 **Dr Howard Jones**

 Academic Secretary

 (01223) 336068

 hrnj1@cam.ac.uk

**----------------------------------------------------------------------------------------------------------------**

<Date>

[Name]

[Address]

Dear <Dr/Mr etc Name>

## **Visitor Agreement**

We are pleased to welcome you as a visitor to the Yusuf Hamied 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** |  |
| **Title** |  |
| **Residential Address while in Cambridge** (if known, not Department address) |  |
| **Home Address**(not Department address) |  |
| **Email address** |  |
| **Description** (eg visiting researcher) |  |
| **Location - (Dept room number/site)** |  |
| **Supervisor within Department** |  |
| **Head of Department** | Dr James Keeler |
| **Start Date** |  |
| **End Date** |  |
| **Access hours required****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** | **General:** 8am - 6pm Monday - Friday **Out of hours:** Mon – Fri / weekends  ……………………………………………………… ……………………………………………………… **Approx. …………………… 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](http://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>**

**Schedule A**

1. **THE ACTIVITIES**

***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:***

 *£0000 Bench-fee (£1000 per month)*

*£0000 Equipment and consumables*

***Method of Payment:***

*On receipt of invoice from Department of Chemistry*

**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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_