

About this request

This form is for external individuals or organisations seeking to visit the University of Newcastle for academic, research, partnership, or institutional engagement. All requests are assessed by the University’s Global Partnerships team and require approval from the Pro Vice-Chancellor Global.

Once completed, please return form to the team at Global-Partnerships@newcastle.edu.au

SUBMISSION OF THIS REQUEST DOES NOT GUARANTEE APPROVAL.

SECTION 1 – VISITING PARTNER DETAILS	
Family name	Given name/s
Email address	Phone:
Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Non-Binary <input type="checkbox"/> Prefer not to say
Organisation / Institution	
Website	
Position / Title:	
Country	

SECTION 2 — PROPOSED VISIT DETAILS	
Proposed purpose of visit	Select all that apply
Academic Collaboration	<input type="checkbox"/> Delegation or Courtesy Visit <input type="checkbox"/>
Research Engagement	<input type="checkbox"/> Training or Capacity Building <input type="checkbox"/>
Educational Engagement	<input type="checkbox"/> Agreement Signing <input type="checkbox"/>
Others (please specify)	<input type="checkbox"/>
Brief description of the proposed visit (Please outline objectives, topics of interest, and expected outcomes)	
Preferred visit dates	From: _____ To: _____
Flexibility on dates	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> To Be Discussed
Estimated number of visitors	

SECTION 3 — UNIVERSITY OF NEWCASTLE CONTACTS	
Do you have an existing contact at the University of Newcastle?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes , please provide details:	Name: Position / School / Unit: Email address:
If No (If no existing contact is nominated, Global Partnerships will assess the request and identify an appropriate academic or professional lead where relevant.)	<input type="checkbox"/> I request that the University’s Global Partnerships team act as the coordinator and academic lead for this request.

SECTION 4 — AREAS OF INTEREST AT THE UNIVERSITY			
Area	Select all that apply		
Academic departments or schools	<input type="checkbox"/>	Innovation or industry engagement	<input type="checkbox"/>
Research centres or institutes	<input type="checkbox"/>	Executive or senior leadership engagement	<input type="checkbox"/>
Laboratories or research facilities	<input type="checkbox"/>	Student or cultural exchange	<input type="checkbox"/>
Other (please specify)			

SECTION 5 — VISA AND OFFICIAL SUPPORT REQUIREMENTS	
Will you require a formal support letter for visa or travel purposes?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
If Yes, please specify	<input type="checkbox"/> Invitation letter <input type="checkbox"/> Visa support letter <input type="checkbox"/> Confirmation of visit purpose <input type="checkbox"/> Other (please describe)
Have you already applied for a visa? <i>(Please note: Any support letters are subject to approval and may require confirmed visit details.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Laboratories or research facilities	<input type="checkbox"/>
Innovation or industry engagement	<input type="checkbox"/>
Executive or senior leadership engagement	<input type="checkbox"/>
Student or cultural exchange	<input type="checkbox"/>
Other (please specify)	

SECTION 6 — ADDITIONAL CONSIDERATIONS	
Is this visit expected to be high profile or involve government, diplomatic, or senior institutional representatives?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Are there any sensitivities, protocols, or special considerations we should be aware of? <i>(Optional)</i>	

SECTION 7 — DECLARATION AND SUBMISSION	
I confirm that the information provided in this request is accurate and complete	<input type="checkbox"/>
I understand that submission of this request does not guarantee approval	<input type="checkbox"/>
I acknowledge that approval of this request is at the discretion of the University of Newcastle	<input type="checkbox"/>
Name:	Date: