VISITOR REQUEST FORM

Human Resources

Unit name goes here

**Standard Visitor and Permitted Paid Engagements**

A Visitor Request Form must be completed and signed off by the relevant Head of School/Function, prior to any visit, unless the visitor is entering via a Tier 5 Government Authorised Exchange (GAE), Sponsored Researcher, route. In this case, an **Application for Tier 5 CoS** should be completed instead.

For further information on visitors please see the **Visitor Policy**.

**For completion by the School/Function**

|  |  |
| --- | --- |
| **SCHOOL DETAILS** | |
| **Visit proposer** |  |
| **School/Department** |  |
| **Contact details – email and telephone number** |  |
| **VISITOR PERSONAL DETAILS** | |
| **Visitor Full Name (as shown on their passport)** |  |
| **Address whilst in the UK (if known)** |  |
| **Contact details – email and telephone number** |  |
| **Nationality** |  |
| **Date of Birth** |  |
| **Gender** |  |
| **Country of Residence** |  |
| **Passport number** |  |
| **Passport expiry Date** |  |
| **VISIT DETAILS** | |
| **Reason for visit – full details** |  |
| **Duration of visit** | Requested arrangement to begin:  Requested arrangement to end: |
| **Visa to be applied for**  **Please read full guidance on permitted activities and duration of stay before selecting (this is in the Visitor Policy)** | Delete as applicable:  Standard Visitor  Permitted Paid Engagement  No visa required – UK or EEA National |
| **Travel and/or subsistence to be paid?**  **If yes, this must be in line with the [University Expenses Policy](http://www.reading.ac.uk/web/files/finance/FfinanceExpensesHospitalityPolicy.pdf)** | Yes/No |
| **Bench fees to be paid by visitor?**  **Please note, visitors paying the University of Reading a bench fee will be subject to VAT at 20%**  **If the visit is for educational purposes and bench fees are to be paid please do not use this form – see section 5.1.4 in the** [**Visitor Policy**](Visitor%20Policy.docx) **– and liaise with the Tax Team** [**vat@reading.ac.uk**](mailto:vat@reading.ac.uk) | Yes/No |
| **If yes, specify amount** | £ |
| **Bench fees approved by finance?** | Yes/No |
| **Overseas Visitor details MUST be added to the Tax teams Overseas Visitor Spreadsheet if their stay at the University is greater than 2 days. For more information, please contact** [**vat@reading.ac.uk**](mailto:vat@reading.ac.uk) | Yes/No |

**Declaration**

I authorise this visit and confirm that the UKVI duties and responsibilities will be met. I confirm that the purpose of this visit is not to fill a job vacancy in the University

|  |  |
| --- | --- |
| SIGNATURE OF PROPOSER | |
|  | |
| NAME | DATE |
|  |  |

|  |  |
| --- | --- |
| SIGNATURE OF HEAD OF SCHOOL/FUNCTION | |
|  | |
| NAME | DATE |
|  |  |

## \*NB

## Incomplete forms will not be processed

## This form should not be used for Students or Student visitors

## Version control

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Keeper | Reviewed | Approved by | Approval date |
| 1.0 | HR | September 2019 | AD HR | October 2019 |