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

VISITING STUDENT PROCESS

RPA – Research Personnel Administrator

HRNJ – Howard Jones

Register them as a Visitor on the online registration

Student approaches PI to visit the Department

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

Email student requesting the required documentation – see template in booklet

LANGUAGE

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

Language Waiver

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

RPA – Research Personnel Administrator

Please advise RPA when they leave or if an extension is required

RPA will inform secretary/other when complete

RPA will forward onto student for signature by them and their institution

RPA will then draw up Student Visitor Letter

When all documentation complete forward on to RPA

When all documentation complete forward on to RPA