**Research Visitor Application Form**

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| --- | --- |
| Surname |  |
| First Name |  |
| Title |  |
| Nationality |  |
| Home Institution/Organisation |  |
| Post/Position (if applicable) |  |
| Status (Academic/Doctoral Student) |  |
| E-mail Address |  |
| Contact Address (Work) |  |
| Contact Telephone Number |  |
| In Case of Emergency Contact Telephone Number |  |
| Link to your page on your institution’s website |  |
| Proposed date of visit (please indicate if these dates are flexible) | From:  To: |
| Title of proposed research project (please attach a brief outline including and explanation of why you wish to conduct this research at HeLEX) |  |
| Please indicate who you have approached at HeLEX as your ‘sponsor’ |  |
| How are you funding your proposed visit to Oxford? |  |
| Are you proposing to visit any other University of Oxford department/Centre/Project/College? If yes, please give details. |  |
| Upon approval, after your research visit, we would encourage you to write up a short report for our website. Will you commit to sending us your short report after your visit? |  |

Please attach the following documents;

1. a full CV or resume (including a list of publications if applicable);
2. a research outline;
3. a letter of support from the Head of Department (or equivalent) of the Research Visitor’s home institution. This letter will state that the visitor is a full-time staff-member or employee (or equivalent) of that institution and the proposed visit has their full support.

The form, along with attachments, should be returned by email to Imogen, Centre Administrator to;

imogen.holbrook@law.ox.ac.uk

Applications are considered throughout the year and should be submitted at least one term before a proposed visit. The completed form and supporting documents will be reviewed by the HeLEX Visitor Committee, bi-monthly.

A decision will normally be made and communicated to the applicant within 8 weeks of receipt of the application.

The successful applicants will be responsible for ensuring that they have the right to visit and work in the UK and (if necessary) apply for the relevant visa. More information on the UK visa requirements for overseas visitors can be found [here.](http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/personnel/documents/workpermits/Overseas_visitor_communication_leaflet_-_Nov_2015.pdf)