

University of Otago, Christchurch

Application for permission to host visiting researcher or
visiting research student (excludes Medical Electives)

<input type="checkbox"/>	Visiting Academic	Please attach the completed Human Resources Division: Visiting Academic Request Form to this form	
<input type="checkbox"/>	Visiting Fellow or Visiting Professor	Please attach the completed Human Resources Division: Recommendation to Award a Visiting Title (Visiting Fellow or Visiting Professor) to this form	
<input type="checkbox"/>	Visiting Research Student (University of Otago)	A student formally enrolled in University of Otago at another campus visiting UOC for more than one week. No fee is payable.	
<input type="checkbox"/>	Visiting Research Student (Other Institution)	A student formally enrolled through another Institution visiting a UOC research group/department for more than one week. Please attach the completed Visiting Students application form: Sojourn Form to this form. A non-refundable administration fee (NZ \$1500) is payable where existing collaborations do not exist. See next page for payment details.	
Name of Visitor			
Visitor's email address			
Visitor's Institution			
Host Department			
Staff member hosting visitor			
Physical location of visitor on Campus			
Purpose of visit			
Duration of Visit		Start date:	End date:
Laboratory Health and Safety Induction has been arranged (if the visitor will be working in labs)		YES / NO If yes, Date:	
Laboratory costs (if applicable)		YES / NO If yes, Charge to account code: _____ / charge to visitor	

Other costs (e.g. consumables, stationery)	YES / NO If yes, Charge to account code: _____ / charge to visitor
Does the visitor have bench fees from their host institution/ funder?	YES / NO If yes, amount \$ _____ Pay bench fees to account code _____

SIGNATURES/ APPROVALS	Signature	Date
Staff member hosting visitor		
Head of Department		
Associate Dean, Research, UOC		
Dean, UOC		

Notes:

1. This form is intended to record visitors to the University of Otago, Christchurch who will be engaged in collaborative research with UOC staff and postgraduate students.
2. This form should **not** be used for medical electives students. Contact electives.uoc@otago.ac.nz for current guidelines.
3. Administration Fee (NZ \$1,500.00) for students from other institutions only. A non-refundable administration fee is payable where existing collaborations do not exist. This payment, along with any bench fees payable, should be paid through direct bank transfer to the following account.

Account Name: University of Otago
Account No: 01-1839-0944124-00
Swift Address: ANZBNZ22 (for payments outside NZ)
Reference: GL10PIA06123100 Visiting Researcher

4. Once approved, the UOC Security Authorisation Form needs to be completed. A signed copy of this form must be attached before access can be granted to the visitor.

Useful information, policies and guidelines:

- [Visiting academics and students](#)
- [Visiting Fellows – Guidelines for Awarding of the Title](#)
- [Visiting students at Otago](#) (Sojourn application form is halfway down the page)
- [Visiting Students Policy](#)