**ACADEMIC VISITOR FORM**

Academic 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/>

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| **Section A: General Information** |
| **Host Information** |
| Name of Host |  |
| E-mail Address |  |
| Office Number |  | Phone Ext |  |
| **Academic Visitor Personal Details** |
| Title (Dr, Prof, Mr, Mrs, Ms) |  | **Surname** |  |
| Full Name (as shown in passport) |  |
| Nationality (as shown in passport) |  |
| Non-UK passport only: Date of Birth |  |
| Non-UK passport only: Country of Residence |  |
| Non-UK passport only: Passport Number |  |
| Non-UK passport only: Passport Expiry Date |  |
| E-mail Address |  |
| Home Institution (in full) |  |
| **Visit Details** |
| Purpose of the Visit, i.e. research interest / expertise |  |
| Visa to be applied for (please indicate with a ✓) | Standard Visa | No visa needed (UK/EEA) |
| **Date Information** |
| Dates of Visit |  |
| Seminar Date |  |
| **Requested Resources** |
| Invitation Letter | [ ]  No | [ ]  Yes An invitation letter is needed for all visitors travelling on a non-UK passport |
| Accommodation booking:Number of nights:Checking in on:Checking out on: | [ ]  No [ ]  Yes………………….…………….………………………. | [ ]  Sure Hotel, 39 Christchurch Road, Reading (formerly Hillingdon Prince).[ ]  Elmhurst Hotel, 51 Church Road, Reading.[ ]  Ibis Hotel, 25a Friar Street, Reading.[ ]  Novotel Reading Centre, 25b Friar Street, Reading. |
| Special needs (i.e. arising 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 |
| Visitors are expected to bring their own laptop.(If you are unable to bring a laptop, please let us know as soon as possible) |  |
| Internet Guest Account (Wi-fi) **(2 weeks or less)**(NB: Eduroam is available to visitors with access rights.) | [ ]  No | [ ]  Yes |
| Central Visitor Account **(more than 2 weeks)** | [ ]  No | [ ]  Yes |
| NB: The Met computation server is live when the IT a/c is live. |

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| **Section C: Financial Information** |
| Bench fee at £400/month**Fees are payable for visits over 3 months, to the Dept of Met Visitor project code A2372200** | [ ]  No | [ ]  Yes |
| If yes, please give the total amount of the bench fee | £ |
| The name of the organisation who is funding the visit |  |
| Project code for hotel and travel bookings.Please list any expenses the visitor will be claiming |  |
| Will partial financial support be needed from the Visitor project code for the visitor? | [ ]  No | [ ]  Yes |
| If yes, please list the expenses the visitor will be claiming |  |

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| **Section D: Host’s Notes, if any, such as for a Workshop Visit** |
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| **Signature of Head of Department** |
| Professor David Brayshaw |

**Please send this form to**:

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| **Meteorology** | **Mathematics & Statistics** | **Computer Science** |
| Nicki Robinsonn.c.robinson@reading.ac.ukDr. James Weberj.m.weber@reading.ac.uk | Ruth Harrisr.m.harris@reading.ac.uk | Tim Poultert.j.poulter@reading.ac.uk |