**Overseas Visitor Assessment form**
This form is to be completed by the Faculty/Service contact to assess the appropriate route for non-UK nationals (including EU, EEA and Swiss nationals) to visit BU. Please provide as much information as possible on this form and attach any supporting documentation. Please complete all applicable sections.

Please submit this form to Human Resources to assess and advise you of the appropriate route of entry in to the UK. **Do not** issue a letter of support for a visitor until you have received confirmation of this.

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| **Section 1: Contact information** |  |
| Faculty/Professional Service: |  |
| Your Name: |  |
| Your role/ position |  |

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| **Section 2: Details of the visitor** |  |
| Family name: |  |
| Given name: |  |
| Title e.g. Dr, Mr, Mrs, Ms, Miss |  |
| Address |  |
| Date of Birth: |  |
| Contact email: |  |
| Nationality: |  |
| Is the applicant currently in the UK? | Yes / No |
|  If yes, what type of visa do they hold?  *Please submit a verified copy of visa and passport details with this form*  |  |
| Purpose of the visit:(please provide as full details as possible) |  |
| Start date for visit: |  |
| End date for visit: |  |

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| **Section 3: Study details** |  |
| Is the applicant coming to study on a formal BU course? | Yes / No |
|  If yes, what is the name of course? |  |
| Are they coming on study exchange?: Erasmus/Science Without Borders/other | Yes / No |
| What are the course start and end dates? | dd/mm/yy – dd/mm/yy |
| How much does the course cost? | £ |
| Is the applicant enrolled as a PhD student at another institution, coming to BU to undertake study towards their PhD? | Yes / No |
|  If yes, which University are they enrolled at? |  |
|  Which BU academic will be supervising them? |  |
|  Will they have office space on campus? | Yes / No |

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| **Section 4: Academic Visitor - Research** |
|  | **Information required** | **Supporting Documents/evidence required to be submitted with this form (please include RED number/grant details if applicable)** |
| Will the visitor be undertaking research which will benefit the University? | Yes/No |  |
| Is the visitor an academic member of staff on leave from an overseas academic institution making use of their leave to carry out personal research? | Yes / NoIf No, continue to complete section 4 |  |
| Are they currently employed as an academic in another institution? | Yes / NoIf No, continue to complete section 4 |  |
| What is the name of institution of employment: |  | Provide CV and contract of employment |
| What position do they hold (job title): |  | Will be evidenced in the above |
| **Go to section 5** |

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| **Section 5: Academic Visitor – formal exchange** |
| Is the visitor an academic member of stafftaking part in formal exchange arrangements with UK counterparts? | Yes/NoIf No, go to section 6 |  |
| What is the name of their institution: |  | Provide CV and contract of employment |
| What position do they hold (job title): |  | Will be evidenced in the above |
| **Go to section 6** |

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| **Section 6: Academic Visitor – other types of work** |
| Will the visitor be acting as an external examiner? | Yes/ No |  |
| Will the visitor be attending a one off conference or meeting? | Yes/No |  |
| Will the visitor be speaking at a conference on a one-off, non-commercial basis? | Yes/No |  |
| Will the visitor be giving a lecture or series of lectures in their field of expertise? | Yes/No |  |
| Will the visitor receive one-off training in UKtechniques and work practices (not on the job training)? | Yes/No |  |
| Will they be filling a current vacancy? | Yes/ NoIf yes, what is the post title:­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **Go to section 7** |

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| **Section 7: Academic Visitor – funding**  |
| Will the individual receive a salary from BU? | Yes/ No |  |
| If yes, has a job description been provided and it been evaluated? | Yes/No | Provide job description to HR if BU is paying the salary to ensure the appropriate rateof pay |
| Will the individual receive expenses fromBU? | Yes/ No |  |
| Will they be receiving funding from an external sponsor/organisation? | Yes/NoIf yes, please complete the following question.  | Provide evidence of funding |