



Application For Visitors And Temporary Workers

<p>Please complete all sections of this form to request a new visitor in your group (including all visiting students and interns).</p> <p>We cannot provide accurate guidance for the visit without all the information below.</p>	
Individual's Details	
Full Name:	
Email:	
Home address:	
Telephone No:	
Emergency contact details:	
Details about visit	
Arrival date:	
Leaving date:	
Supervisor:	
Objectives/activities whilst visiting the Department	
Facilities to be used during visit, e.g. IT Access, Liquid Nitrogen Facility, 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:	
Work address:	
Telephone No:	
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"/>



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5) Work experience: <i>work experience student – unpaid position</i>		<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>i.e. does their programme state that they need to undertake this placement as a compulsory part of their studies</i>)		
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 will review your application and email you to confirm:		
<ul style="list-style-type: none"> ❖ 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 (print name):		
Signature:		
Date:		