*Please complete and return to* ***HR@phc.ox.ac.uk****, with CV, for circulation to the visitor panel for approval.*

*Forms containing insufficient information will be returned.*

All fields are expandable as required

|  |
| --- |
| Visitor name:       |
| Visitor email address:       |
| Invited by:       |
| Home institution:       |
| Length of stay: from:       to:       |
| Is this an extension to an existing stay?       |
| Which group will the visitor be working with?       |
| Visitor’s nationality:       |
| Visa required? Yes/No (delete as applicable) If yes, please state which. If no, please explain why not.Note: Even where a visa is not required, a letter of invitation from the department may be needed for the visitor to show at immigration in order to enter the country as an academic visitor. Entering the country as a tourist is not a valid immigration status for undertaking activities in the department. |
| Visitor’s career background:       |
| Do you expect the academic to use department desk space or other facilities? Yes/No (delete as applicable) If yes, give details:A bench fee of £4000 per annum will be payable (pro rata for part-year) Bench fee:      Bench fee to be paid by: Individual (or their institution): [ ]  NDPCHS Research Group: [ ]  If research group, please provide cost centre/source of funds:Are you requesting that the visitor fee be waived? Yes/No (delete as applicable)If yes, what is the justification? |
| Will the visitor be working on or contributing to any university-hosted research project? [ ]  Yes [ ]  No  |
| Give details of the proposed project or work to be undertaken by the visitor *(please specify the grant title, funder and grant code if they will be working on or contributing to a university-hosted project and indicate if the visitor has done any other collaborative work with the department) \**       |
| What is the planned outcome of the visitor’s stay \* or state why an extension is needed if the visit has already been approved:      |
| Special requirements:       |
| Any other information not covered above:       |

Confirmation of approval from visitor panel received (Department admin use only):