

Application to undertake a visit

Please complete this form and return it to the person you wish to visit.

**Purpose of Visit Research Erasmus Other (please give details)**

**Please give brief details of visit requested:**

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| **Title** | Prof/Dr/Mr/Mrs/Miss/Ms |
| **Surname** |  |
| **First name** |  |
| **Male/female** |   |
| **Contact address** |  |
| **Telephone number** |  |
| **Email address** |  |
| **University/Employer** |  |
| **Position in University/Employer** |  |
| **Name of Departmental Sponsor:** Member of staff you wish to work with at the Department of Journalism Studies, University of Sheffield |  |

Please attach a link to an **online CV, or attach an electronic CV** to this application.

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| Application information |
| **Proposed dates of visit** | From:To: |
| **Reason for proposed visit and benefit to the applicant** |  |
| **Benefit/contribution to the Department of Journalism Studies, University of Sheffield** |  |
| **Have you secured funding for the visit?**If Yes, please give details of fundingIf No please give details of how the visit will be funded |  |

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| Proposed research, scholarship, presentations, seminars or teaching activities to be undertaken during the visit (please use a separate document if necessary) |
|  |
| **Date** | **Signed** |

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| **For Department of Journalism Studies’ use only** |
| **Date application received** |  |
| **Supporting statement from departmental sponsor in the Department of Journalism Studies, University of Sheffield** |  |
| **Application processed to Departmental Research Committee** | DATE |
| **Awarded/rejected** |  |
| **Applicant notified** | DATE |