A prospective visitor approaches a PI to come and do research here. Ascertain nationality. Check with RPA/HRNJ if ATAS or visa required. Secretary/other sends out Request for Information. When returned, if the employed / home institution is completed then an ‘Employed’ Agreement is required, otherwise it’s an ‘Independent’ Agreement. Secretary/other draws up agreement, deleting any statements not required. If employed by a commercial institution bench fees should be applied. Please seek advice if unsure.

VISITOR AGREEMENT PROCESS:

RPA = Research Personnel Administrator
HRNJ – Howard Jones

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

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

Once agreement is completed, forward onto RPA as a word document for authorisation.

When agreement has been completed and returned to RPA, they will advise secretary/other.

On arrival provide online registration link and their category will be visitor.