an ATAS certificate**  (this is a **legal requirement** for visits which start on or after 21 May 2021) | | | |
|  | Yes, my visitor needs an ATAS certificate  I have advised them that they cannot start the engagement until they have provided this to us |  | No, my visitor does not need an ATAS certificate |

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| 1. **Personal details** | | | | | | |
| **Title**[[1]](#footnote-1) | Dr / Mr / Mrs / Ms / Professor / Other (please specify): | | | | | |
| **First name(s)** | | |  | | **Family name/ Surname** |  |
| **Address** | | |  | | | |
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| **Postcode** | |  | | **Nationality** |  | |
| **Email address** | | |  | | | |

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| 1. **Employment** | | | |
| **Name of current employer** |  | **Current position** |  |

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| 1. **Visit details** | | | | |
| **Start date** |  | | **End date** |  |
| **Title to be awarded** | |  | | |

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| **Purpose(s) of visit** (tick all that apply) | | | **Honorarium amount[[2]](#footnote-2) per year** | **Cost object** | **Unpaid?** |
| ***Main*** | ***Other*** |  |
|  |  | Attending meetings, conferences, seminars and/or interviews[[3]](#footnote-3) | £ |  |  |
|  |  | Giving a one off/short series of talks (not commercial events & no profit involved)3 | £ |  |  |
|  |  | Gathering information for a project which directly relates to their employment overseas3 | £ |  |  |
|  |  | Sharing knowledge/advising on an international project hosted by the University (no research)3 | £ |  |  |
|  |  | Taking part in a formal exchange arrangement3 | £ |  |  |
|  |  | Carrying out own independent research while on sabbatical leave from home institution3 | £ |  |  |
|  |  | Being involved in a formal research project or collaboration | £ |  |  |
|  |  | Undertaking work-based training/skill development | £ |  |  |
|  |  | Giving a series of lectures (must not amount to a formal teaching post) | £ |  |  |
|  |  | External examinations | £ |  |  |
|  |  | Other purpose - please detail below ↓ | £ |  |  |
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| 1. **Funding** (tick all that apply and complete amount(s)) | | | | |
| **Source** | **Amount of funding per year** |  | **Source** | **Amount of funding per year** |
| Not funded | N/A |  | Research Institute/Industry | £ |
| Self-funded | £ |  | Government | £ |
| Current employer | £ |  | University of Leeds | £ |

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| 1. **Approval** | | | |
| **Signed:** |  | **Date:** |  |
| **Head of School/Service/Institute** | | | |

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| **Please send this form to Faculty Human Resources, attaching the following:** | |
| * Attach: * Visitor’s CV * Visitor’s ID (personal details pages of passport or national ID card) * Appropriate proof of visitor’s right to work in the UK ([see guidance](https://hr.leeds.ac.uk/download/downloads/id/881/visitors_to_the_university_-_immigration_considerations)) including ATAS certificate if required * At least one current reference | * **Non-professorial visitors**: a letter indicating the contribution you expect this individual to make to the School/Service/Institute; or * **Professorial visitors**: a letter from your Executive Dean advising of the contribution that the individual will make to the Faculty |

**Note: engagement cannot begin until ID/proof of right to work, and ATAS certificate if required, have been provided and verified.**

1. Delete as appropriate [↑](#footnote-ref-1)
2. If applicable. N.B if a stipend, don’t enter details on this form, speak to Faculty HR first. [↑](#footnote-ref-2)
3. If main purpose of visit, payment by Leeds is not permitted except for “reasonable expenses to cover the cost of travel and subsistence”. [↑](#footnote-ref-3)