**Queen’s University Belfast**

**Application Form for Visiting Student**

Please read the procedures for the conferral of Visiting Titles before completing this form: <http://www.qub.ac.uk/dasa/AcademicAffairs/HonoraryTitles/VisitingTitles/>

**All sections of the form must be completed.**

**Please submit the application to member of academic staff with whom you are collaborating**

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| **Section A: Candidate’s Personal Details** | |
| **Title** | Choose an item. |
| **First Name** |  |
| **Surname** |  |
| **Postal Address for Correspondence** |  |
| **Contact Number** |  |
| **Email Address** |  |
| **Emergency Contact Details** Provide name and contact number |  |
| **Have you ever been a Registered Student of Queen’s? Yes  No**  Note: If yes, please provide your student number below.  **Student Number:**  Student Numbers will be used to verify details.  **If a current student at Queen’s, confirm Date of Graduation** (dd/mm/yyyy)**:**  Must be prior to the start date of the Visiting Student Title. | |
| **Have you ever been an employee of Queen’s?  Yes  No**  Note: if yes, please provide your staff number below.  **Staff Number:**  Staff Numbers will be used to verify details.  **If a current staff member at Queen’s, confirm End Date of Employment** (dd/mm/yyyy)**:**  Must be prior to the start date of the Visiting Student title. | |

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| **Section B: Student Registration Details** | |
| **Name of Home Institution** |  |
| **Address of Home Institution** |  |
| **Current Level of Study** | Choose an item. |
| **Current Programme of Study** |  |
| **A copy of your transcript, or other proof of your current registration status at your home institution, must be provided with the form.**  Check box to confirm that relevant documentation is attached | |

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| **Section C: Academic Qualifications** |
| |  |  |  |  | | --- | --- | --- | --- | | **Degree** | **Class** | **University** | **Date Awarded\*** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |

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| **Section D: Visiting Student Application Type** |
| **New / Renewal** (delete as applicable) |

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| **Section E: Proposed Duration** (normally up to 1 year at a time – this can be renewed on an annual basis, up to the end of your registration at your home institution)  Please note that Visiting Students cannot be paid during the duration of the Visiting Student title. | |
| **From** (dd/mm/yyyy) | **To** (dd/mm/yyyy) |

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| **Section F: Immigration Information** |
| **A copy of your passport must be provided with the form. If you are from outside the UK/EU/EEA but have existing permissions to be in the UK, this documentation should also be provided to be verified by International Student Support (ISS) or International Staff Support (People and Culture).**  **Are you a UK/EU/EEA passport holder?**  Yes  No  *Check box to confirm that your passport and other relevant documentation is attached*  *If “Yes”, please proceed to Section G.*  **If “No”, do you have current immigration permission to study in the UK?**  Yes  No  *If you do not have existing permission and your application to the School is successful, the relevant department (ISS or International Staff Support) will get in touch directly with you to provide support. Those candidates from outside UK / EU / EEA and without an existing valid visa will not be issued an ID card until a visa has been verified.*  *Check box to confirm that your passport and other relevant documentation is attached* |
| **Section F.1: Academic Technology Approval Scheme (ATAS) Clearance** |
| *The Academic Technology Approval Scheme (ATAS) requires all international students who are subject to UK immigration control, who are intending to study at postgraduate level in certain sensitive subjects to apply for an Academic Technology Approval Scheme (ATAS) certificate before they can study in the UK. Further details can be found in* [*Appendix 1*](#_ATAS_Guidance_for) *of this form.*  **Does your intended research require ATAS clearance?**  **Yes  No**  **If Yes, have you contacted International Student Support/HR to advise them of this requirement?**  **Yes  No**  *Note: if No, please contact ISS immediately and ensure that provision for clearance of this application, as well as for a visa, has been included in anticipated start and end dates for the title.* |

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| **Section G: Proposed Research Collaboration** | |
| **Description of the Proposed Research Collaboration with the School** | |
| **Source of Funding** (e.g. self, SPUR funds) |  |
| **Expression of Interest: Member of the School’s academic staff with whom you would like to collaborate:**  Please note that this cannot be guaranteed but may help the School when considering you application.  If it is not possible, your application may still be successful if you can be assigned another supervisor. | Name: |

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| **Section H: Declaration** |
| **A copy of your passport must be provided with this form. If you are from outside the UK/EU/EEA but have existing permissions to be in the UK, this documentation should also be provided to be verified by International Student Support (ISS) or International Staff Support (People and Culture).**  I confirm I have attached the relevant passport and immigration documents to this form  I confirm that the information I have given in this application form and any supporting documents is complete and accurate.  **Signature**  **Date** |

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| **Using Personal Information**  The personal data we collect in respect of the Visiting Title (VT) application will be used in support of the following lawful purposes (or part thereof):   * Assessing the nomination for conferral of a VT, in the context of associated procedures and criteria for conferral * Maintaining the information provided on the nomination form within the Additional Persons Database as a record of the VT * Providing details of VT holders to the University’s Honorary Titles Group, on request, as part of the University’s governance requirements * Notification to any regulatory authority deemed as lawful and correct   By submitting this application, the applicant is giving us permission to perform these actions.  The University’s Privacy Notice in respect of Visiting Titles can be accessed at: <http://www.qub.ac.uk/dasa/AcademicAffairs/HonoraryTitles/VisitingTitles/> |

