*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