|  |  |
| --- | --- |
|  | **VISITING SCHOLAR APPLICATION FORM** |

**Please complete your details below and return to:** [**visitors@landecon.cam.ac.uk**](mailto:visitors@landecon.cam.ac.uk)

When you return the form, please also attach the following:

1. A copy of your current CV (Resume)
2. Your Research Proposal (no more than one side of A4 paper)
3. Confirmation of support from your Cambridge Supervisor (an email is acceptable)
4. A scanned copy of the photo/details page of your current passport
5. English language assessment certificate (if applicable)
6. Confirmation of funding (if required)

Please make sure the information provided here is accurate and if applying from outside the UK please complete the Medical Insurance section.

|  |  |
| --- | --- |
| First Name |  |
| Last Name |  |
| Date of Birth |  |
| Gender (Male/Female/Other or prefer not to say) |  |
| Title (Mr/Ms/Dr etc.) |  |
| Nationality |  |
| Passport Number |  |
| Residential address in home country |  |
| Email address |  |
| FOR OVERSEAS VISITORS ONLY:  Please provide details of medical insurance (or financial assurance) as to the payment of medical expenses (if required) during your visit |  |
| English Language Assessment (if applicable) e.g. TOEFL/IELTS or Cambridge Assessment Centre score |  |
| Description (Academic Researcher or PhD Student on placement)  **PhD students, please note that to receive a UK Student Visa a letter is required from your home institution confirming that your research while visiting the UK relates directly to your ongoing studies at your home university** |  |
| Home Institution/Employer | Name of Department/Institution:  Address: |
| Home Institution Supervisor/Head of Department (Note: This should not be listed as the Chinese Scholarship Council) | Name:  Position:  Email address: |
| Supervisor at Department of Land Economy, University of Cambridge | Name:  Position: |
| Activities while visiting at Land Economy  e.g. Collaborative Research |  |
| Start date of visit |  |
| End date of visit |  |
| Total number of weeks/months |  |
| Hours of access to the Department | 30-37 hours per week to be confirmed |
| Confirmation of type of funding (if required). Applicants must prove adequate funds to cover the cost of the bench fee (see webpage for details) | E.g. China Sponsorship Council or Erasmus |

WHAT HAPPENS NEXT

Please return this form to the LE Visiting Scholar Coordinator

[**visitors@landecon.cam.ac.uk**](mailto:visitors@landecon.cam.ac.uk)

When you return this form with your support documents (as listed above), the Department’s Director of Research will consider your application and give (or not) approval for your visit. If approved, you will be issued with a formal Visitors Invite Letter and a copy of our standard University Terms and Conditions. This letter needs to be signed by you and your home institution supervisor/sponsor and returned to the Visting Scholar Coordinator.

FOR VISITORS FROM OUTSIDE THE UK

Both prior and during your visit to the University of Cambridge it is your responsibility to ensure that you have the correct visa for entry to the UK and that you always comply strictly to the terms of that visa. The University reserves the right to terminate your visitor’s agreement as outlined in your Visitors Invite Letter immediately should it determine that you do not have the right to work (conduct research activities) in the University.

BENCH FEES

All visiting scholars are required to pay a bench fee to cover the departmental costs of the visit (including provision of IT services, workspace, library and other facilities).

Please choose your preference below (delete as applicable)

*NOTE: If you will be receiving institutional/other non-personal sponsorship funding for your visit to cover your bench fees, please provide a copy of your funding confirmation (E.g. China Sponsorship Council or Erasmus+) when submitting your application form.*

PhD Student

£200 (no VAT) per month without an LE department workspace/remotely from home country

£250 (no VAT) per month with a shared LE department office and WIFI

£275 (no VAT) per month hot-desking at the David Attenborough Building (DAB)

(For this option, please confirm that your Cambridge supervisor has authorised this first)

Academic Researcher

£250 (+VAT) = £300 per month without an LE department workspace/remotely from home country

£300 (+VAT) = £360 per month with a shared LE department office and WIFI

£275 (+VAT) = £330 per month hot-desking at the David Attenborough Building (DAB)

(For this option, please confirm that your Cambridge supervisor has authorised this first)

Fee Payment

As standard our departmental Finance Administrator will invoice you for the fee within the first few weeks of your start date and will agree payment terms with you, i.e. if you need to pay at a particular time or need your invoice amended and sent to a different recipient/address for funding purposes.

Please do not change the start/end dates of your visit after signing your invite letter unless absolutely necessary as this may affect accurate fee invoicing.

VISITING SCHOLAR INFORMATION:

<https://www.landecon.cam.ac.uk/research/academic-visitors>