**Academic Visitor Pro Forma**

|  |
| --- |
| * 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.
 |

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

|  |
| --- |
| 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** |

|  |
| --- |
| 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**) |

|  |
| --- |
| 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 certificateI 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 |

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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 ↓ | £ |  | [ ]  |
|  |

|  |
| --- |
| 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 | £ |

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

|  |
| --- |
| **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)