

**Faculty of Classics** **Application for Academic Visitor status**

**Inviting a Visitor**This form should be submitted by the Faculty of Classics Sponsor/s **only.** You should allow 6 months for your application to be processed. Completing/submitting this form does not automatically guarantee acceptance.

|  |  |
| --- | --- |
| **Visitor’s Surname**: Family name |  |
| **Visitor’s First name**: Given name |  |
| **Visitor’s Address**  House / Flat No  Street  County/Province  COUNTRY |  |
| **Visitors email** |  |
| **Visitors home institution** |  |
| **Proposed date of visit**  **From: To:** |  |

**Purpose of visit and/or research outline:**

|  |
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|  |

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| --- | --- |
| **Classics Sponsor email** |  |

**Type of Visitor   
Please choose one of the following options**

|  |  |
| --- | --- |
| I am inviting a colleague from outside the University of Oxford who is a postholder at another higher-level institution |  |
| I am inviting a PhD student from outside the University of Oxford.  *Please note visits from research students are limited to a maximum period of three months, non-renewable.* |  |
| I am supporting a grant application for hosting a visitor in Oxford who does not have a substantive post at another Higher Educational Institution |  |
| Other *please explain:* |  |

*Please note Taught Students are not eligible for Academic Visitor status and will need to be admitted via a college (Student fees will be applicable)  
  
Undergraduates see* [*Visiting students | University of Oxford*](https://www.ox.ac.uk/students/new/visiting)

*Taught graduates see* [*Recognised students | University of Oxford*](https://www.ox.ac.uk/students/new/recognised)

**Fees and Payment**

Each visitor will be charged a one-off £100 set-up administration fee and then £75 per month, for a maximum of 12 months. Please note we do not sponsor academic visitors under Tier 5. Full payment must be made in **advance** of arrival in Oxford.

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| If your fee is funded please give details here |

**Sponsor responsibility**

I understand that it is my responsibility to familiarise this visitor with all departmental health and safety regulations that are relevant to the work and applicable at the time of the visit.

**Please choose one of the following options**

|  |  |
| --- | --- |
| I confirm that I understand the above conditions |  |
| No, I cannot confirm this. Please cancel my request |  |
| N/A Virtual Access only |  |

**Access to buildings**

|  |  |
| --- | --- |
| Research Centres (please specify) |  |
| Ioannou Centre |  |
| N/A Virtual access only |  |

Thank you for completing the visitor request application. You and your visitor will receive an email once the approval process is complete.

Preparation and approval steps in Classics

1. Forms completed and submitted to **visitors@classics.ox.ac.uk**
2. Approval from Faculty Board Chair Classics
3. Health and safety induction
4. HR for RTW documents preparation (if required)
5. Reception and admin team informed for access
6. Classics IT support informed about new visitor / extension