**STUDENT VISITOR FORM**

Student Visitor Programme

School of Mathematical, Physical and Computational Sciences,

University of Reading

Link to the Visitor Programme page: <https://research.reading.ac.uk/meteorology/research/opportunities/our-visitor-programme/>

|  |
| --- |
| **Section A: General Information** |
| **Host Information** |
| Name of Host |  |
| E-mail Address |  |
| Office Number |  | Phone Ext |  |

|  |
| --- |
| **Student Visitor Personal Details** |
| Title (Mr, Mrs, Ms) |  | **Surname** |  |
| Forenames (in full) |  |
| E-mail Address |  |
| Nationality |  |
| Home Institution and Department |  |
| Level of Study | Secondary [ ]  Undergraduate [ ]  MSc [ ]  PhD [ ] *Please note, if secondary school, a work experience form signed by the school is required. Please request form from Nicki Robinson.* |
| Postal Address (School / University) |  |
|  |
| **Visit Details** |
| Funding Source |  |
| Title of project /research the student will undertake at Reading |  |
|  |
| **Date Information** |
| Start Date of Visit |  |
| End Date of Visit |  |
|  |
| **Requested Resource** |
| Invitation Letter |  [ ]  No |  [ ]  Yes An invitation letter is needed for all visitors travelling on a non-UK passport |
| Accommodation Advice |  [ ]  No |  [ ]  Yes |
| Special needs (arising e.g., from a disability) |  [ ]  No |  [ ]  Yes |
| **Section B: Desk and IT** |
| DeskBefore sending this form, please could you check desk availability with Nicki Robinson (for BH) or Nicola Bray (for HP) |  [ ]  No |  [ ]  Yes |
| IT Services: |
|  Will you need a computer whilst at Reading? |  [ ]  No |  [ ]  Yes |
|  IT Guest Account (Wifi) **(2 weeks or less)** (note Eduroam is available to visitors with access rights) |  [ ]  No |  [ ]  Yes |
|  IT Central Visitor Account **(more than 2 weeks)** |  [ ]  No |  [ ]  Yes |

|  |
| --- |
| **Section C: Financial Information** |
| Will you enrol at the University as a student and pay student fees? |  [ ]  No |  [ ]  Yes |
| Project code for hotel & travel bookings |  |
| Will you require partial financial support from the visitor programme for your visit? |  [ ]  No |  [ ]  Yes |
| If yes in the previous question, please list the expenses or any other payments the visitor will be claiming: |  |

|  |
| --- |
| **Section D: Host’s note, if any** |
|  |

**Please send this form to**:

|  |  |  |
| --- | --- | --- |
| **Meteorology** | **Mathematics & Statistics** | **Computer Science** |
| Nicki Robinsonn.c.robinson@reading.ac.ukDr. Miguel Teixeiram.a.teixeira@reading.ac.uk  | Ruth Harrisr.m.harris@reading.ac.uk | Tim Poultert.j.poulter@reading.ac.uk |