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| **Section I: Approval: For completion by the Head of School/Nominee** |
| I approve that the above Visiting Student Title be conferred on the above candidate.    Name of Head of School or nominee: |

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| **Section J: School Use Only** | | | |
| 1. **Type** | **New/Renewal** | | |
| 1. **Proof of registration at home institution:** | **Yes  No** | | |
| 1. **Confirmed Supervisor in School:** |  | | |
| 1. **Approved by Head of School or Nominee:** | **Approved**  **Yes  No** | | **Not approved** |
| **Student**  **Notified** |
| 1. **Passport/ Immigration Documents** | **EU/EEA national**  **Non-EU/EAA national\*** | | |
| **\*If Non-EU/EAA National email to** [**International Student Support**](mailto:immigration@qub.ac.uk) **(6 months or less)/** [**International Staff**](mailto:internationalstaff@qub.ac.uk) **(6 months+) to check and advise on correct visa permissions** | | |
| 1. **Card can be Issued with on receipt of signed letter** | **Yes  No** | | |
| **NB: If Non-EU/EAA National the Card cannot be issued until confirmation is received from International Student Support / International Staff** | | |
| 1. **New Visiting Student added to Additional Persons** | **Yes** | **Renewing Visiting Student renewed on Additional Persons** | **Yes** |

## **Appendix 1: ATAS Guidance for Visiting Student Nominations**

The Immigration Rules change, relating to the short-term study visa applications, means that visiting students now have to apply for ATAS clearance if applicable to their area of research, regardless of the length of time they will be spending in the UK. This application will take 20 working days and must have been granted before students can apply for immigration permission. It is important therefore to factor this into the dates of duration for the nomination form. If you have any further queries relating to this change, please contact Elaine Graham in International Student Support ([immigration@qub.ac.uk](mailto:immigration@qub.ac.uk)) or Ray McEvoy in People and Culture ([internationalstaff@qub.ac.uk](mailto:internationalstaff@qub.ac.uk))

Full guidance, including how to apply, can be found on the designated [gov.uk website.](https://www.gov.uk/guidance/find-out-if-you-require-an-atas-certificate)

**Immigration Rules Appendix 6: academic subjects that need an ATAS Certificate**

Disciplines for which an Academic Technology Approval Scheme certificate from the Foreign and Commonwealth Office is required.

1. **Doctorate or Masters by research:**

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| **Subjects allied to Medicine:** | |
| Pharmacology | CAH02-02-01 |
| Toxicology | CAH02-02-02 |
| Pharmacy | CAH02-02-03 |
| Bioengineering, Medical and Biomedical Engineering | CAH10-01-06 |
| Others in subjects allied to Medicine | CAH02-03-12 |
| **Biological Sciences:** | |
| Biology (non-specific) | CAH03-01-02 |
| Ecology and Environmental Biology | CAH03-01-03 |
| Zoology | CAH03-01-06 |
| Microbiology and Cell Science | CAH03-01-04 |
| Plant Sciences | CAH03-01-05 |
| Biotechnology | CAH10-02-05 |
| Genetics | CAH03-01-07 |
| Biomedical Sciences (non-specific) | CAH02-03-10 |
| Molecular Biology, Biophysics and Biochemistry | CAH03-01-08 |
| Biosciences (non-specific) | CAH03-01-01 |
| Others in Biological Sciences | CAH03-01-10 |
| **Veterinary Sciences, Agriculture and related subjects:** | |
| Others in Veterinary Sciences | CAH05-01-02 |
| Agricultural sciences | CAH06-01-02 |
| **Physical Sciences:** | |
| Chemistry | CAH-07-02-01 |
| Materials Science | CAH-07-03-03 |
| Physics | CAH07-01-01 |
| Astronomy | CAH07-01-02 |
| Others in Geographical Studies | CAH12/01/05 |
| Physical Sciences (non-specific) | CAH07/03/01 |
| Sciences (non-specific) | CAH08-01-01 |
| Natural Sciences (non-specific) | CAH08-01-02 |
| **Mathematical and Computer Sciences:** | |
| Mathematics | CAH09-01-01 |
| Operational Research | CAH09-01-02 |
| Computer Science | CAH11-01-01 |
| Information Technology | CAH11-01-02 |
| Information Systems | CAH11-01-03 |
| Software Engineering | CAH11-01-04 |
| Artificial Intelligence | CAH11-01-05 |
| **Engineering:** | |
| Engineering (non-specific) | CAH10-01-01 |
| Civil Engineering | CAH10-01-07 |
| Mechanical Engineering | CAH10-01-02 |
| Aeronautical and Aerospace Engineering | CAH10-01-04 |
| Naval Architecture | CAH10-01-05 |
| Electronic and Electrical Engineering | CAH10-01-08 |
| Chemical, Process and Energy Engineering | CAH10-01-09 |
| **Technologies:** | |
| Polymers and Textiles | CAH10-02-03 |
| Minerals Technology | CAH10-02-01 |
| Materials Technology | CAH10-02-02 |
| Maritime Technology | CAH10-02-04 |

1. **Taught Masters:**

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| Materials Science | CAH07-03-03 |
| Physics (including Nuclear Physics) | CAH07-01-01 |
| Mechanical Engineering | CAH10-01-02 |
| Aeronautical and Aerospace Engineering | CAH10-01-04 |
| Chemical, Process and Energy Engineering | CAH10-01-09 |
| Minerals Technology | CAH10-02-01 |
| Materials Technology | CAH10-02-02 |