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



Student approaches
PI to visit the
Department

VISITING STUDENT PROCESS

RPA – Research Personnel Administrator

HRNJ – Howard Jones

Register
them as a
Visitor on the
online
registration

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 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