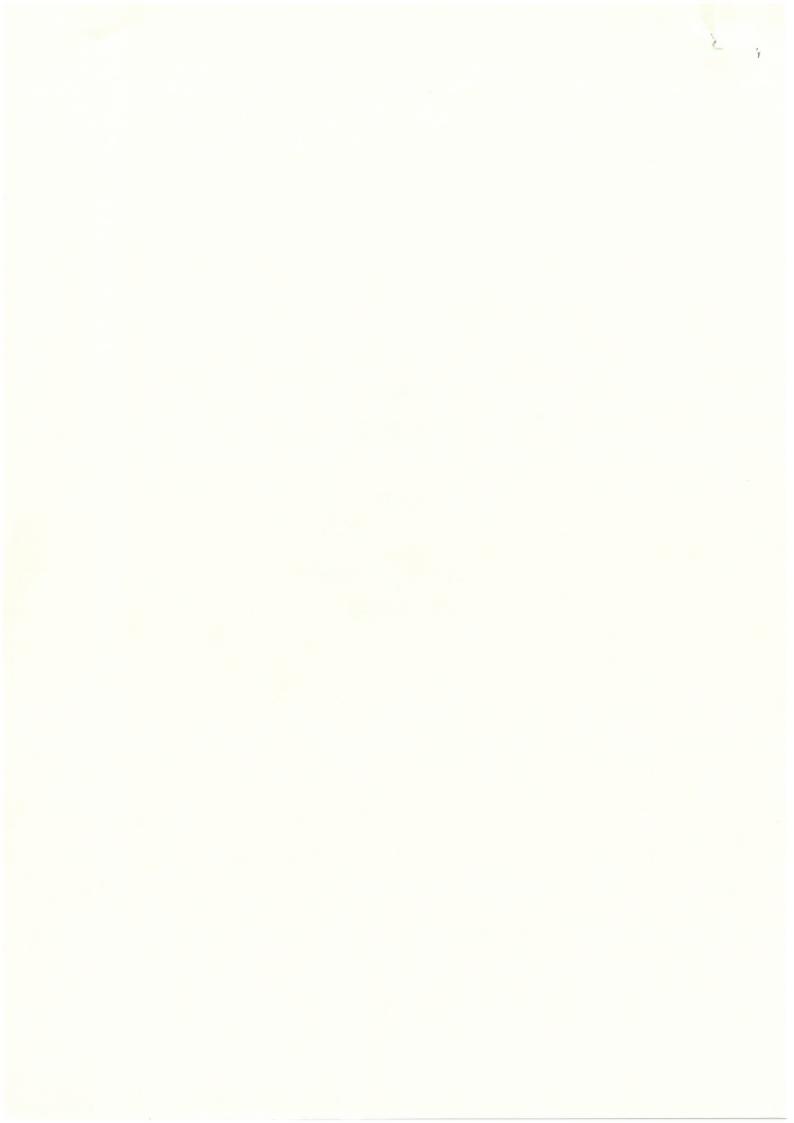
THE VISITOR

AND

VISITING STUDENT PROCESS



Academic on a regular basis if visitors are Check with any new due

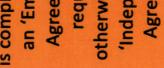
approaches a PI to come and do A prospective visitor

research here

RJ/HRNJ if ATAS or visa required Check with nationality. Ascertain

Secretary/other Information Request for sends out

When returned, if /home institution s completed then otherwise it's an the employed 'Independent' an 'Employed' Agreement is Agreement required,



VISITOR AGREEMENT PROCESS

provide online

On arrival

registration

been completed

agreement has

When

and returned to

RJ, she will

advise

link and their category will

be visitor

secretary/other

HRNJ – Howard Jones RJ = Rachael Jefferies

Secretary/other draws up agreement, deleting any statements not required commercial institution bench fees should be If employed by a applied

agreement is

Once

completed,

forward onto

Please seek advice if unsure.

