```
┌─────────────────────────────────┐
│ Sponsor completes form with     │      ┌──────────────────────────────┐
│ Applicant and sends with CV to  │      │ LINK to School Visitor Page  │
│ HoS Co-ordinator who obtains    │      └──────────────────────────────┘
│ HoD/HoS approval.               │
└─────────────────────────────────┘
                 │
                 ▼
┌─────────────────────────────────┐
│ Co-ordinator checks form and    │
│ adds application to spreadsheet.│
│ HoS Co-ordinator emails         │
│ applicant to confirm checks     │
│ will now take place, including  │
│ UKVI/ID                         │
└─────────────────────────────────┘
                 │
                 ▼
┌─────────────────────────────────┐
│ Co-ordinator requests ID/UKVI   │
│ check for applicant, preferably │
│ in-person but remotely if       │
│ necessary. If applicant is non- │    ┌────────────────────────────────────────┐
│ UK, check HR guidelines for     │    │ LINK to HR Guidelines for overseas       │
│ overseas visitors               │    │ visitors                                 │
└─────────────────────────────────┘    └────────────────────────────────────────┘
                 │
                 ▼
┌─────────────────────────────────┐
│ HoS Co-ordinator updates        │
│ spreadsheet to note outcome of  │
│ UKVI/ID checks.                 │
└─────────────────────────────────┘
                 │
                 ▼
┌─────────────────────────────────┐
│ Signed form and CV kept on file.│
│ HOS Co-ordinator requests       │
│ visitor be registered by:       │
└─────────────────────────────────┘
```
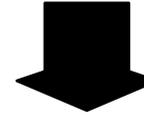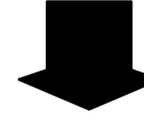
HR titled visitors
(E.g. Visiting/Honorary)
Details emailed to HR to add to database

LINK to HR title guidelines

School Associates
(Do NOT meet HR title criteria)
School Administrator adds to CMS, noting their DoB
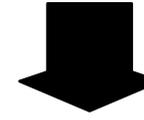
HoS Co-ordinator sends relevant invitation letter to visitor

LINK to template letters