

# BIRMINGHAM CITY UNIVERSITY

## ACADEMIC VISITOR APPLICATION FORM

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Please write your name exactly as shown on your passport

Surname	<input type="text"/>	Forename	<input type="text"/>
Gender	Female <input type="checkbox"/>	Male <input type="checkbox"/>	Date of Birth <input type="text" value="dd/mm/yyyy"/>
Nationality	<input type="text"/>	Email	<input type="text"/>

School or Department Visiting

Date from which visit commences

Date visit finishes *this will automatically be 1 year unless otherwise stated*

Visitor title *please note this will not be recorded centrally by HR or used in correspondence*

Visitors home/contact address

Emergency Contact Name

Address

Contact Number

Purpose of the visit

Research  Teaching  Administration  Enterprise

Other reasons please give details

Your current employer/University

**Are you a Sponsored Researcher?**

\* Please contact HR if you have any queries regarding Sponsored Researchers entitlement to take up employment and whether the visitor is a sponsored researcher. Sponsored researchers are those coming from another employer who are continuing to be paid by their employer but who are undertaking research using the University's facilities.

Yes

No

Name of funding body

Are there any expenses, if so how much?

Once we receive your application, our Assessment panel will arrange a Skype interview with you.

Skype name

Signature

Date

Please note that limited places are available for each academic year

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We request all applicants to submit the following documents in English:

- Complete application form
- CV
- Personal statement(500 words max)
- Research proposal (800 words max)
- portfolio will be required if you are applying for subject areas such as art, design, music and performance  
(please provide your portfolio in digital format in PDF or web links)
- Two reference letters from your academic institution, one of which should be from your Dean or Head of Department
- Certificate of English proficiency
- Passport photocopy

Please send your documents to  
International Partnerships Manager  
Email: [international.partnerships@bcu.ac.uk](mailto:international.partnerships@bcu.ac.uk)  
Phone: +44 (0) 121 331 7783

Our research active members of staff list can be found from the link below. If possible you can indicate one or two key research staff to work with you in your chosen subject area.

[www.bcu.ac.uk/research/our-people/a-e](http://www.bcu.ac.uk/research/our-people/a-e)