



Recommendation to Appoint

Visiting Associate Professor/Professor
Visiting Fellow/Senior Fellow
Visiting Academic/Scholar/Artist

DPC Business Partner

Please consult with your [DPC Business Partner](#) before completing this form.

Name of Business Partner spoken with

Admin contact person in the Faculty/School/Centre

Name

Phone

Email

Key contact person for the Visitor from the Faculty/School/Centre

Name

Phone

Email

Visitor's details (current CV of applicant MUST be attached when submitting this form)

Courtesy title

Given name(s)

Family name

Date of birth

Telephone number

Email address (non CSU)

Gender ☐ Male ☐ Female ☐ Unspecified

Address (non CSU)

Line 2

City

State

Postcode

Country

Appointment details

☐ New appointment

☐ Renewal

Staff Number

Visiting position title

Campus

With a partner institution?

Faculty/Division/Office

School/Section/Centre

Please note: A visa can take up to eight (8) weeks to process so account for this when nominating an appointment start date.

Appointment start date

Appointment end date

Notional appointment fraction % [What is this?](#)

Purpose for visit (for visa requirements)

If "Other", please add further information

Any charges incurred by the appointee during the duration of their visit e.g. internet usage costs, should be charged to account code:

Complete the following if arrival to/and or departure from Australia are different from the appointment dates

Arrival date

Departure date

GL Code for visa nomination fee

For academic appointments only

Field of Research Code 1

FOR 1 %

Field of Research Code 2

FOR 2 %

Privileges

Library services (CSU card required)

☐ Yes ☐ No

On-site building and facilities access

☐ Yes ☐ No

IT access

☐ Yes ☐ No

(CSU card required)

Financial Arrangements - Only complete this section if a stipend is to be paid. Please contact your HR Business Partner regarding accommodation and stipend.

Visiting titleholders may receive a stipend to cover travel and living expenses as detailed below. Stipends are paid in arrears and may be paid either fortnightly or monthly and are administered by the Travel Office, Division of Finance.

Is a stipend to be paid?

☐ Yes (complete this section)

☐ No (go straight to authorisation)

To be paid as a contribution towards the following expenses: (Amount (AUD\$))

Travel expenses

GL code

Living expenses

GL code

Total expenses

Funding source

Endorsement, recommendation and authorisation

Endorsement:

Endorsement of the Head of School/Director before submitting for approval. Attach the relevant documents to the email when submitting.

**Head of School/
Director**

Name

Signature

Date

To ensure prompt processing, this form MUST be submitted with the relevant documents. Please indicate the appropriate option against each document:

Visitor's current resume

☐ Yes ☐ N/A

[Researcher visa request form](#)

☐ Yes ☐ N/A

Visitor's passport

☐ Yes ☐ N/A

Research proposal

☐ Yes ☐ N/A

Recommendation and authorisation:

In the event that the appointee incurs any work-related costs whilst visiting on invitation the University, I hereby guarantee that the Faculty/School/Section/Centre will accept responsibility for payment of same.

Band 7

[Who is this?](#)

Name

Signature

Date