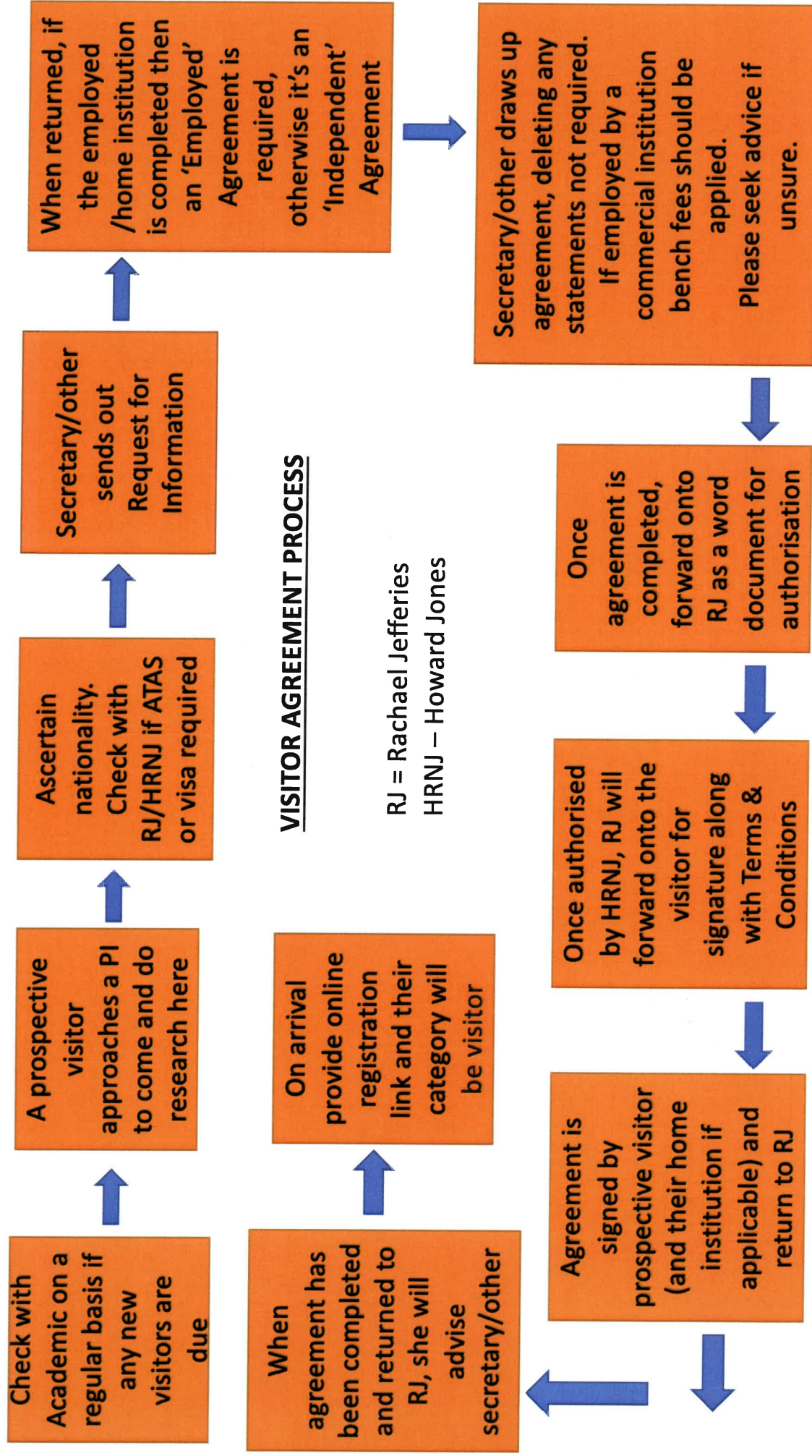


**THE
VISITOR

AND

VISITING STUDENT
PROCESS**

Nov '21





UNIVERSITY OF CAMBRIDGE

Yusuf Hamied
Department of Chemistry

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 <u>Justification for out of hours access if required and member of staff accompanying you out of hours</u> Approximate number of hours you expect to visit the dept. for per week	General: 8am - 6pm Monday - Friday <input type="checkbox"/> Out of hours: Mon – Fri / weekends <input type="checkbox"/> Approx. hours per week
Activities (if known) Please write a short description of the work you will be doing – 1-2 sentences.	
Start date	
End date	
Your Employer/Home institution (if applicable, including contract address)	

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



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 <u>Justification for out of hours access if required and member of staff accompanying you out of hours</u> Approximate number of hours you expect to visit the dept. for per week	General: 8am - 6pm Monday - Friday X Out of hours: Mon – Fri / weekends X 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: newcomersandvisitingsscholars@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.