prospective visitor (and their home applicable) and Agreement is institution if return to RJ signed by

forward onto the Once authorised by HRNJ, RJ will signature along with Terms & Conditions visitor for

authorisation RJ as a word

document for



Visitor information request

Name	
Title	
Residential address while in Cambridge (if known, not Department address)	
Home address (not Department address)	
Email address	
Description (eg visiting researcher)	
Supervisor within Chemistry Department	
Room/Tel no.	
Access hours required	General: 8am - 6pm Monday - Friday ☐ Out of hours: Mon – Fri / weekends ☐
Justification for out or hours access if required and member of staff accompanying you out of hours	
Justification for out or hours access if required and member of staff	Out of hours: Mon – Fri / weekends
Justification for out or hours access if required and member of staff accompanying you out of hours Approximate number of hours you	Out of hours: Mon – Fri / weekends
Justification for out or hours access if required and member of staff accompanying you out of hours Approximate number of hours you expect to visit the dept. for per week Activities (if known) Please write a short description of the	Out of hours: Mon – Fri / weekends
Justification for out or hours access if required and member of staff accompanying you out of hours Approximate number of hours you expect to visit the dept. for per week Activities (if known) Please write a short description of the work you will be doing – 1-2 sentences.	Out of hours: Mon – Fri / weekends

Visitor information request DoC November 2021

Please turn over

Details of contact of your	Name
Employer/Home Institution (if applicable,	Position
eg your line manager)	Address
(for visitors from overseas) Details of medical insurance or financial assurance as to payment of medical expenses	Email



UNIVERSITY OF CAMBRIDGE YUSUF HAMIED DEPARTMENT OF CHEMISTRY

Lensfield Road Cambridge CB2 1EW England

Dr H.R.N.Jones

Academic Secretary (01223) 336068

E-mail:hrnj1@cam.ac.uk

EMPLOYED AGREEMENT

17 November 2021

Mr P Smith
1 Parkside Avenue
Oxford
OX1 2AB

Dear Dr Smith

Visitor Agreement

We are pleased to welcome you as a visitor to the Department of Chemistry in the University of Cambridge.

This agreement, together with the Standard Terms and Conditions for Visitors which are enclosed sets out the terms of the agreement between you, your employer or home institution and the University whilst you are engaged in any activity on University premises.

Your details:

Name	Paul Smith
Title	Dr
Residential Address while in Cambridge	
(if known, not Department address)	If you have been advised, please enter it.
Home Address (not Department address)	1 Parkside Avenue Oxford OX1 2AB
Email address	psmith@ox.ac.uk
Description (eg visiting researcher)	Visiting Researcher

Location – (Dept room number/site)	177
Supervisor within Department	Prof D Spring
Head of Department	Dr James Keeler
Start Date	3/1/2022
End Date	30/6/2022
Access hours required	General: 8am - 6pm Monday - Friday X Out of hours: Mon – Fri / weekends X
Justification for out or hours access if required and member of staff accompanying you out of hours Approximate number of hours you expect to visit the dept. for per week	Eg. Experiments may overrun If working out of hours the visitor will need a supervisor. Approx. 37 hours per week (No more than 40 hours per week)
Your Employer/Home Institution (including contract address)	Micross Ltd St John's Business Park Oxford OX1 2AB
Details of contact at your Employer/Home Institution (eg your line manager)	Name: Mr D White Position: Supervisor Address: As above Email: dpwhite@micross.com
(for visitors from overseas) Details of medical insurance or financial assurance as to payment of medical expenses	

You may need to show this letter to the UK border officials when you arrive and if necessary, you will need to arrange a visa for yourself (depending on your nationality, your country of residence and how long you intend to stay in the UK). You may find the following link useful: http://www.ukba.homeoffice.gov.uk/visas-immigration/visiting/

As I believe you know, you will be responsible for making your own arrangements for living accommodation. The University's Newcomers and Visiting Scholars Service (situated within the Accommodation Service) provides assistance on housing and organises a programme of social and cultural activities for visitors and their families. You may wish to contact the office at:

Kellett Lodge, Tennis Court Road, Cambridge CB2 1QJ

Tel: +44 01223 338099

Web: see the Accommodation Service (www.accommodation.cam.ac.uk)

Email: newcomersandvisitingscholars@admin.cam.ac.uk

Agreement to your visit is subject to the Special Conditions below (if any) and may be withdrawn (or the visit curtailed) if any of such condition is not satisfied.

