



## **CHECKLIST FOR INTERNATIONAL VISITOR APPLICATIONS**

Please answer the following questions. The completed form must be submitted with the International Visitor Request Form or with the Expression of Interest for a Visiting Honorary Title.

Please Note: The Faculty of Medicine and Health will NOT be facilitating incoming international doctors who wish to undertake observership or fellowship training at our clinical schools. Requests for training in the NSW hospitals, should go via NSW Health and the hospitals directly. For high level international delegations requesting to visit NSW Health facilities, please direct them to <https://www.health.nsw.gov.au/business/Pages/international-visitors.aspx>

1. Name of applicant:
2. Home Institution:
3. Name of Supervisor/Collaborator at the Faculty:
4. Does the University have a **current agreement** with the Visitor's home institution?

All of the University's international agreements are listed in the staff intranet, via this link: <https://sydney-au-agree.terradotta.com/index.cfm?FuseAction=Programs.ListAll&>

Note: You may not need to formalise a new agreement in order to host an incomingscholar.

Yes

No

5. Have you asked for a copy of the **collaborator's/scholar's CV** and, if necessary, their supporting documents such as IELTS? Are you satisfied that the scholar has the appropriate **English language proficiency** (perhaps verify via a Skype or Zoom call).

Yes

No

6. How will the visitor be funding their visit? Will the School be providing financial assistance? Please provide details.

To obtain a visa, the scholar will need to demonstrate they have the capacity to support themselves during their stay in Australia, whether through a scholarship or personal means.

A guide to living costs is available here:

<https://sydney.edu.au/study/get-ready-for-uni/living-costs.html>

7. What support will the school be providing for the visit (timeframe and resources to be provided, eg: Unikey, office space, lab consumables)? Please provide details.

8. Have you organized an appropriate **orientation program** and **WHS induction** for the first day of arrival? Please provide details.

9. Please confirm that the scholar will not have access to Sydney Local Health District premises. If the scholar will be **visiting clinical areas on University premises**, please contact Manager, Placement Policy and Compliance ([student.verification@sydney.edu.au](mailto:student.verification@sydney.edu.au)) to ensure that the visitor completes the NSW Clinical Clearances required before arrival and that you have sought Head of School approval for this visit (to ensure supervision by USYD salaried staff).

Yes

No

For all other queries, please contact [fmh.executive-services@sydney.edu.au](mailto:fmh.executive-services@sydney.edu.au) in the first instance.

Head of School approval

Signature

Date