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) _____

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 <u>Justification for out of hours access if required and member of staff accompanying you out of hours</u> Approximate number of hours you expect to visit the dept. for per week	General: 8am - 6pm Monday - Friday <input checked="" type="checkbox"/> Out of hours: Mon – Fri / weekends <input type="checkbox"/> Approx. 30 hours per week (No more that 40 hours per week)
<i>(for visitors from overseas)</i> <i>Details of medical insurance or financial assurance as to payment of medical expenses</i>	

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: newcomersandvisitingsscholars@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

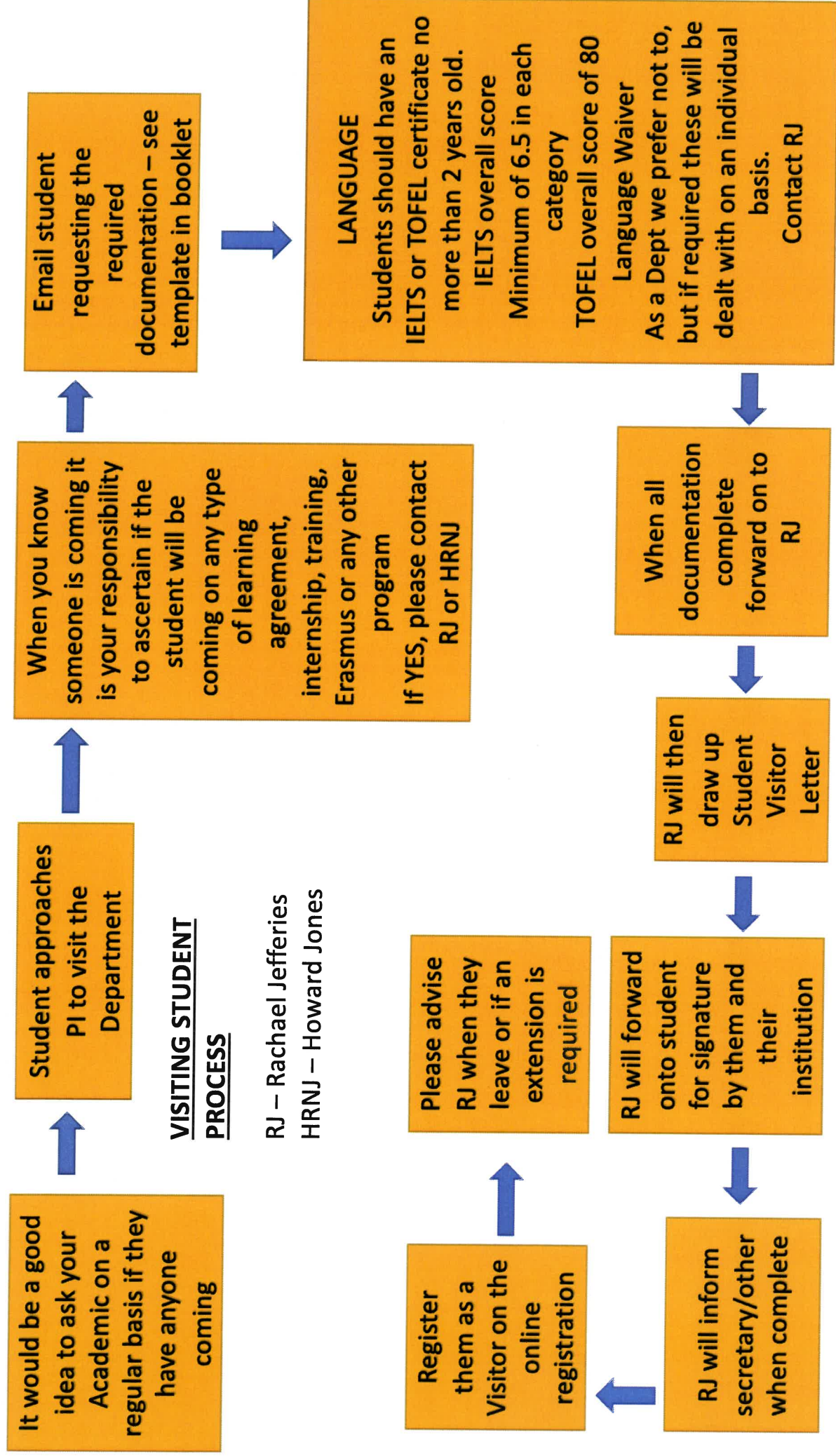
Please sign and return one of the enclosed copies of this letter.

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) _____



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



**UNIVERSITY OF
CAMBRIDGE**

Yusuf Hamied
Department of Chemistry

Pro Forma For Visiting Students

Family Name as given on passport	
Given Names as given on passport	
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>
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 period of study. (NB the student has to prove this in their visa application)	e.g. Self-Financing
Details of medical insurance or financial assurance as to payment of medical expenses (non EU Short Term Study)	