If you are willing to agree to the terms set out in this letter, the Special Conditions below and the Standard Terms and Conditions for Visitors referred to above, please sign and return a copy of this letter.

My colleagues and I are very much looking forward to your visit to the Department which we hope you will find enjoyable and productive.

Special Conditions: **[if any, see below for guidance. If none, please remove this section]

https://www.hr.admin.cam.ac.uk/policies-procedures/visitors-agreements/special-conditions

** If not applicable please delete from ** -** and put None.

Eg of Special Conditions

Paying for travel – flight/train journey
One off payment for expenses

Schedule A

1. THE ACTIVITIES

PI or nominated other to. Provide one or two sentences on the activities that the visitor will be doing during their time here.

Schedule B [include if applicable]

Visiting Research Associate fees

Payable in consideration of the Visiting Research Associate's supervised access to University facilities and in contribution to the cost of the Work.

University facilities:

1) Access to University of Cambridge.....

Fees payable:

£6,000

Bench-fee (£1000 per month)

£1,000

Equipment and consumables

Method of Payment:

On receipt of invoice from Department of Chemistry

Bench fees apply when the visitor is coming from a commercial company.

If NOT applicable, please delete this complete section

Signed		
For and on behalf of the University of Cambridge, Head of Department of Chemistry Please sign and return one of the enclosed copies of this letter.		
Signed Date		
Name (printed)		
Accepted for and on behalf of: Micross Ltd		
Signature		
Date		



UNIVERSITY OF CAMBRIDGE YUSUF HAMIED DEPARTMENT OF CHEMISTRY

Lensfield Road Cambridge CB2 1EW England

Dr H.R.N.Jones

Academic Secretary (01223) 336068

E-mail: hrnj1@cam.ac.uk

INDEPENDENT AGREEMENT

3/1/2022

Prof J Bloggs 1 Park Rise Narborough Leicester LE1 2AF

Dear Prof Bloggs

Visitor Agreement

We are pleased to welcome you as a visitor to the Department of Chemistry in the University of Cambridge.

This agreement, together with the Standard Terms and Conditions for Visitors which are enclosed, sets out the terms of the agreement between you and the University whilst you are engaged in any activity on University premises.

Your details:

Name	Joe Bloggs
Title	Professor
Residential Address while in Cambridge (if known, not Department address)	If you have been advised please enter it
Home Address (not Department address)	1 Park Rise Narborough Leicester LE1 2AF
Email address	jbloggs@gmail.com
Description (eg visiting researcher)	Visiting Academic

Location - (Dept room number/site)	Lab 123
Supervisor within Department	Prof A Wheatley
Head of Department	Dr James Keeler
Start Date	3/1/2022
End Date	1/4/2022
Access hours required	General: 8am - 6pm Monday - Friday Out of hours: Mon – Fri / weekends □
Justification for out or hours access if required and member of staff accompanying you out of hours	
Approximate number of hours you expect to visit the dept. for per week	Approx. 30 hours per week (No more that 40 hours per week)
(for visitors from overseas) Details of medical insurance or financial assurance as to payment of medical expenses	

You may need to show this letter to the UK border officials when you arrive and if necessary, you will need to arrange a visa for yourself (depending on your nationality, your country of residence and how long you intend to stay in the UK). You may find the following link useful: http://www.ukba.homeoffice.gov.uk/visas-immigration/visiting/

As I believe you know, you will be responsible for making your own arrangements for living accommodation. The University's Newcomers and Visiting Scholars Service (situated within the Accommodation Service) provides assistance on housing and organises a programme of social and cultural activities for visitors and their families. You may wish to contact the office at:

Kellett Lodge, Tennis Court Road, Cambridge CB2 1QJ

Tel: +44 01223 338099

Web: see the Accommodation Service (www.accommodation.cam.ac.uk)

Email: newcomersandvisitingscholars@admin.cam.ac.uk

Agreement to your visit is subject to the Special Conditions below (if any) and may be withdrawn (or the visit curtailed) if any of such condition is not satisfied.

