

**VISITOR REQUEST (ACADEMIC, BUSINESS & RESEARCHERS) FORM**

THIS FORM MUST BE COMPLETED AND APPROVED BY THE APPROPRIATE SIGNATORIES BEFORE THE VISIT COMMENCES

This form is not to be used for visiting students. To apply for a research visiting student please refer to [www.keele.ac.uk/research/currentpgrstrudents/pgrforms/](http://www.keele.ac.uk/research/currentpgrstrudents/pgrforms/)

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| **SECTION 1 – Requesting Manager details** |

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| **School/ Research Office/ Institute/ Department:** | **Requesting Manager:** |
| **Contact name & number for queries if different from requesting manager:** | **Name of host/ supervisor if different from requesting manager:**  |

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| **SECTION 2 – Details of Visitor** |

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| **Name of Visitor:** |
| **Home Address:** | **Local Address (if known):** |
| **Contact Number:** | **Email Address:**  |
| **Nationality:** | **Home Institution:** |
| **Type of visa required:****[ ]  Not applicable as UK/EU/EEA national** **[ ]  Standard visitor (up to 6 months)****[ ]  Standard visitor (academic only – up to 12 months)** | **[ ]  Paid Permitted Engagement (up to 1 month)****[ ]  Tier 5 (please contact HR)** |

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| **SECTION 3 – Details of Visit** |

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| **Reason for Visit *(please identify the purpose of the visit and the nature of the activities to be undertaken, ensuring sufficient detail is provided to support visa application, where applicable. Please also explain how this visit will contribute to University activities)*:** |
| **Start date of visit:** | **End date of visit:** |
| **Use of facilities (please identify what access to facilities is required e.g. Office/ lab space, IT Facilities etc):** |

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| **SECTION 4 – Financial Information** |
| **Is payment/ expenses to be offered:****[ ]  Yes [ ]  No** | **Please detail nature of any payment:** |
| **Is funding within budget?****[ ]  YES [ ]  No**  | **Funding Type:****[ ]  Internal****[ ]  External** |
| **Budget Code (s):** | **If External, Name and Type of Funding Body:** |

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| **SECTION 5 – Authorisation to engage visitor** |
|  | **Name** | **Signature** | **Date Authorised** |
| **Requesting HOS, FRD, RID or Admin Department Head** |       |       |       |
| **Dean or Director** |       |       |       |

**A copy of the completed form MUST be sent to Stuart Smith, Tax Manager (****s.smith@keele.ac.uk****).**

Where an international visitor is invited to Keele a copy of the letter of invitation and this form MUST be sent to the HR Link Advisor.