*Complete electronically then email to karen.gardener@phc.ox.ac.uk who will submit for*

*approval then inform you of the outcome of the application.*

**All fields are expandable if required**

|  |
| --- |
| Visitor name:       |
| 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 Give details:       |
| Visitor’s background:       |
| Have you discussed desk/space requirements with Karen Gardener in Personnel? *(this must be done)*:       |
| 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:       |

Head of Department’s signature and date