



## Human Resources Division Visiting Academic Request Form



### What to do with this form

Please complete this form, attach the appropriate CV and send it to **HR Services, St David II Building** or email it to [hrservices@otago.ac.nz](mailto:hrservices@otago.ac.nz)

**Note:** this form excludes Visiting Fellows and Visiting Professors.

REQUESTER DETAILS			
<b>Name of Requester</b>		<b>Date of Request</b>	
REQUEST INFORMATION			
<b>School/Division</b>			
<b>Department</b>			
VISITING STAFF/STUDENT DETAILS			
<b>Title</b>	<input type="checkbox"/> Professor <input type="checkbox"/> Associate Professor <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss		
<b>Full name</b>			
<b>Address</b>			
<b>Contact phone</b>		<b>Contact email</b>	
<b>Period of visit</b>	<b>From:</b>	<b>To:</b>	
<b>Is the visiting Academic a New Zealand or Australian citizen?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Previously employed by the University of Otago?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>CV attached</b>	<input type="checkbox"/> Yes		
<b>Brief description of tasks</b>			
<b>Working with/ responsible to</b>		<b>Under the overall direction of</b>	

**FUNDING INFORMATION**

*Human Resources will assume the visitor is being supported by their home institution, or self-funded, unless otherwise stated below under 'Emolument'.*

<b>Emolument</b>	
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**APPROVALS****Head of Department**

<b>Name</b>	
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<b>Signature</b>		<b>Date:</b>
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**Dean/Pro-Vice Chancellor**

<b>Name</b>	
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<b>Signature</b>		<b>Date:</b>
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