

Application For Visitors And Temporary Workers

Please complete all sections of this form to request a new visitor in your group (including all visiting students and interns).

We cannot provide accurate guidance for the visit without all the information below.

Individual's Details	
Full Name	
Email Address	
Home Address	
Telephone Number	
Nationality	
Emergency Contact Details	
Details About Your Visit	
Arrival Date	
Leaving Date	
Supervisor	
Objectives/activities	
Facilities to be used during your visit e.g. IT access, liquid nitrogen, CO2 facility, confocal microscopes	
If the visit/placement is related to a specific grant or project in the Department please provide further details	

Contact At Home Institution (if applicable)	
Name	
Email Address	
Work Address	
Telephone Number	
What is the status of the individual you are making the application for?	
1) Academic/Researcher from another institute: visiting researcher – unpaid position	<input type="checkbox"/>
2) Staff member or student from University of Cambridge: visiting student/researcher – unpaid position	<input type="checkbox"/>
3) Student from another institute: visiting student – unpaid position	<input type="checkbox"/>
4) Summer Students, Interns: temporary worker – paid position	<input type="checkbox"/>
5) Work experience: work experience student – unpaid position	<input type="checkbox"/>
6) Other (please specify):	<input type="checkbox"/>
For Visiting (Non-Cambridge) Students Only	
1) Will the student remain registered as a student at their home University for the full duration of their visit?	
2) Does the activity in Cambridge form part of their overseas degree? (i.e. does their programme state that they need to undertake this placement as a compulsory part of their studies)	
3) Will the student receive any funding from the department?	
For Temporary Workers Only	
Funding Code	
Hourly Rate	
For Non-Cambridge visitors/students: if the individual is receiving funding from an external third party to support their visit/placement or if the individual remains registered as a student in another University, we will need a Support Letter from their sponsor clearly showing the following information;	
<ul style="list-style-type: none"> ❖ The name of the visitor ❖ The name of the funder ❖ The name of the host institution ❖ Details of the funding provided – if applicable (The amount does not have to be in sterling – local currency is preferred to an approximate amount in sterling. If amounts allowed for expenses are shown, then these must be shown separately from personal emoluments) ❖ The length of funding – if applicable 	

Once submitted the HR team or Postgraduate Administrator will review your application and email you to confirm:

- ❖ How the individual will need to be setup (e.g. with a Visitor or Worker Agreement)
- ❖ The employment status of the individual and whether they are required to be paid for any work they will be completing
- ❖ The type of visa required, if necessary, and approximate visa processing time

Requested By

Full Name (printed)	
Signature	
Date	