



# VISITING FELLOW INVITATION FORM

(to be used for domestic and international invitees)

For further information on inviting a Visiting Fellow please refer to: [http://www.mopp.qut.edu.au/B/B\\_02\\_01.jsp](http://www.mopp.qut.edu.au/B/B_02_01.jsp)

## Invitee details:

Family name:		Employee Number: (if a previous employee or has been previously invited):					
Given name/s:							
Title: <small>(eg. Dr/Miss/Mrs/Ms/Miss/Mr/Mx)</small>	Gender:	Male	Female	Other	Date of Birth:		
Address:							
				State:	Postcode:		
Telephone:	( )	Email:					
Nationality:			Orchid ID:				

## Approvals:

Invitation is recommended by \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Nominator (eg. PhD supervisor)

## Office Use only:

Invitation is supported: \_\_\_\_\_ Date: \_\_\_\_\_  
Head of School/Organisational area

Invitation is approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Executive Dean of Faculty/Head of Division/Executive Director of Institute

## Note:

After approval, the organisational area is to produce a letter of invitation <https://qutvirtual4.qut.edu.au/group/staff/people/forms-and-policies/hr-forms>. (If the invitation includes salary please contact HR for further advice)

If invitation is for 21 days or more email this form, draft letter of invitation and travel calculation to Corporate Finance ([tax@qut.edu.au](mailto:tax@qut.edu.au)), to obtain applicable taxation clause, taxation declaration form and tax advice on living allowance.

Once invitee's acceptance has been received by the organisational area, the area will be required to complete a QVR request through HEAT (<https://heat.qut.edu.au/HEAT/>) for the invitee to access QUT resources.

The invitation and the acceptance of the invitation should be kept in the organisational area.