



Academic Visitor Application form

We request that this form is completed [only after reading the School’s information for prospective visitors](#).

This form must be completed **at least one full term or three full months in advance** of the planned start date of the visit and returned to [the Governance Officer](#).

Section A – Personal Details <i>(to be completed by the applicant)</i>		
Title:	Forename(s):	Surname:
Home Higher Education Institution:		
Current Job Title:		
Postal Address:		
Email Address:		Telephone number:
Nationality:		
<i>(If you are not a citizen of the UK, Switzerland or an EEA country please contact the Governance Officer BEFORE returning this form)</i>		

Section B – Details of Proposed Visit <i>(to be completed by the applicant)</i>	
Start Date:	End Date:
Space required: <i>(limited hot desking space is available on a first come first served basis)</i>	
Purpose of Visit <i>(please provide a detailed programme of proposed work and activities):</i>	
<i>Non EU/EAA nationals: please note that you may visit the School on an Academic Visitor visa if the purpose of your visit is to carry out personal research. Other activities such as collaborative research with a member of the School and teaching will not be within the scope of an Academic Visitor. Please consult with the Faculty Assistant before you complete this section.</i>	

Section C – Details of Faculty Support of the Visit

(to be completed by the Sponsor and the Academic Area Head)

I confirm I am a current member of Faculty, I am willing to sponsor this Academic Visit and I undertake to carry out my responsibilities as a sponsor as listed in the [School's official policy](#). I fully support this application because *(please provide a statement of support here)*

Name of Sponsor:

Signature of Sponsor:

Date:

I confirm I am fully aware of this proposed Academic Visit and support this application.

Name of Academic Area Head:

Signature of Academic Area Head:

Date:

Section D – Funding

(to be completed either by the Applicant or by the Sponsor)

The administration fee covers the use of the School's resources, hot-desking space, IT support and administrative support from the Faculty Services Team. The rate is either £250 per month, £600 per term or £2,500 per year.

Amount to be paid: £

This covers month(s)/term(s)/year(s) *(delete as appropriate)*

This administration fee for this visit will be paid for by:

(Select ONE of the three options below)

The applicant

Address for invoicing:

The applicant's home institution

Contact name/position for invoicing:

Contact email address for invoicing:

Contact telephone number for invoicing:

Postal address for invoicing:

The Saïd Business School

Provide ONE of the below:

Academic Area Internal Budget Code:

Research Area Internal Budget Code:

Section E – Supporting Documents

(to be completed by the Applicant)

I have attached the following to this application:

- A current CV
- A letter of support from my home institution confirming approval of my proposed visit
- A colour scan or photocopy of the photo page of my current passport

Section F – Agreement

(to be completed by the Applicant)

I confirm that all information I have provided on this form is accurate to the best of my knowledge. If my visit to Saïd Business School is approved, I agree to comply with all regulations of the School and the University of Oxford. I understand that I am responsible for ensuring that I have the right to work in the UK, whether through citizenship or an appropriate visa, and I agree to supply proof of my right to work on my arrival at the School.

Name of Applicant:

Signature of Applicant:

Date:

Please return this form, either by email or by post, to:

*Rebecca Regan, Governance Officer
Faculty Services
Saïd Business School
Park End Street
University of Oxford
Oxford
OX1 1HP*

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