**This Form is to be completed by visitors applying for the title of Visiting Academic to the School of Social Science or Visiting HDR Student.**

A *Visiting Academic*is an individualwho holds a position in their own university or other institution and who is visiting an organisational unit of the University of Queensland to carry out teaching, research, or training. The duration of the visit must be a minimum of four weeks. Applicants must hold a PhD and have a minimum of one years’ postdoctoral experience.

A *Visiting Higher Degree by Research (HDR) Student* is an individual who is enrolled as a PhD or Research Masters student at an overseas university who would like to visit the School of Social Science on a temporary basis to undertake training relevant to their study and/or to carry out their research. The duration of the visit must be a minimum of four weeks. Applicants must be enrolled in a recognised program of study for a minimum of six months and have their enrolment active for the duration of their visit.

The purpose of this form is to collect all the necessary information related to the visiting academic. This information will enable the Human Resources team to assess and provide the appropriate level of access required for the preparation of Letters of Invitation, visa eligibility and compliance, library resources and IT systems.

International visitors need a valid visa issued by the Australian Department of Home Affairs before travelling to and entering Australia. Please consider immigration processing times when establishing a start date specified by the Department of Home Affairs. All relevant visas and travel documentation need to be organised and paid by the visitor. Visitors should not make any firm travel arrangements until their visa has been granted.

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| **VISITING ACADEMIC/HDR STUDENT DETAILS** |
| Visitor’s salutation/title |       |
| Full legal name of visitor  |       |
| Visitor’s gender  | Choose an item. |
| Date of birth (dd/mm/yy) |       |
| Visitor’s postal address (including postcode) |       |
| Visitor’s phone number (including country code) |       |
| Visitor’s email address |       |
| Visitor’s highest qualification | Choose an item. |
| **HOME INSTITUTION AND VISIT DETAILS** |
| Visitor’s home university/institution or company, including country  |       |
| Visitor’s job title |  |
| Ideal commencement of visit (pending visa approval) |       |
| End of visit (in alignment with visa conditions) |       |
| Proposed School of Social Science academic host |       |
| Please note any occupational or reasonable adjustment requirements as applicable |       |
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| FOR INTERNATIONAL VISITORS ONLY:Please confirm full name as it appears on passport  | Surname:      First name:      Middle name/s:       |
| Passport number |       |
| Country of citizenship associated with passport |        |
| Accompanying dependant’s details including full name and date of birth for immigration purposes  |       |
| **Privacy Notice**The University of Queensland collects the required information for the purpose of appointing a visitor to the university and will disclose the information provided as required. The University will not otherwise disclose this information to a third party without your agreement, except in accordance with the Information Privacy Act 2009 and other relevant privacy laws. For further information, please refer to the University’s [Privacy Management Policy](https://ppl.app.uq.edu.au/content/1.60.02-privacy-management). |
| **Internal use**This form is to be attached in Workday when creating a Job Requisition, on the ‘Attachments’ screen. Please ensure the following are also uploaded to the ‘Attachments’ screen:* Visitor’s CV
* Completed Visiting Academic Form B (completed by the host academic)
* An official Letter of support from Home Institution supporting the visit
* Completed [*Sanctions Compliance Assessment Form for Collaborations & Contract Research*](https://research.uq.edu.au/files/57158/CollaborationsContractResearch-Sanctions-Compliance-Assessment-Form.docx) and approval from Research office (if [applicable](https://research.uq.edu.au/research-support/ethics-integrity-and-compliance/sanctions-and-export-controls/who-do-sanctions-apply))
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