



REQUEST TO INVITE A VISITING RESEARCH STUDENT (PERSONAL VISA) (P&C/VRS)

effective 05/2020

P&C USE ONLY	
Date Received	
Received by	
Forwarded to DHA	

INSTRUCTIONS — *please read before completing this form*

1. This form is to be used when the Visiting Research Student obtains their own visa and does not require a sponsored visa.
2. This form **and all attachments** (see checklist) must be completed and forwarded to People & Culture (P&C) Employment Services as early as possible, in order to avoid a delay in the arrival date.
3. P&CCS will issue a formal letter of invitation to the Visiting Research Student following receipt of this form and required documentation.
4. The Visiting Research Student (and any accompanying family members) must hold adequate health insurance cover for the entire time in Australia.
5. Once this process has been completed, People & Culture will add the Visiting Research Student to Workday as an Affiliate.

If completing form electronically, use "tab" key to move from cell to cell

1 Details of staff member inviting the Visiting Research Student

Family Name:		Title:	
Given Name(s):			
Area:		College:	
Phone No:		Email:	
Position:			

2 Name and contact details of the proposed Visiting Research Student

Family Name:		Title:	
Given Name(s):			
Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of Birth: <input type="text"/>
Current Position:			
Home Institution:			
Address:			
Email:			

3 Inclusive Dates of Proposed Visit

From:		To:	
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4 Does the Visiting Research Student have a satisfactory level of English language proficiency demonstrated by an IELTS or TOEFL test? (In the absence of formal test results, a signed letter or statement must be provided stating that you have assessed their English proficiency, skills and work experience as satisfactory to both undertake the training program, and understand and comply with Work Health Safety requirements.)

5 Does the College have adequate space, funding and resources to support the proposed activities of the Visiting Research Student?

6 Statement of relevance of the proposed visit to ongoing research projects in the supervisor’s research group and to the strategic goals of the College

7 Statutory Requirements: Does the research involve any of the following? (pls tick)

a) Importation of experimental organism?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
b) Human subjects?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
c) Animal experimentation?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
d) Deposition of biological material?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
e) Genetic Manipulation?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
f) Ionising radiation?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
g) Social science data sets?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If the answer to any of these questions is **YES**, you must obtain the necessary ethical clearance or otherwise meet the requirements specified in the relevant granting body guidelines. (For further information please contact the Research and Development Services Office at info.rds@flinders.edu.au.)

8 Living Expenses (NB: maximum of \$500 per week in line with current Dept of Home Affairs rules)

Do you wish to make a contribution towards Living Expenses?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, what amount do you wish to pay? \$	Week	<input type="checkbox"/>	Month	<input type="checkbox"/>

Account Number(s) to be used for Contribution to Living Expenses														
														%
														%
														%

9 Signature of Staff Member inviting the Visiting Research Student

I certify that:

- this invitation has the necessary ethical clearance (where relevant) and has my full support in accordance with the details provided on this form; and
- I am able to provide maintenance support for the duration of the Visiting Research Student's visit to Flinders University; and
- my office will, upon arrival of the Visiting Research Student, forward sighted copies of their visa and health insurance policy to P&CCS; and
- I have provided details of the proposed Training Program at the end of this application.

Print Name:	Digital Signature:	Date:
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10 Endorsement - Dean (People & Resources)

I certify that:

- I support this application and the proposed training program (see last page); and
- the visitor can be accommodated within the College; and
- the necessary facilities are available to carry out and maintain the proposed research.

Print Name:	Digital Signature:	Date:
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11 Approval – Vice-President & Executive Dean of College

Print Name:	Digital Signature:	Date:
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CHECKLIST OF ATTACHMENTS TO BE FORWARDED WITH THIS INVITATION (Certified Digital Copies are acceptable)

- Curriculum Vitae of Visiting Research Student (in English)
- Informal letter or email exchange invitation from supervisor to Visiting Research Student
- Letter of support (in English) from home institution of Visiting Research Student
- Photo page from passport of Visiting Research Student
- Photo page from passport of any dependants accompanying Visiting Research Student
- Copy of current qualifications (in English)

PROPOSED TRAINING PROGRAM OF VISITING RESEARCH STUDENT

Name of Visiting Research Student:	
University enrolled in:	
Course of study:	

Skills, qualifications, current occupation and prior experience:

Training outcomes and objectives:

Specific training techniques to be taught:

Location of training:	Area/College:
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Length of training:	
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Dates of training:	From:	To:
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Name(s) of trainers:

Supervisor:

Other Trainers/Assessors:

English language ability:

Will they receive any scholarship or similar payments? Yes No

If Yes, details:

Learning outcomes measurements:

Other relevant information:

Training program prepared by:

Name:	
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Digital Signature:	
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