[](https://www.ljmu.ac.uk/)

**Request to designate an honorary visiting position**

Please complete this form using the notes for guidance. The application should be made at least 4 weeks ahead of the proposed date of conferment of title and at least 4 months ahead of any international academic visitors who require a visa.

Evidence of visa status and ATAS approval where appropriate should be submitted alongside this form**. Please note - requests will not be processed without sufficient evidence that the individual has permission to undertake the activity.**

Faculty Click or tap here to enter text.

School or Research Institute Click or tap here to enter text.

Designation sought: (tick as appropriate)

Honorary Visiting Research Student ☐

Honorary Visiting Lecturer☐

Honorary Visiting Teaching Fellow ☐

Honorary Visiting Research Fellow ☐

Honorary Visiting Enterprise Fellow ☐

Honorary Visiting Professor ☐

Honorary Visiting Adjunct Professor ☐

**Please complete the individuals details below (this must be their full name and details as recorded legally)**

|  |  |
| --- | --- |
| Title | Click or tap here to enter text. |
| First Name | Click or tap here to enter text. |
| Middle Name | Click or tap here to enter text. |
| Last Name | Click or tap here to enter text. |
| Known as (preferred name if applicable) | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Date of Birth | Click or tap here to enter text. |
| Legal Sex (System Requirement) |  |
| National Insurance Number (unique identifier) | Click or tap here to enter text. |
| Contact Telephone Number | Click or tap here to enter text. |
| Contact Email address |  |
| Home Address | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Proposed start date | Click or tap to enter a date. |
| Termination date | Click or tap to enter a date. |

**Right to Work/Visa Information**

|  |  |
| --- | --- |
| Does this individual have the right to work in the UK? |  |
| Does the individual have the correct visa for reason for visit? |  |
| Are there ATAS/Export control requirements? |  |
| Please confirm you have verified the right to work /correct visitor visa documentation for this individual. Guidance can be found here:  <https://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version> |  |

|  |
| --- |
| Brief summary of designee’s qualifications, experience, achievements, and responsibilities that are relevant to the proposal.  Click or tap here to enter text. |
| Outline of activity to be undertaken at LJMU  Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Line Manager**  The named line manager will receive instructions for the visitor to activate their account and obtain their access card. | Click or tap here to enter text. |

**School / Research Institute Director**

Name Click or tap here to enter text.

Signature Click or tap here to enter text.

Date Click or tap to enter a date.

**Faculty PVC**

Name Click or tap here to enter text.

Signature Click or tap here to enter text.

Date Click or tap to enter a date.

Please return the completed application form to [HRCoordinator@ljmu.ac.uk](mailto:HRCoordinator@ljmu.ac.uk) who will seek approval from the institutional PVC.

**This approval is to be sought by HR**

**Institutional PVC Approval**

Name Click or tap here to enter text.

Signature Click or tap here to enter text.

Date Click or tap to enter a date.