

## Informal Visitor Request Form

This form should be completed for any visitor to the School who is not otherwise registered as staff or student. This form can also be used to gain ITS access for remote collaboration. The form should be approved at least **3 weeks** before arrival. Any visitors for whom a form is not received may not be covered by the University insurance policies.

This form should not be used for visitors who are formally appointed through the Personnel Division. A request for a formal appointment with visiting status should be made using the honorary title request process at <http://www.sussex.ac.uk/mps/internal/staff/visitorpolicy>.

**Parts A, B, and C should be completed by the member of staff hosting the visitor, then the form should be passed to the School Administrator via the School Office.**

### Part A

Is the proposed visitor a student?	YES / NO
Does the visitor require a visa to work study or enter the UK?	YES / NO
Are there any financial or resource implications (beyond space) to the visit?	YES / NO
Are you intending to pay the visitor for work they do during their visit?	YES / NO
If you answer yes to any of the above, please contact School Administrator before completing this form	

Name of the Visitor	Delete as appropriate: Mr / Mrs / Ms / Miss / Dr / Prof
Position	
Address of "Home" Institution if relevant	
Email Address	
Description of Visitor Activity e.g.: <ul style="list-style-type: none"> <li>• Remote access to ITS only</li> <li>• Retention of email address only</li> <li>• Short term academic visit</li> <li>• Other, please detail</li> </ul>	
Expected Start Date of visitor status	
Expected Finish Date of visitor status	
Collaborator/Supervisor	

Please detail start and end dates of any / all physical visits to Sussex campus	
Will they require IT access? If yes please detail which systems.	
Will they require office or lab Space? If yea please note spacealready Identified	

## Part B

I have, or will, make the visitor aware of the Safety Regulations and General information	Initial:
I confirm that project risk assessments have been, or will be undertaken for the work the visitor will be involved with during their visit to Sussex	Initial:
I confirm that any training on specialist activities will be given and documented before the activity commences ( e.g. Laser Safety)	Initial:

## Part C – Bench Fees

Bench Fees are charged at £350 per month. Visitors are expected to seek the funding to pay the bench fee. If you feel that your visitor should be exempt from the fee please give a brief explanation below:

## Approvals

In most cases the School Administrator approves visitor requests. If there are resource implications you may be asked to get additional signatures from the Head of Department or Head of School.

Please always get approval from the School Administrator in the first instance.

**Collaborator/Supervisor** - I confirm that the above information is accurate and take full responsibility for hosting the named visitor.

**Signed:**

**Date:**

**School Administrator approval**

**Signed:**

**Date:**

**School Administrator to agree Bench Fee Waiver: Yes / No**

Additional Approvals as required:

**Head of Department approval**

**Signed:**

**Date:**

**Head of School approval**

**Signed:**

**Date:**

**Head of School to agree Bench Fee Waiver: Yes / No**