**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/>

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** | | | | | | | | | | | |
| Desk  Before 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. | | | | | | | | | | | |

|  |  |  |
| --- | --- | --- |
| **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 |  | |

|  |
| --- |
| **Section D: Host’s Notes, if any, such as for a Workshop Visit** |
|  |

|  |
| --- |
| **Signature of Head of Department** |
| Professor David Brayshaw |

**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. James Weber  j.m.weber@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.uk](mailto:t.j.poulter@reading.ac.uk) |