**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** | | | | | | |
| Desk  Before 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 Robinson  [n.c.robinson@reading.ac.uk](mailto:n.c.robinson@reading.ac.uk)  Dr. Miguel Teixeira  [m.a.teixeira@reading.ac.uk](mailto:m.a.teixeira@reading.ac.uk) | Ruth Harris  [r.m.harris@reading.ac.uk](mailto:r.m.harris@reading.ac.uk) | Tim Poulter  [t.j.poulter@reading.ac](mailto:t.j.poulter@reading.ac).uk |