If you are willing to agree to the terms set out in this letter, the Special Conditions below and the Standard Terms and Conditions for Visitors referred to above, please sign and return a copy of this letter.

My colleagues and I are very much looking forward to your visit to the Department which we hope you will find enjoyable and productive.

Special Conditions: ** [if any, see below for guidance. If none, please remove this section]

https://www.hr.admin.cam.ac.uk/policies-procedures/visitors-agreements/special-conditions

** If not applicable please delete from ** - ** and put None.

Special conditions could be:-

Paying for travel – flight / train fare One off payment for expenses

Schedule A

1. THE ACTIVITIES

PI or nominated other to provide one or two sentences of the activities that the visitor will be doing during their time here

Signed		
For and on behalf of the University of Cambridge, Head of Department of Chemistry		
Please sign and return one of the enclosed cop	pies of this letter.	
I confirm that I agree to the terms set out in this letter and the Standard Terms and Conditions for Visitors referred to above.		
Signed	Date	
Name (printed)		

regular basis if they It would be a good idea to ask your Academic on a have anyone coming

Student approaches PI to visit the Department

VISITING STUDENT PROCESS

HRNJ – Howard Jones RJ – Rachael Jefferies

someone is coming it If YES, please contact **Erasmus or any other** is your responsibility coming on any type internship, training, to ascertain if the When you know student will be agreement, of learning program

documentation - see template in booklet requesting the **Email student** required



ELTS or TOFEL certificate no TOFEL overall score of 80 Students should have an Minimum of 6.5 in each more than 2 years old. **IELTS** overall score Language Waiver LANGUAGE category basis.

RJ or HRNJ

Please advise RJ when they leave or if an

Visitor on the registration them as a Register online

extension is

required

RJ will forward onto student

for signature by them and institution their

secretary/other

RJ will inform

when complete

documentation

When all

RJ will then

forward on to complete

draw up

Student Visitor Letter

but if required these will be As a Dept we prefer not to, dealt with on an individual

Contact RJ

Subject: Student Visitor to Cambridge

Date: Tuesday, 16 November 2021 at 15:54:02 Greenwich Mean Time

From: R. Jefferies

TEMPLATE

Dear

<NAME> has asked me to contact you with regard to your visit in <MONTH/DATE>

In order for this to happen I would be grateful if you could provide me with the following:

- A letter from your home institution confirming that you are a registered student and that your visit is approved.
- Transcripts from your current institution (if available).
- Confirmation that you have secured funding that will cover living costs while in the UK.
- A colour scan copy of the details page from your passport
- Evidence of English Language Proficiency. (Check if necessary & delete)
- A completed student visitor pro-forma (attached).

I look forward to hearing from you in due course.

Best wishes

Rachael Jefferies Research Personnel Admin Yusuf Hamied Dept of Chemistry Lensfield Road Cambridge CB2 1EW



Pro Forma For Visiting Students

Yusuf Hamied Department of Chemistry

Family Name as given on passport	
Given Names as given on passport	
Title	Mr □ Mrs □ Miss □ Ms □
Date of Birth	
Nationality as it appears on passport	
Passport Number (this MUST be the passport the student will use in their Visa application).	
Home (Residential) Address	
Email	
Course Title (Home Institution)	e.g. PhD in Chemistry
Details of contact at your Home Institution (eg your supervisor, or programme administrator) Please state their position	
Supervisor within Department	
Proposed study programme (activities) in department during visit	(please ask your Cambridge supervisor to provide this)
Start Date	30 th July 2018
End Date	30 th July 2018
Name and Address of Home Institution	
Will the visiting student study full-time whilst at Cambridge	(It is expected that our students will study full-time)
Will the student study outside the UK during their visit to Cambridge?	(If yes, please give details)
Will the student return to their registered institution at end of study?	
Confirm how the student will finance this	e.g. Self-Financing
period of study. (NB the student has to prove this in their visa application)	
Details of medical insurance or financial	
assurance as to payment of medical	
expenses (non EU Short Term Study)	

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